

# Apostles Learning Center



## Parent Handbook

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## **Apostles Learning Center** *"Where Children Soar"*

Apostles Learning Center, formerly known as Apostles Lutheran Day School, has served the community since 1973. Hours of operation are from 7:00 a.m. to 6:00 p.m. The full day program is for children ages 3 months to 5 years. Apostles currently offers Georgia Pre-K state-funded classes for children who turn 4 years by September 1<sup>st</sup>.

### **LICENSING AND ACCREDITATION**

Apostles is licensed by Bright from the Start: Georgia Department of Early Care and Learning, and is a NECPA accredited center (National Early Childhood Program Accreditation). We are also a 3-star rated center by the Tiered Quality Rated Improvement System (TQRIS or Quality Rated).

### **PHILOSOPHY and MISSION STATEMENT**

The mission of Apostles Learning Center is to provide parents and the community with a safe, secure environment where their children can grow and develop. At Apostles, we help children thrive in many ways --- physically, emotionally, intellectually, socially and spiritually. Our teachers stimulate their students' learning capacities in clean, cheerful classrooms and outdoor settings.

At Apostles Learning Center we believe that "children are a blessing and a gift from the Lord" (Psalm 127:3). We believe each child must be viewed as an individual with unique strengths and abilities. We offer an accredited educational program to prepare them for elementary school. We will provide our students and their families with an ethical, experienced teaching staff who daily exhibit care and concern for children and who demonstrate a strong desire for every student to succeed. We welcome families of all faiths as well as those who have no church affiliation.

The Staff and Board of Apostles are committed to the growth and success of our students in all areas of development. Our "open door" policy allows for open, honest communication and support for parents and families.

### **GOALS of the CENTER**

To provide a quality child development center in a Christian environment that will benefit the child, parent, church and community.

To provide a safe and health environment where children and parents can feel trust, comfort and love.

To provide an environment with the highest standards of safety, security, nutrition, classroom curriculum and current technology.

To attract and retain a teaching staff who is dedicated to caring for the well-being of every child, and who challenge their students with fun, stimulating activities.

To provide innovative educational experiences to challenge children in all areas of development, and to provide settings to stimulate children's emotional, social, spiritual and physical growth.

To involve families in our learning environment to equip them with tools that will best prepare their children for future development.

## **BOARD OF DIRECTORS**

The Board of Directors is composed of members of both the Church and school which make all policy and tuition decisions. The Director of the Center, a staff representative and a parent representative are non-voting members. Monthly Board meetings are publicized a week in advance. The current Board President is Stacie Conner; email at [stacieconn@aol.com](mailto:stacieconn@aol.com).

## **STAFF**

The staff members of Apostles Learning Center are chosen because of their love of children, their commitment to quality child care and continual professional training development, and their experience and training with young children. The enthusiasm, knowledge and commitment of our teaching staff can be witnessed daily through their interaction with the children in their care.

All staff and substitute teachers must be at least eighteen (18) years old and have passed a criminal records check and have had references checked. Staff is required to accrue twenty-four (24) hours of professional development training each year and maintain current CPR and First Aid certificates. In addition, newly hired employees participate in an extensive orientation to our Center and must attend training in Disease and Injury Prevention, Health and Safety, and Child Abuse and Reporting.

*If you arrange with a staff member for off premises or after hours care of your child, the staff member undertakes such services on her own behalf and not as a Center employee. ALC offers no assurance of the fitness of the staff member for performing these and other services in an environment which is not professionally supervised.*

## **NON-DISCRIMINATORY POLICY**

Apostles Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational or admissions policies. The Center does not discriminate against children and adults with differing abilities.

## **PRIVACY POLICY**

The State of Georgia Rules and Regulations Handbook states, "information pertaining to an individual child shall not be disclosed to persons other than the Center staff or other authorized personnel unless the parent(s) has granted written permission or it is an emergency". The Director must approve individual parent-teacher meetings or letters sent to parents regarding their child.

