

## Briarcliff Child Care Center Parent Handbook

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## **BRIARCLIFF CHILD CARE CENTER PROGRAM GOALS AND PHILOSOPHY**

### **Briarcliff Child Care Center is a place**

...**where children** get only the best quality care and are valued for their sense of wonder, their genuine curiosity and need to explore, and their natural desire to learn.

...**where staff** are valued for their ability to work together for the benefit of the children, for their commitment to continual program evaluation and improvement, for their energy and enthusiasm, for their ability to design and implement well-planned curriculum, and for their capacity to build relationships with and make use of resources within the community.

...**where families** are valued for the support they provide their children, for the partnerships they build with our staff, for their eagerness to help and for their willingness to entrust their children into our care.

...**where all** are valued for their unique abilities and ideas, for their ability to play, for their love of laughter, for the respect they give one another, and for their capacity to trust, lean on and learn from one another.

### **Our goals are to...**

#### **...establish and maintain...**

a safe, loving, caring and healthy environment for the children  
partnerships with parents and links to community resources

#### **...encourage children to...**

explore, manipulate and use the tools and toys around them  
solve problems  
gain confidence  
build friendships

#### **...support children's need for...**

creative expression  
increased independence  
closeness, warmth and compassion

#### **...extend children's knowledge through...**

books  
classroom visitors  
meaningful conversations and discussions  
a variety of activities and experiences

#### **...weave into the program...**

a sense of respect for others and the world around us  
opportunities to express kindness and cooperation  
an appreciation for nature and the arts

## THE CENTER'S HISTORY

The Briarcliff Child Care Center was established in 1974 to provide quality care for the children in the local area. It now caters to families from all around Atlanta and its suburbs.

Established as a program geared to provide high quality care to the children it served, the center believed that quality would be attained by attention to the following: providing age-appropriate activities that stimulate both exploration and discovery; viewing play and socialization as essential to young children; celebrating each child's unique needs and capabilities; providing a well-balanced mix of large and small group activities, indoor and outdoor activities, and restful and active play times and also building strong connections and partnerships with the families we serve. These beliefs still guide the center as we continue to provide high quality care for our children.

Included in the vision of high quality was the commitment to recruiting and maintaining a staff whose knowledge base was firmly planted in sound early childhood practice. As the staff grew from two full-time employees to nine full-time employees, a team evolved that has proven itself in its commitment to young children. We take pride in our low staff turnover rate.

**Briarcliff Child Care Center is licensed and regulated by Bright from the Start, Georgia Department of Early Care and Learning.** The center is regularly inspected by this agency to monitor compliance with government rules and regulations and to ensure we adhere to the highest standards.

## THE IMPORTANCE OF PLAY

Our research and experience tells us that young children learn more through direct interactive experiences than through just listening to someone talk. That's simply an educated way of saying that we value play! As you become familiar with our program you may be inclined to think that all the children do here is play. At good early childhood programs there is a lot of play – and there should be.

Play fulfills children's natural desire to move and touch. Through play, children create their own themes, test ideas, solve problems, learn to see other's points of view, use language, develop muscle coordination, explore their environment, and make discoveries.

Our children have several opportunities throughout each day, both indoors and outdoors, to guide their own play (outdoor play only when temperatures exceed 50oF). We call this time "free choice play." As teachers, we have several roles during free choice play. First, it is our job to establish the environment. We provide a variety of toys and materials especially chosen for the children to use. These toys and tools beckon one to explore and discover, to use one's senses, to build and manipulate, and to cooperate with others. Our other role is that of facilitator – to help extend the play so that it becomes more interesting and more imaginative. It is not our role to control play, but to encourage and extend it.

Built into our daily routine is also a time we refer to as "group time." This is the time during the day when each teacher implements a curriculum that has been designed for his/her group of children. Although this time includes some direct teaching, it is mainly filled with additional opportunities to explore one's environment, to create, to discover, to participate, and to gain ideas and increase awareness and understandings about the world around us. Woven into our curriculum are activities and/or concepts involving art, music, drama, science, math, large and small motor development, literacy and language.

What we hope you see are children actively involved and exploring their surroundings. We hope you hear the sounds of laughter, the sounds of music and children's voices active in play. Active learning is sometimes messy and often noisy. It is always relevant and consistently interesting.

