

Warner Robins Daycare Center

Cherished Children Too



Parent Handbook

Warner Robins Daycare Dba Cherished Children

511 Myrtle Street Warner Robins, GA 31093 (478) 923-1339

Cherished Children Too

2300 Elberta Road Centerville, GA 31028 (478) 293-4344

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Welcome:

Greetings Parents,

We are looking forward to working with you and your children this year and helping them achieve their full potentials. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be part of our Centers family this year!

I believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you through notes, telephone calls, e-mail, Face to face, and parent teacher conferences.

I encourage you to contact us if you have any questions or concerns via email: cherishedchildrentoo@gmail.com and/or daycarec@bellsouth.net

You can call us at either Center location at:

(478) 293-4344 for parents' children that attends:

Cherished Children Too, 2300 Elberta Rd, Centerville Ga.

(478) 923-1339 for parents' children that attends:

Warner Robins Daycare Center, 511 Myrtle Street, W. Robin Ga.

We are looking forward to a wonderful year with you and your child/children.

Sincerely yours, Warner Robins Daycare Center Inc.

Cherished Children Too

Curriculum:



Learning Tools We Use

GELDS - Resource Bright from The
Start State Approve Curriculum.



Hours of Operations:

Months of Operations

January through December

Days of Operations

Monday through Friday

Hours of Operations

6:00 a.m.-6:00 p.m.

Contact Information:

Here at Warner Robins Daycare Center dba Cherished Children Too, we strive to provide the best quality care for your child. We are looking forward to getting to know you and your child. If you have any questions or concerns, please do not hesitate to contact Office Management.

We have Two Locations for Your Convenience!

Warner Robins Day Care Center Inc.

511 Myrtle Street

Warner Robins, GA 31088

Director: Tondra Corbin

Office: (478) 923-1339

Fax: (478) 923-3135

Open Mon-Fri. 6am- 6 pm

Second Location:

Cherished Children Too

2300 Elberta Road

Centerville, Ga. 31028

Executive Director: Latonya Blasingame

Office: (478) 293-4344

Fax: (478) 293-4345

Open Mon-Fri. 6am-6pm

Closures/ Holidays

- New Year's Day
- Dr. Martin Luther King
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Teacher In Service Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Holidays
- Christmas Holidays



Arrival/ Departure:

All students must be dropped off no later than 9:00 am, unless their parent can provide a doctor's note for tardiness. Infants must be dropped off no later than 10:00 am. Children left in care over 10 hours will be charged \$5 for every minute over. A \$5 per minute late fee will be charged for every minute after 9:00 am drop-off or \$ 5 per minute after 6:00 pm. After 6:30pm, your child will be taken to the Police Department.



Warner Robins Daycare Center dba Cherished Children Too

Enrollment Process:

Fees are due on Monday of each week. Fees that are not paid by 6pm Monday at closing will have a \$40 late fee added to their fee Tuesday morning. Fees not paid by Wednesday will result in suspension of care until the account is paid. Fees will not be annualized and or prorated, all fees must be paid whether your child is present or not at the Center. Fees may be paid in cash, check, debit or credit card or money order. Registration fees \$70 per child.

- ☞ Enrollment form
- ☞ Immunization records
- ☞ Parent/Provider contract signed and dated
- ☞ Handbook/policy agreement form
- ☞ Transportation authorization
- ☞ Food program enrollment form
- ☞ Enrollment fee
- ☞ First week's payment

Dress Code:

Children should be appropriately dressed for the season. Coats are mandatory for the winter months. No open-toed shoes are allowed. Each child should have at least one complete change of clothing left at the center for emergency. Infants, pre-toddlers, and toddlers being potty-trained should have at least 8 diapers/ pull-ups each day.

Parent Supply List:

Infant Room: Diaper bag, Diapers & wipes, change of clothes, bottles label with child first name last initial. NO MEDICINE IN BABY BAGS, NO BLANKETS, Application filled out, IES filled out.

Toddler Ones Classroom: NO BOOKBAGS, you will need for you child: wipes, diapers, 2 pair change of clothes, blanket with their name on it for nap time, NO PACIFIER

Toddler Twos Classroom: NO BOOKBAGS, you will need for your child: wipes, underwear, pullups, blanket for nap time, 2 pair change of clothes.