## **ENVIRONMENTAL POLICY**

Apostles Learning Center enforces a no smoking policy in the Church and Center buildings and property during hours of operation.

## REGISTRATION PROCESS AND DOCUMENTS

Registration is open to all children without regard to their race, creed, color, national origin or gender. Siblings of children already enrolled in the program receive first priority upon availability, and members of the Apostles Church receive second priority. Parents are encouraged to place their child on a wait list, especially for Infants or if they have a specific enrollment date in mind. **A fee of \$125.00 must accompany the Wait List form.** This fee will be credited toward the annual registration fee when your child is enrolled in our program. If Apostles Learning Center is not able to enroll your child within the requested time period and you wish to remove your child's name from the waiting list, the fee will be refunded.

A child is considered able to begin when all completed documents are returned to the Office and parents have met with the Director prior to the start date. The following are the required documents:

1. Enrollment packet
  - History & General Information
  - Authorization to Dispense to External Preparation
  - Emergency Medical & Hospital Form **(Include a copy of your insurance card as ALC does not carry student insurance.)**
2. GA. Immunization Form 3231
3. Certificate of Vision, Hearing, Dental & Nutrition Screening Form #3300 ( 3 years and older)
4. American Academy of Pediatrics Physical Exam report ( 3 years and younger)
5. Acknowledgement of Parent Handbook
6. Feeding Schedule (Infants only)

## TUITION AND FEES

Current tuition and fees are provided in the Center enrollment materials. An annual registration fee of \$125.00 is billed in September.

Tuition is paid in two week intervals per the tuition payment schedule.

Tuition is due by Tuesday at 6 p.m. during the first week of the interval. Tuition received after Tuesday at 6 p.m. will be charged a \$10.00 late payment fee. All tuition payments must be current even if your child was not in attendance.

There is a \$30.00 fee for any returned check. This fee is to be added when you pay, in cash, for the amount of the returned check. After a second returned check, you will be requested to pay by money order, certified check or cash.

Wait List Fee: \$ 125.00 for a year from date of receipt.

**Hold Space Fee: \$125.00 per month with 4 weeks notice** (see Temporary Withdrawal Policy).

Should any account become delinquent, legal fees incurred in the collection of that past due account will be the responsibility of the parent(s).

## FINANCIAL ASSISTANCE

The ALC Board is aware that our families may experience financial hardship due to job loss, lay-offs, reduced work hours or other extenuating circumstances. It may be difficult for parents to meet their tuition obligations. The Center has a scholarship fund called *the Friends Scholarship*. It is designed to help families with tuition expenses for a specific amount of time while financial difficulties may be resolved. Please meet with the ALC Director to learn more about the scholarship. All information is kept strictly confidential.

## "GRADUAL" ENROLLMENT

One of the best ways to aid in your child's adjustment to A.L.C. is to plan for gradual enrollment. Gradual enrollment allows your child extra time to adjust to his/her new environment.

Gradual enrollment usually consists of a maximum of two (2) visits prior to the child's first day with us. During each visit, plan on spending about thirty (30) minutes to one (1) hour with your child in the classroom. It is important that your child knows that you are comfortable with the teaching staff. Encourage your child to participate in the classroom activities. Sit on the floor with your child or move about the classroom (depending on the activities at the time) and allow your child to interact with the other children and the toys. Feel free to talk to the teacher(s) in the room so the transition is as smooth as possible for you both. Please speak with the Director if you have any concerns.

## CHECKING IN/OUT

Every morning upon arrival and afternoon upon departure, your child is to be checked in/out on the computer in the lobby area. Please alert anyone bringing or picking up your child of this procedure. When bringing your child to his/her classroom, always communicate with a staff member that your child has arrived.

If someone other than yourself is to pick up your child (even if the name is on the Permission to Pick Up card)), please put it in writing and leave the note on the desk in the Office. If this person is unknown to the staff, he/she will be required to show a photo I.D.