## **HOURS OF OPERATION**

The Briarcliff Child Care Center is licensed to care for children age 6 weeks through age 5. Our center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Our operational calendar is January-December. A service fee of \$1.00 will be due immediately for every minute a child remains in the center past 6:00 pm.



## **STAFF**

The staff at the Briarcliff Child Care Center receives on-going training in issues related to working with young children. A minimum of 50% of our staff are certified in pediatric first aid and CPR. We also perform criminal background checks on every person that works at the center.

## **NON-HIRING AGREEMENT**

You agree that you will not hire any person who is or was an employee of BDC at any time during the six (6) months prior to such hiring to perform Child Care, baby sitting and/or teaching services, including without limitation for purposes of being a nanny; provided that in the event you violate this agreement, you will pay BDC an amount equal to the sum that you paid directly to such prior employee for such services.

## **PARENTS AS VISITORS**

Parents are welcome to participate in our program in several ways. We enjoy having parents join us for lunch, snack, special days, and field trips. Parents are encouraged to share a hobby or interest with our children and an invitation always stands for you to read a book during story time. Please remember that our center has an "open door policy" and unless denied access by court order, you are welcome to be here at any time during the day.

## **ENROLLMENT**

The forms listed below will be found in your parent packet:

- Child Enrollment Form
- Fee Schedule (subject to annual increase)
- Infant Feeding Plan
- Medication Sheet (sample)
- Accident/Illness Report Form
- Parent Agreement Forms (required for all children)

## CHILDRENS' FILES

A file is maintained on each child enrolled with Briarcliff Child Care Center and state law requires that the information in each child's file be current at all times. Parents are required to complete and sign all enrollment forms and return them to the school by the first day of enrollment.

For children under 1 year of age, you will need to provide a feeding schedule (updated as needed). Please keep the office staff informed of any changes in your child's enrollment information (telephone numbers, parent workplace/contact information, immunization updates, etc.)



## BELONGINGS

Each child will need a bag for their belongings. This should always hold a change of clothes and undergarments. We will put in here any items s/he needs to take home, messages and important notices from the center. Please note that at no time should medication of any type be left in the bag, this should always be handed in to the office and a form signed for its administration. Any items labeled **“KEEP OUT OF REACH OF CHILDREN”** may not be kept in your child's bag.

**We have “Show and Tell” on Fridays only!** Your child may bring one item to share with the other children that day.

## PAYMENT OF FEES AND LATE CHARGES

Acceptable tender for all fees are check or money order. Weekly fees are considered late if not received by 12:00 pm on Monday of each week. The following late fees will be charged as indicated below:

\$30.00 if not paid by midday on Monday.

\$50.00 if not paid by midday on Friday of the 1<sup>st</sup> week.

\$70.00 if not paid by midday on Friday of the 2<sup>nd</sup> week.

Day care services will be discontinued if your child's account is not paid in full by the end of the 2<sup>nd</sup> week and your account must be paid in full before your child may return. Past due accounts will be assigned to a professional collection agency within 10 days of your child's disenrollment.

## CURRENT BRIARCLIFF CHILD CARE CENTER RATES

In addition to tuition, there will be a registration fee of \$100.00 due at the time of enrollment and the first Tuesday of September thereafter. Families with more than one child pay \$150.

Charges are made for all contracted days, even if the child does not attend. Care will be paid for in advance as per contracted rate.

For children who have been enrolled at the center for less than a year and a written notice of holiday is given more than two (2) weeks in advance, for one-week of anticipated absence, a holding fee of the regular weekly fee less \$100.00 per week, per child will be charged in lieu of the

contracted rate. Holding fees may be used for a maximum of 5 consecutive days per year.

We close promptly at 6:00 p.m. A late fee is charged when picking up a child after 6:00 p.m. The fee is \$1.00 per minute. This fee is due immediately.

**Sibling Discount:** A family who registers two children will pay full tuition for the younger child or the child with the greater number of hours (whichever is higher) and will receive a 10% discount for the second child.

There is no hourly care provided at BDC. Care spanning any part of the day, even if it is only for one to two hours, is considered a full day.

