



**Scottdale  
Early Learning**

# **2023-2024 Parent Handbook**

## **Scottdale Early Learning, Inc.**

479 Warren Avenue

Scottdale, GA 30079

Phone: (404) 294-8362 • Fax: (404) 294-5809

## **Scottdale Early Learning, Inc. at Midway Woods**

2939 Midway Road

Decatur, GA 30030

Phone: (404) 963-1551 • Fax: (404) 294-5809

Website: [www.scottdale.org](http://www.scottdale.org)





**Scottsdale** **Scottsdale Early Learning, Inc.**  
**Early Learning**

**2023-2024 Board of Directors**

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Janelle P. Baranco-Treasurer

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Joseph Pesca-Board Member

Daria Shelton-Board Member

Annette VanDevere-Board Member

Virginia Baker-Executive Director

**GOVERNING BOARD**

The Center is governed by a volunteer Board of Directors consisting of business leaders, community leaders, and parents who direct the business management including all contractual and financial matters affecting the corporation. The Board of Directors meets the third Wednesday of the following months; January, March, May, July, September, and November.

## Message from the Executive Director

Greetings Parents,

Welcome to Scottdale Early, Inc.! It is our pleasure to have your family enrolled in our program and we are honored that you have entrusted us to care for your scholars.

Scottdale Early Learning has an enriching early care and education program that has been developed to provide the highest quality childcare possible. We have a rich history and legacy of quality childcare, and we continue to be committed to living out Scottdale's mission: to provide early education that fosters the intellectual, creative, social, emotional, and physical development of our students.

Our goal is to ensure that EVERY child is successful and ready for kindergarten and beyond.

Research shows that children who attend high-quality early care and learning programs are more likely to read at grade level by third grade, graduate High School, attend college and obtain employment.

The Parent Handbook contains specific information about our program which will help you become acclimated with our operations. We encourage you to review it thoroughly and keep it handy for future reference. If there is ever a question, concern, or suggestion, we ask that you bring them to our attention so that we may remain true to our Open Door Policy.

We are excited about having your family in our program and we look forward to working in partnership with you to provide the quality childcare that you and your family deserve.

We are stronger, TOGETHER!

With gratitude,

A handwritten signature in black ink that reads "Virginia Baker". The signature is written in a cursive style with a large initial "V".

Executive Director

## **ABOUT SCOTTTDALE**

Scottdale Early Learning, Inc. (SEL) is a NAEYC accredited organization offering high-quality early care and education to children aged 6 weeks to 5 years. Our commitment to providing family supportive services has earned us recognition as a leader in metropolitan Atlanta. Our dedicated staff, including experienced and well-educated teachers, ensures a nurturing environment for children. Moreover, we actively engage in training early care and education professionals and advocating for early education across Georgia.

### ***Award Winning Center***

- We are honored to be among the few early learning programs nationally to receive accreditation from the National Association for the Education of Young Children (NAEYC). This prestigious recognition is granted to only 8% of early learning programs in the country. (Warren Avenue location only).
- Scottdale Early Learning is a recognized Quality Rated center, designated by Bright from the Start, Georgia Department of Early Care and Learning. This recognition reflects our commitment to providing top-quality care and education to young children.
- We take pride in providing a safe and nurturing environment for children, with well-maintained facilities and age-appropriate resources that support their development and learning.
- Scottdale Early Learning actively engages with the local community, collaborating with families, organizations, and agencies to promote early education and support families in their childcare needs.
- Our staff members participate in ongoing professional development and training to stay updated with the latest practices and approaches in early care and education. This commitment ensures that we provide the best possible care and learning experiences for children.
- We strongly believe in the importance of parent involvement in a child's early learning journey. We foster open communication and collaboration with parents, encouraging their active participation in their child's education.
- Our accomplishments reflect our unwavering dedication to the well-being and development of the children we serve. We look forward to continuing this journey of excellence in early care and education.

## **MISSION STATEMENT**

The mission of Scottdale Early Learning is to provide early education that fosters the intellectual, creative, social, emotional, and physical development of our students. We mitigate socioeconomic disadvantages through high-quality education, family involvement, and community engagement, ensuring that all students we serve are ready for kindergarten.

## **VISION STATEMENT**

To be the pillar in DeKalb County (metro Atlanta) as a family supportive early care and education program that advocates for all children.

## **VALUES STATEMENT**

The Center is an organization that values and promotes caring, dignity, respect and cultural diversity. The Center values its children and promotes active learning by encouraging the development of children emotionally, physically and socially. The Center values its families and encourages parents: (i) to be partners in their children's development by building and nurturing the parent-staff partnership and providing families with supportive services and resources, and (ii) through child advocacy and are committed to leading efforts to raise the standard for family-supportive early care and education through mentoring, training, and advocacy. The

Center values its staff and its board of directors by providing them with the tools, training, and information they need to help the Center achieve its mission and maintain excellence.