## LATE FEE POLICY

Our goal is to care for your child in the best possible way. Children become anxious when it is time to go home and no one has come for them. It is not only unfair to the child, but to the teachers as well, as they also have families and commitments. For these reasons, a late pick-up fee policy is enforced:

**\$12.00 fee if pick-up is 6:01-6:15 p.m.**

**\$1.00 additional for every minute late after 6:15 p.m.**

The closing staff will request that you sign a late pick-up form and the fee will be due in cash by the next day or it will be charged to your tuition account.

## WITHDRAWAL / TEMPORARY WITHDRAWAL POLICY

If it becomes necessary to withdraw your child from our Center, **a minimum four (4) weeks written notice is required.**

If you are withdrawing your child temporarily (such as an extended vacation), a payment of \$125.00 for each month that your child is away enables your child to be given priority status and placed on the wait list for reenrollment. This does not guarantee space availability at the date you indicate, but the Office will make every effort to accommodate your child's return in a timely manner. **Please complete a Hold Space Form with your payment giving a minimum of 4 (four) weeks notice..**

## CALENDAR

Apostles Learning Center will be closed on the following day(s) holidays:

Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve through New Year's Day (subject to change annually), and a staff work or professional development day. Parents will receive an updated annual calendar.

*There is no discount of tuition for these closings, days that your child is absent/sick or days the Center is closed for inclement weather, natural disasters or other unforeseen closings.* This policy is in effect because staffing and other operational costs are incurred on the basis of fixed levels of enrollment.

## **VACATIONS**

Students are eligible for one (1) tuition-free week per year earned after three (3) months of enrollment. Please submit a vacation request a minimum of two (2) weeks in advance to the Office. A child's tuition-free week must be for five (5) consecutive days. Please understand that your child does not attend Apostles Learning Center on the dates you choose for vacation.

## **DISENROLLMENT POLICY**

The school reserves the right to disenroll a child after documentation and conferences involving the child's teacher and parent(s) in order to devise a plan of action. The following reasons may result in disenrollment:

1. Failure to provide documentation, records required by Bright from the Start.
2. Disruptive or aggressive behavior that compromises the safety of the school population or him or herself.
3. The school is unable to meet the developmental needs of the child.
4. Noncompliance with Center policies, Bright from the Start or Georgia Pre-K policies.

## **PROGRAMS**

Apostles Learning Center operates year round from 7 a.m. – 6 p.m. providing care and education for children beginning at 12 weeks.

Weekly Chapel, Spanish and music enrichment are part of our program. Our full-day program provides a comprehensive and developmentally appropriate learning experience thematically based upon the Georgia Early Learning Development Standards (GELDS). Weekly lesson plans are posted outside the classrooms and on our website.

Class schedules are designed to give children opportunities for growth in the various areas of development. Group time, center time, language and literacy, math readiness, science, art, cooking, gross and fine motor activities and nap time are incorporated into the day. Our staff: child ratio meets or exceeds standards set by Bright From the Start: Georgia Department of Early Care & Learning.

All classes have nap or rest time lasting for one (1) – two (2) hours depending on the age and needs of each child. Apostles Learning Center provides bedding that is laundered daily in the Infants classrooms and weekly in all other classrooms. Parents should provide a light blanket for their child's use, small enough to fit in their child's cubbie, a complete change of clothing, diapers/pull-ups and wipes (if not "potty trained" and a non-porous bag for outerwear.

### **Nap Time**

The following classes have appointed times for naptime. Naptime follows lunch activities of eating, conversing, and cleaning, and preparing sleep cots or mats. Children who do not sleep have quiet time.

Infants II	12:00 pm - 2:30 pm
Toddlers	12:30 pm - 2:30 pm
Early Preschool	12:30 pm - 2:30 pm
Preschool I	12:30 pm – 2:00 pm
Preschool II	1:00 pm – 2:00 pm

Typically, the thirty minutes after naptime is spent in transition activities while the children begin to wake up. Quiet-time activities (i.e., reading books, using writing materials and playing with fine motor skill manipulatives) are provided for non-nappers.