## **ABSENCES, HOLIDAYS, AND VACATIONS**

When your child is going to be absent, we request that you notify the center as early in the day as possible. This helps us with food preparation and staffing the classrooms for the day. Regular fees remain due when your child is absent; this assures your child's space will be retained. All children who have been enrolled for 12 months will receive one free week credit per year. You may use this week with your child being absent 5 consecutive days (Mon – Fri). Parents are required to give the center two weeks notice when taking the week of vacation. Otherwise, full tuition will be due for that week. No additional credits will be given due to holidays, vacations, or any other special circumstances.

For children who will be absent for more than one week at a time and provided one month's notice is given, BDC accepts a holding fee of one week's fee to be paid for these weeks of absence. Essentially, one week's fee will hold a child's place for a maximum of one month. If a child will be away for a consecutive two-month period, then two weeks fee will hold the child's place for the two-month period.

Please note we are unable to hold a place for more than a two-month period. This is also only acceptable one time per year, per family.

Families who use this holding fee facility are not entitled to another free or discounted vacation week.

It is the policy of BDC not to allow any child to enter or leave the center unless escorted by an adult. You agree that when delivering your child to the center, you or the person you have authorized to drop off your child, will personally deliver your child to his/her teacher or the center staff person in charge. You further agree that when picking up your child, you or the person you have designated, will personally come into the center and receive your child from his/her teacher or the staff person in charge. At no time will you leave the child at the center without first making his/her presence known to the center staff, nor will you take the child from the center without notifying the center staff.

Briarcliff Child Care Center will be closed on the following holidays:

New Years Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day

Thanksgiving Day and the Friday after

The school will close on Christmas Eve and will remain closed until the first business day after New Year's Day.

If these holidays fall on a weekend, the previous Friday or following Monday will be considered a holiday at the director's discretion. Full Fees will be due in the weeks in which these holidays occur including the Christmas Holiday Week.



### **ACADEMIC CURRICULUM**

Our curriculum is designed to provide developmentally appropriate activities for each child. We understand that young children learn best in an active environment that is planned to match their level of development. We recognize that young children are active learners, not sitters. We limit each subject on the curriculum to a maximum of thirty (30) minutes, mainly so we are keep their attention and keep them interested when we move on to another subject.

### **BIRTHDAYS**

A child's birthday can and should be a special day. Many children choose to bring a special treat to share on their birthday, please do not bring candy. We serve nutritious, low-sugar, non-additive snacks on a daily basis and feel that an occasional sweet treat on a birthday may be shared.

Some children and parents decide to follow an alternative route of donating a book or toy to the Center in honor of the child's birthday

If you choose to host a birthday party for your child in your home we can help you prepare a guest list. We always encourage parents to invite all of their child's class as giving invitations to some and not others may cause feelings to get hurt.

### **HEALTH GUIDELINES**

If your child has a fever, sore throat, diarrhea, a rash, is vomiting or experiencing any other flu symptoms while at the Center, he/she is isolated from the other children and is made comfortable in a quiet area of the room. We will contact you or your emergency contact (in the event we cannot reach you) to make arrangements for the child to be picked up within the hour. It is a goal of Briarcliff Child Care Center to provide a safe and healthy environment for all the children. If your child exhibits any symptoms of ill health, please leave him/her home. In all cases of children taken home due to ill health, each child has to be symptom free for at least 24hours before returning to the center.

Child Care centers are not licensed to take care of sick children and keeping a sick child away from school helps the child get better faster as they can get a lot more rest and will also protect other children and teachers from falling sick.

## IMMUNIZATION

State law requires that a certificate of immunization "Georgia Form 3231" be provided to the center at the time of enrollment. A new certificate is required prior to the expiration of the current certification. We require this form or a signed affidavit against such immunizations within thirty (30) days of child's enrollment.

## CONTAGIOUS DISEASES

Briarcliff Child Care Center follows State of Georgia guidelines for exclusion from Child Care for children with a communicable disease. We are also required to report any suspected case of notifiable communicable disease to the local county Health Department. A chart indicating these guidelines is posted in the entry area.

To prevent the spread of anything contagious, we rely on parents/guardians to inform us, **as soon as possible**, of any such development with their child(ren)/ward. Once we are aware of any contagious diseases, we are better able to prevent its spread any way we can.

Prescriptive medications are administered only with written recommendation from the child's physician. All medications must come with written instructions from the health provider who has prescribed the medication.

