



Dear Parents,

Welcome to our summer camp program at Apostles Learning Center! We hope that these guidelines will be helpful to you as an introduction of our staff, our program and of the rules and expectations for campers. Please read this document thoroughly to be familiar with the camp policies and guidelines.

# **STAFF**

Management Team: Jasmine Mangham, Director

Phillis Jordan, Director

Barbara Jackson, Administrative Assistant

Counselor: TBA

# TELEPHONE

If you need to contact Apostles Learning Center, you may reach us at:

**404-256-3091 - Office**

**404-250-1775 - Fax**

# **Email-** [**office@apostleslearning.com**](mailto:office@apostleslearning.com)

Please verify the emergency contact cards given to the school should we need to contact you to report an illness, school emergency, etc.

**PHILOSOPHY and MISSION STATEMENT**

At Apostles Learning Center, we believe that children are a gift from God. Therefore, our mission 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.

We believe that each child must be viewed as an individual with unique strengths and abilities. We will provide our students/campers and their families with an ethical, experienced teaching staff who daily exhibit a genuine love for children and who demonstrate a strong desire for every student to succeed. We welcome families of all faiths, cultures and ethnicity.

The Staff and Board of Apostles will remain committed to the growth and success of our students/ campers in all areas of development. Our “open door” policy will always allow for open, honest communication and support for parents and families.

**GOALS**

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

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

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 that promote children in their intellectual 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.

# **PAYMENTS**

Tuition of $275.00 per week made payable to A.L.C. (or Apostles Learning Center) is due on Monday and must be paid in full (the enrollment fee of $340.00 includes an $65.00 registration fee and the last week of camp attendance). Please pay by using online banking, check, money order or Tuition Express (ACH forms are available upon request) as we do not accept cash.

Payments by check are placed in the check box in the front office or you may choose to pay by

Tuition Express. Tuition not received by 6 p.m. on Tuesday, will be charged a $10.00 late fee. A $30.00 fee will be charged for returned checks.

If you need a receipt for payment, one can be provided upon request.

**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 with differing abilities.

**ENVIRONMENTAL POLICY**

Apostles Learning Center enforces a no smoking policy anywhere on the property during hours of operation.

**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.

**LICENSING AND ACCREDITATION**

Apostles Learning Center is licensed by the State of Georgia through Bright From the Start: Georgia Department of Early Care and Learning. We are a 3-star Tiered Quality Rated Improvement System (TQRIS or Quality Rated).

# **PARKING**

Parking is located along the soccer field or the building. Avoid parking in the fire lane. Be mindful of leaving a car running and unattended while delivering or picking up a child. Please do not leave valuables in your car while escorting your child to or from the building.

Supervise your child as you leave the building. Please drive with caution while in the parking lot as children/parents areentering or exiting.

# **SECURITY SYSTEM**

Our building facility has a security system that maintains locks on our exterior doors. We maintain this system for the safety and protection of your child. A security card will be given to you (unless you already have a child enrolled) that allows you access between 7 am and 6 p.m. (you will be charged $15.00 for the 1st pass and an additional $10.00 for the second). If you arrive before or after these hours, your pass will not unlock the door. A lost pass can be replaced by the Office for a fee of $5.00.

The security system is in place to protect your camper and we want to enforce our policy of not opening the door to outsiders or other parents. Staff members will open the entry door for families and visitors. Help us protect your child by using your pass.

# **SCHEDULES**

Our learning center opens at **6:30 a.m.** and closes at **6 p.m**. Your camper is welcome to come early and /or stay late; however most camp activities are planned between 9:00 a.m. – 5:00 p.m.

Breakfast is served at 8:30 a.m. If you are arriving after 9 a.m., if breakfast is still available, breakfast will be offered. Or, you may bring a “bagged breakfast” and remain with your child in the Fellowship Hall while he/she is eating. Campers will receive a nutritious breakfast, lunch and as well as two snacks each day (menus are posted) except on picnic days when the campers bring their own lunch (please adhere to our NO NUTS policy). A letter must be on file for medical or religious reasons if your child requires any dietary modifications (Ex. Soy milk instead of 2% milk; vegetarian diet, etc).

During the summer, in-house enrichment activities will be scheduled such as Barnyard Animals, Playball and Challenge Island. The special school wide events planned include dress-up days (storybook, Disney and Superhero), Multicultural PotLuck dinner, picnics, trike-a-thon and a parade.

# **SIGNING IN/OUT**

Bright From the Start: Department of Early Care and Learning, requires that a parent or guardian escort campers into the building. Each child will arrive at our double doors in the fellowship hall and have their temperature checked by a member of management. The member of management will take the camper to his/her classroom. At pick up, parent/guardian must pick their child up from the Fellowship Hall. SIBLINGS UNDER 18 YEARS OF AGE MAY NOT pickup your camper.

A **late fee** of $12 will be charged after 6:00 p.m. A child picked up after 6:15 p.m. will be charged an additional $1 for each minute.