For infants under twelve (12) months, the following recommendations are followed in accordance with the guidelines from the American Academy of Pediatrics for safe bedding practices:

- Babies are placed to sleep on their backs instead of their stomachs.
- Only sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular time frame and including instructions is provided.
- Baby's head is to remain uncovered during nap.
- No objects will be attached to a crib such as, but not limited to, crib gyms, mobiles, mirrors and mobiles.
- Pillows, quilts, comforters, pillow-like stuffed toys, and other soft products may not be placed in the crib.

**Staff: Child Ratios** (based upon Bright from the Start: GA. Dept. of Early Care & Learning). As an accredited center, A.L.C. exceeds the BFTS ratios

	<u>BFTS</u>	<u>ALC</u>
Infants: (less than one (1) year or under eighteen (18) months that is not walking)	1:6	1:4
One (1) year olds who are walking	1:8	1:4
Two (2) year olds	1:10	1:6
Three (3) year olds	1:15	1:10
Four (4) year olds	1:18	1:11
Five (5) year olds	1:20	1:14
Six (6) years and older	1:25	1:15

**Infant and Preschool classes:** Children are placed in the various classrooms based on age and stage of development. A child may transfer to the next class provided that space is available and he/she has reached the developmental milestones (parents must be made aware of these milestones) for success in the next level. For example, a child that turns three (3) years old during the year may remain in the Early Preschool (E.P.S.) until he/she is "potty trained" and space is available in the Preschool I classroom.

**GA. Pre-K:** The state funded Georgia Pre-Kindergarten program is available to children who turn four (4) years old by September 1<sup>st</sup> of the school year in which they enroll. The program is free for a 6.5 hour day (excluding food costs). Extended day is available for an additional fee. Through appropriate instructional strategies, our Georgia Pre-K program provides children with the readiness skills necessary for entering kindergarten.

**Summer Camp:** Our summer program is available for children 4 – 9 years. Activities include yoga & movement, karate, soccer, sports skills, science and cooking activities, literacy enrichment, art, picnics and carnivals. On site “field trips” such as Barnyard Animals, Fun Bus, Reptile Wrangler and Big Thinkers Science are included in the program. Our low counselor-to-camper ratio provides a well supervised, safe and fun-filled experience.

## **IN-CENTER ENRICHMENT**

In-Center Enrichment is available to all children according to the presentation and appropriateness for their age group. These activities not only broaden the experiences of the children but also help them to learn to receive guests and make them feel welcome. For older children, various “in house” experiences such as “Dr. Northside and Super Ewe”, dental hygienist, veterinarian, fire truck & fire fighters, Fitness on Wheels, Barnyard Friends and Reptile Wrangler visit our school.

Some activities such as Gym Tykes (sports skills, ballet) and Tennis Time are offered on a pay for services basis that parents may choose to have their child participate that are not part of the curriculum.

### ***Field trip guidelines***

*According to Apostles Learning Center policy and in order to ensure the safety and security of our students, all field trips are taken on site on the Center campus.*

## **SEPARATING FROM PARENTS**

Attending a child development center for the first time can be a frightening experience for a child. Many children cry, cling or balk upon entering the classroom. This behavior can continue for several weeks or can occur at any time, even after the children have settled in happily. Parents find this experience far more unsettling than the children as they usually settle down shortly after entering the classroom. By hovering at the door, communicating their distress by words or actions, parents tend to prolong the behavior. If school is presented as a positive experience, children will begin to mirror a parent’s trust and confidence

The teachers are accustomed to handling this separation and they do not get upset by it. We will be glad to work with you individually. We encourage parents to call during the day concerning their child (ren)’s behavior.

## **REPORTING POLICY**

In compliance with Georgia state law, Apostles is required to report suspected child abuse or neglect to the Department of Family and Children’s Services. The Center is also required to report all communicable diseases to Fulton County Health Department and Bright from the Start: Georgia Department of Early Care and Learning.