The medication is in the original container and labeled with the child's name, directions for dosage, date, and prescribing physician's name.

Administering of any one medication is limited to no more than two (2) weeks unless written authorization from the physician,

Non-prescriptive medications such as cough medicine or cough drops are administered only with written recommendation from the child's parent/guardian. This signed and dated "Authorization to Administer Medication" form is completed by the parent/guardian and is on file at the center.

Our center maintains a medical log, recording the time, date, method of administering medication and amount of all medication dispensed at our center. This log also serves as the recording log for injuries received by the children while attending the center. Information in the medical log pertaining to your child, may be reviewed by you at your request.

Health records are kept on all children enrolled in the program and are due within 30 days of enrollment. These records must be renewed every 6 months for children under the age of two and every two years for those older than two.

For any child with a special health care need, food allergy, or special nutrition need, the child's health care provider must provide a written, individualized care plan for the child. Allergy information, particularly food limitations and restrictions, will be posted in the kitchen and/or group

areas. In an effort to keep all staff fully informed and all children with food and/or other life-threatening allergies as safe as possible, the child's name and allergen will be posted on the restriction chart.

In the event of a medical emergency requiring immediate medical attention, we will call to request police or ambulance service. We will then call the parent/guardian or the emergency contact person if the parent cannot be reached. The child will be transported to the health facility listed on his/her enrollment form or to our closest emergency treatment center. If a child is transported to a medical facility, a staff member will accompany him/her.

A minimum of half the staff members maintain certification in infant/child CPR and First Aid and use the procedures learned to care for medical emergencies and/or injuries not requiring immediate medical attention. First aid kits are available throughout the center. Injuries are recorded in the medical log and parents are informed of the injury.

Information on medical assistance for families in financial need is available in the office.

### **DIAPER OINTMENTS, SUNSCREEN AND BUG REPELLENT**

Parents who would like diaper ointment, bug repellent and/or sunscreen applied to their child are asked to bring the brand of their choice, in the original container, labeled with their child's name. An authorization form will need to be completed before the ointment, sunscreen and/or bug repellent can be applied.

### **TOILET TRAINING**

Learning to use the toilet is an important self-help skill for young children. It's a process that requires much encouragement and patience. The best possible toilet training experience for young children (and the adults helping) happens when the child shows some signs of being ready for this training. In an effort to keep parents fully informed on what we can and can't do at the center, we have written materials to share before beginning the toilet training process. Sharing these materials will also help us cooperate with each other so that the toilet training routine is consistent between the Center and home. When the time comes to begin this process at home and here, please speak with your child's teacher.

### **CHILD ABUSE AND NEGLECT**

Briarcliff Child Care Center is required by state law to report any SUSPECTED cases of child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

### **CLOTHING**

Children should wear comfortable clothing and shoes suitable for seasonal weather and activities. We request rubber-soled shoes be worn to prevent injury to another child during playtime. Your child must have a change of clothes in the center for "accidents". You will be notified if your child doesn't have a change of clothes to please bring them with you.



## **CONFIDENTIALITY**

Employees of Briarcliff Child Care Center are required to maintain strict confidentiality in regard to information about all children and families we serve.

## **CUSTODY ISSUES**

If a parent's name (other than your own) is listed on the enrollment application, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file, which either denies custody or specifically prohibits that parent access to the child, we will refuse pickup. If the prohibited parent demands release of the child, our employees are instructed to tell the parent that the child cannot be released. We will notify you and the authorities immediately. This policy also applies to legal guardianship situations.

## **GUIDANCE/DISCIPLINE**

Briarcliff Child Care Center views self discipline as a developmental goal for the children. This goal is achieved through thoughtful analysis of our daily routine and our room environment, modeling productive behavior, explaining expectations, setting reasonable limits, identifying and verbalizing feelings, and redirection to a more appropriate activity. An emphasis on non-aggressive behavior and respect for each other and our school remains as a constant in our center. Sometimes a child needs additional comforting or time away from the group. If a child is removed from the group, this cooling off period is a very short period of time, after which the child is reminded once again of our expectations and is warmly welcomed back into the group setting.