Preschool Threes & Fours Classrooms: NO BOOKBAGS, you will need for your child: 2 pair change of clothes, extra underwear.

School Age Classroom: Book bags are allowed only during the fiscal school year, NO CELLPHONES IN CLASSROOM, NO OUTSIDE FOOD OR DRINK THIS IS A RULE FOR ALL CLASSROOMS, FOOD IS PROVIDED FOR ALL AGES through USDA FOOD PROGRAM.

No outside toys are allowed at the daycare. Leave all toys at home.



Breakfast, Lunch & Snack Procedures:

Breakfast is served from 8:00-8:30 am. Lunch is served from 11:00-11:30. Snacks are served at 2:00 pm. You are asked to call if your child will need a meal set aside. We will hold meals for up to 10 minutes. Children are not allowed to bring food into the Center. Only food prepared at the Center may be served for meals and snacks.

Breakfast:**Lunch:****Snack:**
(2 of the 4 Groups)

Fruit or Vegetable

Milk

Bread or Grains

Protein

Medication

A signed Medication Authorization is required to administer prescription medications to your child. Authorization must include the prescription number, time and amount of dosage, and expiration date. All medication must be in the original container with the prescription label. A new authorization must be filled out if medication is to be dispensed for more than one week. Medications with instructions "as needed" will not be accepted. Conditions that required medication without notice, such as asthma, will require the Center to call for verbal permission to administer. Teachers are not allowed to give medication to students. If your child requires medication, please take it directly to the Director and

discuss it with her. All students must be fever free for 24 hours before returning to school. Please do not send Tylenol to school to treat your child's fever.

Removal of Ill Person Policy:

EXAMPLE ILL PERSONS POLICY: Warner Robins Daycare & Cherished Children Too aims to ensure the health of every child in our care. With this in mind we will remove from the group any child, staff member, or household member who is exhibiting any of the following symptoms:

- ☞ Fever of 100 degrees or higher. (Needs to be fever free for 24 hours to return) WITHOUT THE USE OF A FEVER REDUCING MEDICINE
- ☞ Diarrhea (3 or more stools while here that differ from normal BM) *
- ☞ Vomiting (2 or more times during the day) *
- ☞ Rash not associated with heat, diapering, or allergic reaction – must be gone before returning
- ☞ Eye discharge – Pink eye or from a cold - must be gone before returning
- ☞ Lice or nits – can return only after being free of them for 24 hours *
- ☞ Communicable disease: chicken pox, measles, etc. - must be gone before returning to daycare
- ☞ Consistent complaints of ear, stomach or headaches, or other pain
- ☞ Any color of nasal discharge, it must be clear before returning to daycare unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose – wiping it less than every 15 minutes or so.
- ☞ Sore throat
- ☞ Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds – must be mild before returning to daycare
- ☞ Fatigue that prevents the individual from participating in group activities.

Before returning your child to daycare they **MUST BE** free of all symptoms for 24 hours from the last onset of symptoms.

Transportation:

Transportation to and from school, field trips are available. At this time, we will provide transportation to the following schools: Westside Elementary, Parkwood Elementary, C.B. Watson Elementary, Lindsey Elementary, Northside Elementary, Tucker Head Start, Elberta Head Start, Centerville Head Start, Eagle Spring Elementary, Centerville Elementary. If there is a need for several students to be transported to be unlisted nearby school, the facility reserves the right to add it.



Mission Statement:

Warner Robins Daycare Center and Cherished Children Too mission is to provide a high quality, nurturing and safe environment for children that will help them grow into a wonderful, curious and happy adult. We will maintain a structured daily program with regards to scheduled meals, rest periods and activities because we believe children thrive when their lives are consistent. We will encourage children to find out who they are by becoming aware of others and the environment around them.

Children will be exposed to an exciting program that includes a variety of music, science, reading, arts and crafts, indoor/outdoor activities and free play activities, all designed to stimulate their physical, intellectual, social and emotional growth in a loving and comfortable environment. We will encourage each child to share their experiences, honor one's diversity, respect each other's feelings, and to discover the awe of the unity of all life around them.