## **HOW PARENTS CAN BE INVOLVED**

We believe that we are in a working partnership with parents and that two-way communication is the key to this partnership. Apostles Learning Center has an “Open Door” policy and parents are welcome to observe our program at any time.

We strive to find ways to involve our parents as an integral part of our program. We host an Open House in September with dinner and free childcare provided so you can learn more about your child’s new classroom with the teacher(s) giving you an overview of their program. Other family events include parent workshops, Pizza and Pumpkins, Christmas program and parties and Staff Appreciation week.

Throughout the year, there are opportunities for parents to attend picnics, parades, read to the children, do art or cooking projects, or share their traditions during holidays or multi-cultural week. Another way to become involved is to volunteer as a room parent. Room parents assist with communicating and organizing classroom and school-wide special events, including holiday celebrations, staff appreciation, festivals and charitable fundraisers. Parents may also want to serve on the Board or as a Parent Representative for the school. The time commitment for serving on the Board is a monthly evening meeting, and occasionally, attendance at special school events such as Open House.

## **PARENT-CENTER COMMUNICATION**

We welcome and encourage Parent-Center open communication. At A.L.C., we care about your questions and concerns. Let us know what is on your mind! The Director is available to discuss any concerns you have. Your child's teacher will be able to answer questions about classroom activities and interactions. A Parent newsletter sent via e-mail is distributed quarterly.

ALC's Open Door Policy welcomes you to our Center anytime and encourages you to play an active role in your child's early learning development. At A.L.C., we feel that when parents and teachers work as a team, the children gain the rewards. It is our goal at ALC to instill a love for long-life learning in our children.

Staff is always available to parents for questions about child development in general or, more specifically, the welfare and development of your child. Acknowledging that each child succeeds, at his/her own pace, referring your child to a speech therapist or other educational consultants may assist your child's growth and development. These professionals are welcome to perform their services at the school.

**Daily Reports** in which parents and teachers can communicate are distributed in the Infant and Tots classes.

**Parent/Teacher conferences** occur twice during the year, in the fall and spring semester. Parents and teachers discuss the progress and stages of your child's development in the 5 domains of the Georgia Early Learning Development Standards (GELDS).

Parents may request to discuss their child's progress at any time throughout the year. Make an appointment through the office and we will be glad to accommodate you.

## **GUIDELINES for HANDLING PARENTAL CONCERNS**

Parents with a concern regarding the welfare of their child should verbally discuss the problem with the Director. In the event that they (parents and Director) do not reach an agreeable solution, or the Director does not follow through with satisfactory action on the agreement reached within ten (10) working days, the parent may outline the grievance, in writing, to the Director with copies to the School Board President. In the event that an agreeable solution is not reached by both the Director and the School Board President, the parent may formally present the grievance, in writing, to the full Board for resolution of the problem. The solution determined by the full board will be considered as **final** with no further action by the Board of Directors.

## PERSONAL ITEMS

Each child is required to have at least one complete seasonally appropriate change of clothes left at the Center. Parents must label clothes and shoes with the child's name. If your child is prone to bathroom accidents or is "potty training," please provide more than one change of clothes.

Parents of Infants must provide the child's own food/ bottles labeled clearly with the child's name and dated. These items must be premeasured for individual use. Parents of children in diapers are required to provide all necessary wipes, diapers, diaper rash creams (a signed permission to apply form must be completed). A small blanket for naptime is required and should be taken home on Friday to be washed (sheets are laundered by the staff).

Though the teachers make every effort to keep lost items to a minimum, make sure all items are clearly labeled with your child's name. If your child brings something home that you did not buy for him/her, please return it to school so that we may find its owner. The Center does not replace lost or stolen items.

Items such as toys, lip balms, sunglasses, etc. are not permitted in the classroom. Backpacks or diaper bags, unless made of clear, see-through plastic, are not allowed in the classroom.