## **SOMETIMES CHILDREN BITE**

It can be quite a shock to find out that your child has been bitten by or has bitten another child. Biting can happen in the best of families and in the best of child care programs. Biting is usually a group phenomenon and can happen anytime there is a group of children together.

Young children are very egocentric. They want what they want when they want it! Most often biting occurs when children are toddlers and two-year-olds – when they don't quite have the ability to actually say what it is they want, need or feel. With the inability to verbalize their wishes, they often resort to biting.

Children also learn through imitation and sometimes a bite may occur because a child has seen others doing it. We may go through a period of time with no biting incidents followed by a period of time in which we have a "rash" of incidents. It is our responsibility to intervene so that biting does not look like a good thing to do.

There are a few things we do to try to prevent biting. We model kindness, caring and gentleness so that these behaviors may be imitated by the children. We get to know our children well so that we can sense when tension is in the air and try to redirect a behavior before it happens. We help children use their words to solve problems and work things out. We balance our day so that children have an opportunity to participate in stress relieving activities such as outdoor play, sensory play, music, and art.

In spite of our preventive efforts, sometimes a bite will happen. When a bite occurs, we attend to the injured child first. The injured child receives a large portion of comfort and kindness. The biter actually receives little or no attention. We make it firmly clear to the biter that biting hurts and that we do not bite people. In an effort to provide limited “reward” to the biter, the attention remains on providing comfort to the child who has been bitten.

When a child is bitten an entry concerning the incident is written in the medical log. Both families (the child who did the biting and the child who was bitten) receive written or verbal notification of the incident. It is our policy to keep the name of the biter confidential. It serves no constructive purpose to provide this information.

If biting becomes a frequent behavior of a particular child, we may ask the child’s parents to help us establish strategies to deal with the biting behavior.

## FOOD & NUTRITION



A nutritional morning snack, lunch and afternoon snack will be provided each day to the children. A weekly menu is posted in the front reception describing each day's fare. Morning snacks will be served at 9:00 am to children in the center.

We ask that you not bring in any outside food due to this posing a problem for the other children in the room. BDC follows USDA guidelines concerning meal preparation and serving sizes.

## HEALTH & MEDICATION

All policies on illness, medication, accidents, and injuries have been developed to protect the health, safety and well being of all the children and staff members.

Your child's general health status will be monitored informally each day upon arrival and throughout the day. If your child is running a fever of 100 degrees or higher or appears to show signs of illness e.g. upset stomach or diarrhea; yellow nasal discharge or discharge from the eyes and ears; having undetermined rash or spots or having severe headaches, you will be notified to make arrangements for your child to be picked up within one hour of our initial call. Certain types of illness may necessitate the temporary removal and/or exclusion of your child from the center for a period of time.

**Communicable Diseases:** When any suspected case of contagious disease is determined, you will be contacted to pick up your child immediately. If the physician determines that your child has a contagious disease, you are requested to contact the center with the diagnosis as soon as possible. This allows the center to notify other families, if necessary. The center reserves the right to request a physician's written release for your child's re-admission following a communicable disease or serious illness.

**Congestion and Discharge:** Serious lung congestion or discharge from the eyes or nose will necessitate your child's absence. If your child is present at the Center when symptoms are noticed, you will be contacted to pick up your child immediately.

**Diarrhea:** If your child has uncontained diarrhea or three diarrhea like stools you will be notified to pick up your child immediately. Your child may not return to the center until he/she has been diarrhea-free for 24 hours.

**Lice:** If it is suspected that your child is infected, he/she will be removed from the group and you will be notified to pick up your child immediately. Treatment will be required and all eggs (nits) will have to be removed from the hair before your child will be allowed to return to the center. If your child returns to the center, and eggs are found in his/her hair, you will be required to pick up your child again and bring a note from your child's physician stating that he/she is not contagious and may return to daycare.

**Pink Eye (Conjunctivitis):** This condition is extremely contagious and if it is suspected that your child is infected, he/she will be removed from the group and you will be notified to pick up immediately. Your child can return to the center after being on medication for 24 hours.

**Rashes:** Suspicious rashes are considered contagious until a physician indicates in writing otherwise. If a rash is noticed, your child's temperature will be checked and you will be contacted to pick up your child immediately.

**Skin Infections and Lesions:** If your child has impetigo or pinworms, he/she will not be allowed to be in attendance at the center until the condition is cleared up. If your child has ringworm, it needs to be treated for 24 hours prior to re-admission into the center.