Vision Statement:

To leave with each child the very best that we have to offer.

Commitment:

Our commitment is to the children, the families, the community, licensing agencies, and to God who embodies the commitment.

Remember

We could learn a lot from a box of crayons; some are sharp, some are pretty, some are dull, while others bright, some have weird names, but they all have learned to live together in the same box.



Georgia Pre-K Program Information

Thank you for enrolling your child in Georgia's Pre-K program. As a Georgia resident choosing to have your child participate in this educational initiative funded by the Georgia Lottery for Education, you can be proud that Georgia is leading the nation in providing preschool options for children. The purpose of this handbook is to help you understand this unique educational initiative, to explain the goals and objectives of the program, and to offer suggestions that will help your child be successful in the Pre-K program and throughout his or her educational career. We also want you to know we value your input. Please contact your Pre-K Provider or our office with any questions or comments. Also visit the Bright from the Start: Georgia Department of

Early Care and Learning website for more information. We appreciate your interest in Georgia's Pre-K Program.

BRIGHT FROM THE START Georgia Department of Early Care and Learning 2 Martin Luther King Jr. Drive, SE Suite 754, East Tower Atlanta, Georgia 30334 1-888-4GA-PREK 1-888-442-7735 404-656-5957 www.decal.ga.gov

Georgia Pre-K Program Information

Eligibility and Enrollment Requirements

Georgia's Pre-K is a public/private partnership. A child may not be denied from registering or enrolling in the program, but parents must complete certain requirements for the child to attend. Children are eligible to attend Georgia's Pre-K for one year only. In addition to the proof of age and residency documentation you have already provided, families will be asked to provide the following documents. All documents must be on file for your child to remain in Pre-K: n Certificate of Immunization (DHR Form 3231) within 30 days of program entry n Certificate of Ear, Eye, and Dental Examination

(Form 3300) within 90 days of program entry n Alternate contact information Alternate contact information is not only required by state law; it is essential in the event of an emergency. Remember to keep this information updated by notifying your Pre-K provider of any changes.



Georgia Pre-K Program Information

Health Requirements for Pre-K

All children enrolled in Georgia's Pre-K Program must have hearing, vision, and dental examination certificates (DHR Form 3300) on file within 90 calendars days of program entry.

Immunizations (DHR Form 3231) must

be up-to-date or affidavits must be on file within 30 calendar days of program entry. The local Health Department or your

child's physician can provide information on affidavits.

Children without current Forms 3231 and 3300 may not remain in the program.

Check with your provider if you need assistance in obtaining these certificates.

Children must also have a current health check. Parents will be asked to verify the

date of the child's last full health exam.

Pre-K Operating Hours Only

Monday thru Friday excluding Elementary and State Holidays and Summer.

8am -2 :30 pm (before & after hours is any time before 7 :45am and any time after 3pm.

Before and after care fee is 75.00

Before or after 50.00 a week.

Pre-K Closure /Holidays Schedule

- July 24- 30, 2024 – Pre-Planning/Site Collaboration
- July 31, 2024 – First day of School
- September 2, 2024 – Labor Day Holiday
- September 3, 2024 – Teacher workday
- October 7-10-2024 – Fall Holiday, Students & Teachers
- October 11,2024 – Columbus Day Holiday (observed)
- October 14, 2024 - Students Holiday/ teacher workday
- November 11-2024 – Veterans Day Holiday
- November 25-29-2024 – Thanksgiving Holiday
- December 20, 2024 – Last Day of Semester – ½ day
- December 23-January 2, 2025 – Christmas & New Years Holiday
- January 3, 2025 – Student Holiday/ Teacher workday
- January 6, 2025 – Second Semester Begins
- January 20, 2025 – Martin Luther King Holiday
- February 17, 2025 – Presidents Day Holiday
- February 18, 2025 – Teacher workday
- March 28, 2025 – Student Holiday / Teacher workday
- March 31-April 4, 2025 – Spring Break
- May 21, 2025 – Last day of Semester – ½ Day
- May 22-23-2025 – Post Planning / Teacher workday
- May 23-24, 2025 – High School Graduation
- May 26, 2025 – Memorial Day Holiday