## MEALS and NUTRITION

Nutritious breakfasts, lunches and snacks are included with tuition for all children over twelve (12) months of age. The meal schedule is as follows: breakfast is served between 8-8:20 a.m. for GA. Pre-K students and at 8:30 a.m. for all other classes. Lunch for Infants II, Tots and Early Preschool at 11:30 a.m., Preschool I & II at 11:45 a.m. and GA. Pre-K at noon; snack is provided at 3:00 pm.

Prior to meals, children and staff must wash their hands. Staff wears plastic food serving gloves and/or washes their hands when serving meals.

Parents of Infants must provide the child's own food/ bottles labeled clearly with the child's name and dated. These items must be premeasured for individual use.

Sound nutrition for growing children is very important, both for physical and intellectual development. Our menu provides a balanced variety of foods each day. Children are encouraged but not forced to try various kinds of fruits, vegetables, breads and protein sources. Menus for meals and snack are posted outside each classroom. Our meals are planned according to the guidelines of the Child and Adult Care Food Program, USDA Food and Nutrition Service.

We recognize that some children may be unable to eat certain foods due to allergies, dietary restrictions or to religious belief. We will work with those families to provide the appropriate meals and snacks as long as it is within our capacity. Otherwise, parents are to provide those items that are needed in order to meet nutritional requirements. State licensing requires that a child who must have a modified diet for medical reasons to have a statement from a medical authority on file. Modifications for religious reasons require a written statement to that effect from the child's parent(s). Modified diets must meet daily USDA regulations and guidelines. Parents of a child who has any dietary restrictions supplement and/or provide those food items required to meet his/her nutritional needs. All food items must be labeled with the child's name, date and contents. **No peanut butter or nut products may be brought to the Center due to the serious nature of nut allergies.**

## **BIRTHDAY PARTIES/ SPECIAL EVENTS**

As a NECPA (National Early Childhood Program Accreditation) and Quality Rated center, Apostles Learning Center adheres to the following guidelines: "Caregivers shall not offer children under 4 years of age foods that are implicated in choking incidents (round, hard, small, thick and sticky, smooth or slippery). Examples of these foods are hot dogs (whole or sliced into rounds), raw carrot rounds or baby carrots, whole grapes, lollipops, hard candy, seeds, raw peas, stick or log pretzels, chips, popcorn, marshmallows, sticky chewables such as gummy bears, taffy, caramel, Tootsie Rolls and chunks of cheese or meat." **No peanut butter or nut products may be served at the Center due to the serious nature of nut allergies.** This policy pertains to foods that are also provided by parents.

Healthy alternatives such as fruit, crackers, cheese, vegetables with dip, pudding, ice cream are possible suggestions. Parents are welcome to provide "birthday" plates, napkins, cups and hats. Age appropriate "goodie bags" may be prepared to send home with all the children in the class. Any special activities must be communicated to the office before planning.

## **SCHOOL PICTURES**

Individual and class pictures are taken by a professional company during the year for all children enrolled and in attendance on the scheduled picture days. There is no obligation for you to purchase the pictures.

Informal pictures may be taken for Center use (website, bulletin boards, cards, gifts to the parents, etc.) Parents are also welcome to take pictures of their child's class for personal remembrances.

## **ANIMALS/PETS**

At ALC, we recognize that caring about animals is part of the learning experience; all animals shall be confined to cages, pens or other containers that have a secure cover. Animals must be properly vaccinated. No animal may have a vicious propensity or pose a hazard to children.

## **INCLEMENT WEATHER**

In case of school closing, parents are notified through the Blackboard Connect system which contacts families by telephone and email. It is imperative that the Office is notified of changes to this information.

*Note: There may be occasions when the Center is open and the Fulton County Schools remain closed.*

## **INFECTION CONTROL, ILLNESS POLICIES, AND ACCIDENTS**

Safety is our # 1 priority and infection control is # 2! We use a bleach/water spray on all tables before and after each snack or meal. In rooms where the children mouth the toys, they are sterilized daily. In other classrooms, all toys are sterilized on a regular basis. Bedding is washed and mats/cots are sanitized weekly (unless a potty accident) in Tots – GA. Pre-K and daily in the Infant rooms.