**Temperature Elevations:** If your child's temperature is over 100 degrees, you will be notified to pick up your child immediately. Your child may return to the center when he/she has been fever free for 24 hours.

**Thrush:** The symptoms of thrush are white patches that coat the inside of the mouth and lips and sometimes tongue. If thrush is present, adequate treatment is required for your child to stay in the center.

**Vomiting:** If your child experiences frequent vomiting you will be notified to pick up your child within the hour. Your child may return to the center when he/she has not vomited for 24 hours.

**Accidents:** In the event of an accident that causes minor cuts and scrapes, the center will provide first aid. The circumstances of the accident will be documented on a written accident report and you will be asked to sign the report stating that you were notified. In the event of a serious illness or injury requiring medical attention you will be notified to pick up your child immediately. If it is determined that your child's injury is life-threatening, an ambulance will be called, and you authorize the school to act on your behalf by contacting emergency personnel and following their advice for your child. In the event of illness while the child is in attendance, medical expenses incurred are the responsibility of the parent.

**Medication:** Medication forms are available at the office and on our website. In order for our staff to administer medication to your child, the form must be filled out completely including your signature. Directions must be specific; for example, you cannot say that medication is to be given as needed, there has to be specific time and amount to be given otherwise the medication will not be administered. The medication must have the child's full name on the bottle and be for that child

only. Non-prescription meds must have your child's name on them. State law prohibits mixing any medication with milk or formula in baby's bottles

## **INFANTS**

A completed Infant Feeding Plan and Infant information sheet are required for each child under one year of age. This plan must include information specific to the amounts and frequency of foods and beverages to be offered to your child. Bottles must be marked with the child's full name and the current date. Pacifiers must be marked with the child's full name.

## **ORGANIZATIONAL STRUCTURE**

In order to have continuity and structure in our program, Briarcliff Child Care Center uses the following framework of administration and staffing:

Executive Director- Anne Thompson

Operations Director – Meija Browning (N Druid Location)  
Jasmin Radford (Belle Isle Location)  
Rupa Sen

## **PARENT INVOLVEMENT AND CONFERENCES**

Parents are encouraged and permitted access to visit our center at any time their children are in attendance except during busy times of the day when we have a lot of traffic coming and going. To respect the neighborhood, we need to keep traffic moving during peak times.

Special events and season activities are scheduled throughout the year and we urge parents to participate as frequently as they can. From time to time, we will schedule conferences with parents regarding their child's progress in the center. Parents may also request opportunities to discuss issues with the Director at a mutually agreeable time. Open and honest communication, while using tact and discretion is desirable.

The "Parent News" corner is a very important communication center at the school. It is used to display menus, newspaper and magazine articles, certificates, messages, and information directed to parents.

We will also communicate with our families via our website, email and telephone. Please ensure you always provide us with any updates if any of this information changes for you.

## **PERSONAL BELONGINGS**

Toys, money and jewelry should not be brought into the center. They are often lost or may cause safety hazards. Exceptions are books, audiotapes, DVD movies (G rated) or soft animals to cuddle at rest time. All items brought into the center must have your child's full name on the item. Briarcliff Child Care Center is not responsible for lost, damaged or broken items.

## **PET POLICY**

The Briarcliff Child Care Center does not own or keep any pets on the premises. Occasional visits from pets or from the Humane Society are allowed. Pets that visit the classroom must be in good health and come with documentation from a veterinarian or animal shelter indicating that the animal is fully immunized and suitable for contact with children. Parents are informed, via notice in the entry area, at least one week prior to any pet visit. Alternative activities will be provided for any child who is not allowed access to a visiting animal.

## **REST AND NAP TIMES**

Young children have a unique need to rest and/or sleep during the day. We play hard all morning and when a child falls asleep during our nap time it is because his/her body is tired and needs the rest. All of our children rest after lunch and many of our children sleep at this time. It is our responsibility to provide a calm and quiet environment for the comfort of those napping. When we are asked to awaken a child who is soundly sleeping, it disrupts the sleep of all the other children. Our policy is to allow our children to sleep until they awaken on their own or until the end of our scheduled nap time.