CLASS
schedule

Pre-K Expectations

Classroom Settings, Learning Areas, Teaching Methods Pre-K Classrooms have learning areas or “centers” set up in the classroom, and each center is supplied with books, materials, and learning activities. Typical learning centers in a Pre-K classroom might include math, blocks, reading, art, science, dramatic play, writing, and music. The learning centers are designed to promote various developmental skills in seven areas:

Language and Literacy n Math Development

Science Development n Social Studies Development

Creative Development

Physical and Health Development

Social Emotional Development

Approaches to Play and Learning

The Pre-K classroom has ample space to accommodate individual, small, and large group instruction. The Georgia Early Learning and Development Standards (GELDS) provide the basis for instruction in the Pre-K classroom. You can find a copy of the GELDS on our website, www.gelds.decal.ga.gov. Teachers interact with children and move about the classroom to facilitate learning experiences. You can find a copy of a daily schedule posted in the classroom.

The Pre-K schedule allows for daily

story times, outside time, rest time, instruction in the learning centers and in large and small groups. You might find your Pre-K child engaged in building a farm in the block center because of visiting a real farm, or Family Handbook, observing butterflies hatch in the science area and then painting or drawing a picture of a butterfly in the art center.

Curriculum:

A school or childcare learning center that is part of Georgia’s Pre-K Program will use a curriculum that has been approved by Bright from the Start. Each curriculum is used to support children to reach age-appropriate learning goals.

All approved curriculums are aligned with the Georgia Early Learning and Development Standards (GELDS). GELDS ensure that children develop skills in: language and literacy, math, science, social studies, creative, health and physical, and social and emotional areas. You can ask your child's teacher for a copy of the GELDS or refer to our website. The School Calendar Year Funding for a Georgia's Pre-K classroom is based on a calendar year. The calendar is determined by the provider and may vary within any given community. The core instructional program is 6.5 hours per day and may begin as early as 7:30 a.m. Families enrolling children in the program must agree to send the child the full 6.5 hours of instructional time, five days per week for the entire school year. Attendance Regular school attendance is a component to a child's academic success. Children who do not attend on a regular basis, are routinely late, or routinely leave the program early may be disenrolled. In addition, children who are late, leave early, or are absent for ten consecutive days without a medical or other reasonable explanation must be disenrolled from the program. Your provider will provide you with assistance in this area, if requested.

Behavior Children may be disenrolled from the Georgia's Pre-K Program if they are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the Pre-K program. Families will be given assistance in obtaining resources to help the child benefit from the program, including assessment referral and treatment options. Disenrollment of a child for behavioral reasons is the last step taken after all other attempts to help the child within the program have been exhausted. **Staff/Child Ratios** Each Pre-K classroom will have one lead teacher and one assistant teacher. The only exception to this requirement is during the one-half to one-hour rest period when only one adult is required. Classes are limited to 22 children, providing a ratio of 1:11



Family Involvement

Family Involvement Orientation:

Your Pre-K provider will conduct a parent orientation within the first 20 days of the program. The orientation will include more specific information about the curriculum they use, Georgia Early Learning and Development Standards (GELDS) and general program information. Field Trips Whenever possible, teachers are encouraged to plan field trips both inside and outside the classroom environment to familiarize children with their community and broaden their educational experiences. The number of field trips will vary between programs. Parents who participate in field trips may be charged a fee. Graduation Bright from the Start does not recommend “graduation” for four-year-old children as an appropriate activity. More appropriate activities include, but are not limited to:

Field day

Open house

family/child picnic & dinner etc....

If offered by your Pre-K Program, graduation ceremonies or other end of the year programs and practice for such should not be conducted during the 6.5-hour Pre-K Day. Your Involvement Whenever possible, families should actively participate in the Pre-K program and maintain open communication with the Pre-K program staff. Research shows that active family participation in children's learning experiences contributes to success in school.