# **EMERGENCIES / SPECIAL CIRCUMSTANCES**

The only people who will be allowed to pick up your camper from our facility are parents, legal guardians and those individuals you list on your emergency pickup card.

If there is an emergency and you must send someone whose name is not on the list, **please call the office and then fax or email written permission for that person to pick up your child. Remember the fax must include the date and your signature**! They will be asked for a PHOTO ID when they arrive.

Please make sure the information you filled out is correct and make changes when necessary. We do not want to call your emergency phone numbers and find out they are incorrect. If you have an extension or cell phone number, please add them to your information card.

## **PAPERWORK**

The following must be completed and on file in the office before your camper can remain at camp:

**Enrollment form including child information and parental agreement**

**Emergency hospital and medical authorization** (include a copy of insurance card)

**Contact/pick up cards** **(blue)**

**Emergency cards (yellow)**

**Authorization to Dispense External Preparations (to apply sunscreen and/or insect repellant)**

**Immunization (GA. Form 3231)**

We try our best to follow the calendar that has been distributed, but occasionally special activities may be cancelled due to adverse weather or unforeseen circumstances. If that happens, we will try to reschedule the activity or replace it with an alternate.

Your registration document represents a contract for the period of time you indicated your camper would attend Camp at Apostles Learning Center. Please give the office notice if you choose to change/switch your camper’s enrollment weeks. Our camp is limited and once these slots are filled, new applicants are turned away. It is very important that you honor the commitment you made for the period of time that you indicated that your child will attend camp.

**INCLEMENT WEATHER**

In case of school closing, parents are notified through the Tadpoles which contacts families by email or text. It is imperative that our office is notified of changes to this information.

**INFECTION CONTROL, ILLINESS POLICIES, AND ACCIDENTS**

Safety is our # 1 priority and infection control is clearly # 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 and in the other classrooms, all toys are sterilized on a regular basis.

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.

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.

A.L.C. does all it can to keep infections from spreading throughout the classes and the Center, and we need your help! 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. 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). If your child is lethargic and unable to participate in the activities, please consider keeping your child home to ensure the health and safety of your child.

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.

**OUTDOOR TIME**

Research clearly shows that it 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 the clean outside air. 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.

# **MEDICATION**

If your child requires a dosage of medication while at camp, an Authorization to Dispense Medication form must be completely filled out listing the specific days, time and dosage. Licensing regulations govern our ability to accommodate your child’s needs for medication. We are not allowed to administer medicine “as needed” and we cannot give over-the-counter medication to control fever. If your child has ASTHMA or any other health related needs, please leave written information about caring for your child. If you have any questions, ask for help.

We can only administer medicine **prescribed by a doctor, dispensed by a pharmacist,** be in the **original container** and **labeled with the** **child’s name**. **All prescription medication must be accompanied by the pharmaceutical instructions for the illness/condition for which the medication is prescribed; dosage information, generic name & side effects/adverse reactions.** Inform the counselor that your child needs medication and that you have completed the Authorization to Dispense Medication and left the medication and form with the attached information in the Office.

After fully completing the Authorization to Dispense Medication form cabinet), place it on the desk in the Office. Your child’s medication is stored in the cabinet marked medication in the Resource room or, if refrigerated, in the plastic covered container in the refrigerator. Please take medication home upon completion of the dates listed on the medication form.

## **DISCIPLINE**

Our camp counselors will review our rules and discipline policy with your camper the first week of camp and will give positive reinforcement to children to act with kindness and respect. A note will be sent home following disruptive or disrespectful behaviors.

**PARENT-CENTER COMMUNICATION**

We welcome and encourage Parent-Center open communication. At A.L.C., we care about your questions and concerns. We encourage you to let us know what is on your mind! The Director is available to discuss any concerns you may have. Your child’s counselor will be able to answer questions about camp activities and interactions. We are teaching the children the skills to be lifelong learners. 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, but at his/her own pace, we strive to make your camper’s summer experience “awesome!”

**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.

**EMERGENCY PROCEDURES**

**Fire Evacuation Plan**: When the fire alarm sounds, classes located on the 1st floor will exit through the front entrance door. Those classes located on the 2nd floor exit through the rear fire exit stairway.

All classes will assemble on 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 the second (2nd) floor relocate to the first (1st) floor hallway where they kneel down, face the wall and clasp their hands over their heads. Teachers place children against the wall in the hallway by the classroom, staying away from the windows and doors.

**Structural Damage Plan**: Children will be evacuated to the far end of our soccer field away from the building.

Apostles Learning Center

6025 Glenridge Drive

Sandy Springs, GA. 30328

Phone: 404-256-3091 Fax: 404-250-1775

Email: [office@apostleslearning.com](mailto:office@apostleslearning.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 read the Summer Camp Handbook and agree to abide by the guidelines as stated. I also certify that I have provided complete information regarding my child and will notify the Center as changes occur.

## **SIGNATURE**

Please sign below and return this page to the office.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian

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