We try to make naptime restful and comforting by reading to the children, rubbing backs, or rocking. Children who do not fall asleep rest for a brief period of time and then are allowed to get up and play quietly until naptime is over.

Each toddler will be allowed to follow his/her own pattern of sleeping and waking. We find that as toddlers reach the age of 1 ½, they typically begin to drop a morning nap and nap in the early afternoon, immediately following lunch.

We provide a freshly sanitized cot and clean sheets every day. Parents need to furnish a blanket with the child's name on it. Blankets should be taken home and laundered weekly.

## **SAFETY**

By state law, all children are to be escorted to and from their designated areas to a staff member each morning and afternoon by their parents or another responsible adult designated by the parent (other than a staff member). We ask that any siblings picking up a child from the center be at least 18 years old.

If someone other than an adult who normally picks up the child is to do so, proper photo ID is required and must be presented to the office staff before the child will be released. Written notification is required before anyone other than a parent or other adult designated on the pick-up lost is allowed to pick up and child.

Fire and severe weather drills are conducted on a monthly basis, using an evacuation plan developed by the Dekalb Fire Department. A fire exit plan is posted in each room of the center. Staff members attend all children as they are moved very carefully to a designated area away from

the building. This also includes power outages, climate control issues, or structural or water damage to the building.

Inspections of the playground and other equipment (toys, furniture and other furnishings) are conducted on a routine basis to ensure the safety and health of our children.

## **TRANSPORTATION & FIELD TRIPS**

Briarcliff Child Care currently does not organize field trips.

We will follow Dekalb County's decision for closing the entire center when snow or ice occurs the first day. After that, please call the center.

In the case of violent storms etc., please do not call us as we will be busy taking care of the children.

## **WITHDRAWAL FROM THE CENTER**

If it is determined that your child cannot benefit from the group experiences or if your child does not portray the necessary skills to function in a structured environment, you may be asked to withdraw your child from our programs. The center reserves the right to drop any child from our program. If you need to withdraw your child from our program, a two week notice is required in advance or two week tuition is due. Withdrawal during a week still requires full tuition payment for that week. Withdrawal and subsequent re-enrollment will entail additional registration fees. Customers who fail to pay the required two weeks tuition upon withdrawal will be referred to a collection agency.

## **FIRST DAY CHECKLIST**

All forms (with the exception of the Child Health Report) need to be filled out in entirety and returned to the Center before care can be provided.

- Parents of all children will need to send the following items with your child:
  - A change of clothing; pants, shirt, underwear, sweater, and socks in a gallon size ziplock bag labeled with your child's name. We have painting mishaps, spills while eating, we get wet, or we get cold, so please keep a well-stocked change of clothing here for your child
  - A blanket
  
- Parents of toddlers (children age 1) will need to bring to the center:
  - 4 cloth bibs (a generous size please to cover most of the child's tummy)
  - We use loads of bibs everyday, the more we can get the better! We will take care of laundering the bibs daily.
  
- Parents of children who are not yet toilet trained need to supply diapers and wipes on a regular basis.

■ When you arrive at the center:

- Wash your child's hands.
- Help your child settle in with one of the teachers or assistant teachers.
- Look on your child's cubby and in the entryway for important information.

■ When you depart with your child from the center:

- Spend some time with your child, if you can, viewing some of the projects, artwork, writings, etc. that have been worked on during the day.

## **SEPARATION**

It is quite common for a young child to feel some separation anxiety when you leave him/her at the Center for the first few times. Some children will cry and may even try to leave with you. These symptoms usually disappear when the child understands that you will return and when he/she gets to know the staff and the other children. This may take a few minutes, a few hours or a few days, depending on the child. There are some things you can do to help prepare your child for his/her first day. These suggestions may also help alleviate feelings of anxiety.

-Tell your child ahead of time that you will be leaving him/her at the Center. Make it clear that you cannot stay at the Center with him/her.

-When the time comes that you must leave, say a simple good-bye, reassure your child that you will return, and then leave promptly. Staying when your child is crying only seems to make things worse.

-Reassure your child that you will return at a certain time (after nap, before snack, at lunch time, etc.) and then return at the appointed time. This will help the child to develop a routine while he/she is at the Center.