Volunteering in the classroom is highly recommended, because it helps the children and is informative and rewarding for families. Contact your Center Director or Principal to find out about opportunities to volunteer your time, talents, and experiences in your child's classroom. Georgia's Pre-K Child Assessment Georgia's Pre-K Program uses a statewide assessment for four-year-olds. It is called Work Sampling System (WSS). WSS assesses the level of performance for each child in the program. It is an assessment completed in the classroom by the teacher as children engage in their routine daily activities throughout the school year. Teachers observe and record student performance every day. They collect student work samples that show development and growth over time. Teachers use this data to complete a Developmental Checklist and upload the information into an online portfolio for each child.

The Developmental Checklist includes sixty-nine performance indicators under seven domains of learning:

Language/literacy

Mathematics

Social Studies

Science

Social/Emotional development

Health and Physical Development,

Arts

The indicators within the seven domains of learning are directly correlated with the Georgia Early Learning and Development Standards (GELDS). The GELDS guide the instruction in the classroom and are correlated with the Kindergarten Georgia Performance Standards. Information from the checklist is used to determine each individual child's performance level and school readiness. The information is then reported on the Narrative Summary Report that teachers share with parents

Family/ Teacher Conference

A minimum of two family/teacher conferences will be offered to families during the school year. During this conference the Georgia's Pre-K Progress Report will be shared with families. While sharing the Georgia's Pre-K Progress Report with families, the teacher will provide information about your child's performance in language/literacy, mathematics, social studies, science, social/emotional development, health and physical development, creative expression, approaches to play and learning, and cognitive processes. The Georgia Early Learning and Development Standards (GELDS) are included in the next section of this manual. They can be used as a discussion guide during teacher conferences about your child's progress.

Reading Aloud Bright from the Start suggests that you read to your child as often as you can. Time spent reading to your child and encouraging your child to read will strengthen your child's school success. Together, at home and at school, you can help your child be an explorer, a discoverer, a problem solver, and an inventor. Visit the Bright from the Start website, www.dec.al.ga.gov, for a listing of recommended children's books.

Pre-K Parent Post Pre-K Parent Post is a publication for you and your child. Each issue gives your ideas about how to connect what your child is learning at school with what you are doing at home. Each publication includes information on child development and activities for children and families that support the development in each of the learning domains discussed earlier in this handbook. You can access the Pre-K Parent Post under the family's section of our website.

Month of the Young Child Each April the Governor of Georgia recognizes the National Association for the Education of Young Children's (NAEYC) Week of the Young Child by proclaiming April as Month of the Young Child. Communities throughout Georgia celebrate young children in special ways especially through literacy. Georgia Reads Aloud Day is part of this celebration. Providers, teachers, and families are encouraged to read to children and keep track of the number of books read by logging onto our website at www.dec.al.ga.gov.

Preparing for Kindergarten While you provided hearing, vision, and dental examination certificates as part of the Pre-K enrollment process, you will most likely need updated certificates to enter Kindergarten. A hearing, vision, and dental examination must be completed within one-year prior to enrollment in kindergarten for all Georgia's public schools, as indicated in Rule 290-5-31 Eye,

Ear, and Dental Examinations of Children Entering Public Schools. Any child admitted without a valid certificate must present one within 90 calendar days of program entry.



Discipline:

Each situation will be calmly, gently, and positively discussed with you and your child, focusing on their behavior. If a child's behavior is such that it may be harmful to other children and or teachers in our facility, the parent will be notified to pick up their child for that day. The child should be picked up within 30 minutes. This Center has zero tolerance for serious behaviors such as hitting, spitting, bullying, etc. that may be harmful and/or disruptive.

We understand that not every child will be a perfect match for our program and reserve the right to refuse or terminate care based on behaviors which jeopardize their own or the safety of other children. Progressively dangerous behaviors may result in suspension and termination from the program.

Discipline Procedures:

- **First Occurrence of serious behavior- Warning/phone call to parent/guardian.**
- **Second Occurrence – Parent/Teacher Conference**
- **Third Occurrence – Child must be picked up**
- **Fourth Occurrence – Suspension/ Termination**

**Termination:**

Warner Robins Daycare Center Inc. DBA Cherished Children Too can terminate a family and or child from the facility at any given time and at their own discretion regardless of your contract if necessary.