Closed, flat shoes (athletic style shoes or sneakers with socks) are the safest footwear on the playground. Crocs, Jellies, flip flops, open toe/heel shoes, sandals, boots or shoes with smooth leather soles are not allowed.

In Infants I–Tots classrooms, the diaper changing table is wiped after each use with bleach/water solution (this solution is made fresh daily) even though new diaper changing paper is used for each child. In addition, our staff wears a clean pair of latex gloves whenever changing a child.

Frequent hand washing is an important part of our disease prevention and control. It is mandatory that children, parents and teachers wash their hands upon entering the classroom and throughout the day.

We strive to keep infections from spreading throughout the classes and the Center. You are part of the infection control policy! Your child must be kept from school until he/she is symptom free for 24 hours after any of these illnesses:

- Fever of 100 degrees or greater
- Diarrhea
- Vomiting
- Rashes or boils
- Discolored mucus
- Uncontrollable coughing
- Conjunctivitis / “Pink Eye”
- Coxsackie A-16 virus (Hand, Foot and Mouth Virus)
- Head lice
- Signs of common childhood diseases

If your child develops any of the above symptoms during the day, you will be called to come and pick up your child within one (1) hour and remove him/her from the Center. Your child will be comforted and cared for in the classroom’s cozy corner or library until your arrival (this does not apply to Infants). We often call a parent to alert you of the possible onset of illness (i.e. your child has been pulling on his/her ear or perhaps cries continuously during the day). Please call the Center at 404-256-3091 to let us know if your child has an illness which is infectious. We will alert other parents in your child’s class or in the Center of the illness. Children may return to school with a doctor’s note stating that they are not contagious.

Research clearly shows that is better for children to have outdoor time, than to remain inside all the time. Please trust our judgment as to what is too cold, too windy, too rainy or even too hot for the children. If the children are properly dressed for the weather, they will benefit from being outdoors. A child may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated by a doctor’s note.

Accidents, observations and incidents will be reported to you in writing on the appropriate form. You will be required to sign the form and one will be placed in your child’s file. You will be called immediately if your child has an accident which results in a head injury. If an accident occurs that we feel requires immediate care, you will be called to participate in any emergency decisions. If A.L.C. feels that emergency care is necessary, we will call 911 first and then you. The child will be transported to Children’s Healthcare of Atlanta on Johnson Ferry Road which is near to our Center.

## **MEDICATIONS**

If your child requires a prescription medication administered while at Apostles Learning Center, an Office staff member is the designated person to do so (this does not apply to those children enrolled in the Infant rooms). Medication forms must be completely filled out for each individual day that the prescription medicine is to be administered (please note licensing regulations do not allow the use of arrows or ditto marks on medication forms). Medications must be in the original, labeled containers, and be clearly marked with the child’s full name. No medication will be administered without a signed Medication Authorization Form or on an “as needed basis”. Over

the counter medication such as cough medication, Tylenol, aspirin or other temperature lowering medication may not be administered.

*All prescription medications must be accompanied by the pharmaceutical instructions for the illness/condition for which the medication is prescribed, including dosage information, generic name and side effects/adverse reactions.*

After fully completing the Authorization to Dispense Medication form (in the manila envelope on the bulletin board behind the check in/out computer), place it in the folder labeled with your child's class located in the Office to the left of the doorway. Your child's labeled medication is stored in the left cabinet marked medication in the Resource Room. Licensing requires us to dispose of any medication that is not administered. In other words, we cannot store any medicine. Please take medicine home upon completion of the medication form.

### **Procedure for Administering Medications to Children**

1. Parents fill out a "Medical Authorization Form for Children" and submit it to the office.
2. Medication will be administered only once during the day during lunch time (this does not pertain to inhalers for asthma).
3. Administrative Staff member charts child's name, medication, dosage and time(s) in the Medication Log in the Office, and place Parent's form in appropriate Classroom file folder.
4. Admin staff member calls children to the office at specified time(s) to receive medication.
5. Admin staff member verifies in the Medication Log that medicine has been administered.