## **POLICY OF NONDISCRIMINATION**

Services provided are given without discrimination on the basis of political affiliation, religion, race, gender, sexual orientation, mental or physical impairment, national origin or age to residents of the State of Georgia.

## **ABOUT THE CENTER**

### **LOCATION**

**Warren Avenue Location:** The Center is located at 479 Warren Avenue (the corner of North Decatur Road and Warren Avenue), Scottdale, GA., in the heart of DeKalb County.

**Midway Road Location:** The Center is located at 2939 Midway Road (the corner of Memorial Drive and Columbia Drive), Decatur, GA., in DeKalb County.

### **DAYS & HOURS OF OPERATION**

**Warren Avenue Location:** General operating hours for the Center are 7:00 a.m. – 5:00 p.m., Monday through Friday throughout the year. Early Head Start classroom hours are from 7a-5p.

**Midway Road Location:** General operating hours for the Center are 7:00 a.m. – 5:00 p.m.

**Please see the Program Calendar for closing dates.**

### **PARKING**

**Warren Avenue Location:** Drop-off and pick-up parking is available at the front of the center. Parking in the driveway for longer than 15 minutes in front of the building is not allowed due to the fire code. Please do not leave children unattended in cars as this is considered a form of child abuse and/or neglect and must be reported by the Center to the Department of Family and Children Services. When parking please pull to top of the roundabout.

**Midway Road Location:** Parking Spots are in front of the building for loading and unloading. Please do not leave children unattended in cars as this is considered a form of child abuse and/or neglect and must be reported by the Center to the Department of Family and Children Services.

*Due to limited parking spaces and safety precautions, we highly discourage idling vehicles in our parking area. The only exceptions to idle vehicles are if they are in extreme heat or cold to maintain interior or engine temperatures.*

### **BUILDING SECURITY & ACCESS**

The front doors remain locked during business hours and have a security keypad. We prioritize the safety of the children in our care and ensure that only authorized individuals have access to the building. We appreciate your cooperation in keeping the security code confidential.

## **INCLEMENT WEATHER**

The Center will close in conjunction with the severe weather closing of the DeKalb County School System. We report our closing information online on wsbtv.com; on television at Channel 2/WSB-TV and FOX 5 and by digital message using our childcare software.

## **OPEN DOOR POLICY**

Although we request cooperation in not disrupting our program, parents are permitted access to all parts of the center at any time their child is present.

## **SMOKE AND DRUG FREE ENVIRONMENT**

Our Center is a smoke and drug free environment for the safety and health of our children and staff. No one is permitted to smoke or use tobacco products on the premises. Having or using drugs or alcohol is prohibited.

## **FIREARMS POLICY**

Scottdale Early Learning, Inc. prohibits all persons who are on our property from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry a handgun or not. This policy applies to all employees; contract and temporary employees; visitors on the property; and clients and contractors on SEL property, whether or not they are licensed to carry a concealed handgun. The only exceptions to this policy are police officers and security officers.

## **PROCEDURE FOR LOSS OF A CHILD**

In the unlikely event that a child is lost while in our care, a report of a missing child will be made to the Center management staff who in turn will notify the Executive Director. The classroom staff on duty at the time of the incident will search the premises, Center grounds and surrounding areas. If the child is not found, 911 will be contacted and parents will be immediately notified. Once the 911 personnel arrive, staff will follow their directions in assisting with a search.

## **IN THE EVENT OF A DEATH**

In the unlikely case of a death at the Center, the Center Director will call 911, the police, parents, and licensing immediately.

## **PARENT NOTIFICATION OF CENTER POLICIES**

Our Center maintains a Parent Notification Bulletin Board in the lobby area that includes:

- Center Child Care License
- Licensing Rules and Regulations
- Statement of Parent Access
- Statement Regarding Visitors
- Quality and Accreditation Awards
- Review of Evaluation Report
- Current Weekly Menu
- Communicable Disease Chart
- Chain of Command
- Emergency Plans For Severe Weather and Fire
- BFTS License Visit

## **MATERIALS & EQUIPMENT**

Scottdale Early Learning, Inc requires routine inspections, maintenance, and repairs for all materials and equipment. The centers comply with all relevant federal, state, and local requirements. The center meets Department of Early Care and Learning and Bright from the Start child care licensing regulations. The center environments are free of toxins such as lead, smoke, pesticides, asbestos, and herbicides. The facilities are accessible to persons with disabilities to the extent possible as required by Section 504 of the Rehabilitation Act.