-You are always welcome to visit your child at the Center. If your child is having a hard time separating from you, you may wish to postpone visits until he/she feels more comfortable separating from you. If you stop back, your child may have to go through the pain of separating a second time. If you are concerned about how your child is doing, please feel free to call us at 404-728-0675 for N Druid Hills location or 404-728-0621 for the Belle Isle location. Some parents ask a fellow parent to "sneak a peek" at their child at some point during the day. This method leaves your presence out of the picture and at the same time reassures you.

Our staff will take good care of your child and give him/her plenty of affection and attention, while promoting involvement in an activity as soon as possible. Usually the sadness your child expresses ends shortly after you leave. Remember also that separation anxiety may not occur right away. Your child may attend the Center for a few weeks and then go through a period of adjustment. Children sometimes are eager to attend the Center because it is new and exciting, but when the newness wears off they may wish to stay with you. If this occurs, the suggestions above

will still apply. If the anxiety lasts longer than seems appropriate, we will work together to find a solution.

These agreements may be changed at any time by Briarcliff Child Care to help serve your child better.

### **AGREEMENT**

**The undersigned acknowledges that he/she has read the Policies and Procedures manual in full. Furthermore, the undersigned agrees with the policies and procedures set forth in this manual, with the terms and conditions stated in the Tuition Agreement, and with the terms and conditions stated in the document titled "Policies at Registration"**

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**Parent/Guardian (Printed Name)**

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**Parent/Guardian (Signature)**

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**(Date)**

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**Child Care Provider (Printed Name)**

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**Child Care Provider (Signature)**

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**(Date)**

### **TUITION AGREEMENT**

Please sign the tuition agreement and return one copy; keep the second copy for your records.

**Registration Fee:**

In addition to the tuition, there will be a registration fee of \$100 that is due at the time of enrollment and the first Tuesday in September thereafter. This is a non-refundable fee to reserve a place and is not applicable to tuition. Families with more than one child pay \$150.

**Refundable Deposit:**

A refundable deposit of \$300 also falls due on your child's first day at the center. This deposit is refunded on a child's last day here provided we are given a minimum of two weeks notice of the child being withdrawn from the center.

**Weekly Tuition Payment:**

Tuition is to be paid by check or money order (cash is not accepted) in full on Monday of each week in advance. Late fees apply as follows:

\$30.00 if not paid by midday on Tuesday.

\$50.00 if not paid by midday on Friday of the 1<sup>st</sup> week.

\$70.00 if not paid by midday on Friday of the 2<sup>nd</sup> week.

Fees may be paid weekly, bi-weekly or monthly in advance.

**Late Fee:**

Late fees will accrue when the child is at the center after 6.00PM. A fee of \$1.00 per minute will be charged per child.

**Returned Check:**

There will be a charge of \$30.00 for each check returned by the bank.

**Vacation, Absences and Holiday Policy:**

One week vacation at no charge can be taken after the child's first year at the center. Parents are required to give the center two weeks notice when taking the week of vacation. Otherwise, full tuition will be due for that week. Vacation fees may be used for a maximum of 5 days per year.

Full tuition is due when absences (due to sickness or any other reasons), legal or religious holidays, or bad weather occur in a week.

**Withdrawal:**

**Two-week notice** is required if it is necessary to withdraw your child from the center or two weeks tuition is due. Withdrawal during a week still requires full tuition payment for that week. Withdrawal and subsequent reentry requires payment of a \$100.00 registration fee.

**In case of a medical emergency:**

In case of a medical emergency, if medical attention is needed for my child before I can be contacted, I authorize the school to act on my behalf by contacting medical emergency personnel and following their advice for my child.

**Private agreements between parents and child care provider**

You agree that you will not hire any person who is or was an employee of BDC at any time during the six (6) months prior to such hiring to perform Child Care, baby sitting and/or teaching services, including without limitation for purposes of being a nanny; provided that in the event you violate this agreement, you will pay BDC an amount equal to the sum that you paid directly to such prior employee for such services.

My child ----- is enrolled in the -----Infant ----- Toddler ----  
Pre-school program. The weekly tuition for my child is \$-----

I have read and understood the policies of Briarcliff Child Care, and agree to abide by them.

\_\_\_\_\_  
**Signature (Parent or Guardian)**

\_\_\_\_\_  
**Date**

**Signature (Child Care Provider)**

**Date**