## **SECURITY and EMERGENCY PROCEDURES**

Security is of utmost importance at ALC, and the following features and systems have been installed:

### **Security Features:**

1. Security guard present at drop-off & pick-up times.
2. Cameras in Fellowship Hall, playground, Infants and second (2<sup>nd</sup>) floor hallway and front entrance.
3. Computerized check- in and check-out.
4. Secured entry ways including pass-only door between Church and school.
5. Six-foot fencing along the rear of the playground.
6. Bright outdoor lighting.

**Fire Evacuation Plan:** When the fire alarm sounds, classes located on the 1<sup>st</sup> floor: Tots (C108), EPS (C105), Preschool I (C103) and Preschool II (C106) exit through the front entrance door.

Those classes located on the 2<sup>nd</sup> floor: GA. Pre-K (C 202/204) and Extended Day / Camp (C207) exit through the rear fire exit stairway.

Infants I (B 106) children are put into the evacuation crib. The school nutritionist is assigned to assist the teachers. Infants II are placed inside the baby buggies. Both classes are to exit through the double doors / ramp in the Fellowship Hall.

All classes will assemble along the fence by the soccer field. Teachers are to have class attendance records, and the teacher at the end of the line is to shut off lights and close the classroom door.

**Severe Storm Plan:** In case of tornado or other severe storm, classes on each floor are to go to the hallway on that floor, kneel down, face the wall and clasp their hands over their heads. Infant I children are placed in evacuation cribs / Infants II children in the Bye Bye Buggy. Teachers are to place children against the wall in the hallway by the classroom. Stay away from the windows and doors.

**Structural Damage Plan:** Children will be evacuated to the gymnasium at Hammond Park located across the street from Apostles.

Apostles Learning Center  
6025 Glenridge Drive  
Sandy springs, GA. 30328  
Phone: 404-256-3091 Fax: 404-250-1775  
Email: [cdc@aapostleslearning.com](mailto:cdc@aapostleslearning.com)

Apostles Lutheran Child Development Center d/b/a Apostles Learning Center (also referred to as "the Center") and the child's parent(s)/guardian(s) acknowledge having received the Parent Handbook and agree to abide by the policies and procedures as stated. I also certify that I have provided complete information regarding my child and will notify the Center as changes occur.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian \*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian \*

- Please both sign and clearly print your name

**Dear Parents,**

**Thank you for choosing Apostles Learning Center!**

**You have selected one of the finest child development centers to enroll your child. Apostles Learning Center is both nationally accredited by NECPA (National Early Childhood Program Accreditation) and is a 3-star Quality Rated by Bright From the Start; GA. Department of Early Care and Learning. Our center provides a nurturing environment for children ages 12 weeks to 5 years. We operate full time care from 7:00 a.m. to 6:00 p.m., Monday through Friday.**

**In addition, we offer Georgia Pre-Kindergarten Program for children who turn 4 years old on or before September 1<sup>st</sup>. An extended day program is available for Georgia Pre-Kindergarten children which includes enrichment activities such as karate. Our summer camp program is for children entering GA. Pre-K to age 5-9**

**Apostles Learning Center has successfully operated since 1972 and offers the very best in a preschool program. We care for each child with a low student: teacher ratio with experienced and qualified teachers and staff. Apostles Learning Center's mission is to provide a safe, nurturing environment that focuses on the developmental needs of children intellectually, socially, physically, spiritually and emotionally. Our academic program is based on the Georgia Early Learning Development Standards (GELDS). and a comprehensive curriculum designed to challenge, nourish and encourage the children through the process of age-appropriate play.**

**We provide a multi-cultural and multi-ethnic environment as Apostles Learning Center does not discriminate against race, religion, color, nationality or gender for admission. The staff of Apostles Learning Center encourages you to participate in your child's classroom whenever possible.**

**We welcome you into our Apostles family!**

**Nancy Bulger  
Director**