## **ENROLLMENT**

### **ENROLLMENT INFORMATION**

Enrollment into the childcare program is open and nondiscriminatory and is based on a first-come, first-served policy. Children will not be denied participation on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964) sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Educational Amendments of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs.

Children are enrolled according to space availability. To be eligible for Pre-K, children must be four-years-old on or before September 1. Verification of age is required (i.e. birth certificate, passport, etc.).

**Immunization** records are due within ten days of enrollment for children in Infant, Younger Toddler, Older Toddler, and Preschool Classes, and within 30 days of enrollment for Pre-K. Immunization records must be kept current for the child to remain in the program. We are one hundred percent immunized centers.

Parent(s) must meet with the Center Manager/ Director of Programs to complete the enrollment application and agreements. All parents/children will be given a tour of the center, and be introduced to the center staff. The more comfortable you and your child can become with the center environment before their first day, the easier the adjustment will be for both of you.

Enrollment or re-enrollment of any child or parent/guardian into any program of the Center will not be permitted if the parent/guardian has an outstanding balance with the Center for any program or activity. Enrollment or re-enrollment in such a case will only be permitted if all outstanding amounts, including any late charges or fines, are paid in full and, simultaneously, if payment is made in advance for the program or class for which the parent/guardian is seeking enrollment or re-enrollment.

### **ENROLLMENT REQUIREMENTS**

#### **Documents needed for acceptance of enrollment application:**

- **Birth Certificate or Proof of Guardianship**
- **DHR Immunization Form 3231**
- **CACFP Application**
- **Completed and signed enrollment application, enrollment agreement, and fee agreement**
- **Registration fee paid (\$75 unsubsidized)**
- **HUD Form**
- **Most Recent Tax Return or Last 4 Pay Stubs**

## **Pre-K Documents**

- **Social Security Card**
- **Completed Bright from the Start Georgia Department of Early Care and Learning pre-registration form (Pre-K only)**
- **Eye, Ear & Dental Screening Form 3300**  
(Pre-K may bring within 90 days of enrollment, EHS due within 45 days of enrollment)

**Other programs may require additional documents**

## **IMMUNIZATIONS**

ALL students at Scottdale Early Learning Inc. need to be fully immunized before enrolling into Scottdale Early Learning. Immunization verification will be conducted by the Scottdale Early Learning administration using the Georgia Registry of Immunization Transactions and Services (GRITS).

Georgia law requires children attending a school or childcare facility be protected from certain vaccine-preventable diseases. The immunization requirements for school and childcare facility attendance are outlined in the Georgia Immunization Certificate (Form 3231) and the Policy Guides 3231INS and 3231REQ. Childcare facility operators, school personnel, healthcare providers and parents are responsible for seeing that these rules and laws are enforced. This information summarizes your responsibilities and provides guidelines to help your school or childcare facility comply with the Official Code of Georgia Annotated (OCGA) 20-2-771

## **DISMISSAL INFORMATION**

Families may be dismissed from the Center for the following reasons:

1. Non-payment of fees for any reason, including medical leave or vacation.
2. Non-compliance with Center policies established in this handbook.
3. Failure to meet the necessary Health Check and immunization requirements.
4. Disruption of the program, abusive language and/or threatening behavior by children or adults that is harmful to children, staff, or the Center will be cause for immediate dismissal from the Center
5. In the event that a child is left at the Center after our regular closing time (5:00 p.m.) for more than one hour, it is important to understand that we are obligated to report such incidents to the Department of Family and Children Services (DFACS) as it is considered child neglect. Additionally, please be aware that a late fee of \$30.00 will be charged for every 15-minute increment starting from 5:01 p.m.

## **GRIEVANCE PROCEDURE**

1. To assure prompt attention, the grievance should be submitted in writing to the Center Director within ten (10) calendar days of the event prompting the grievance.
2. The Center Director should make every effort to resolve the grievance within five (5) calendar days. The decision will be submitted in writing to the parent.



3. If the decision of the Center Director does not meet the satisfaction of the parent, the parent may then appeal this decision in writing within five (5) calendar days directed to the Executive Director, whose decision is final.

The Center is committed to providing high quality childcare services to its parents in a fair and equitable manner consistent with state law. All parents shall receive fair and equitable treatment in matters affecting their continuous use of services. Should a problem arise, the agency will address it promptly in accordance with policy. While the agency feels most problems can be solved and/or resolved by bringing them to the attention of the Center Director, there are situations, which may demand a formal resolution. It is our purpose to provide an effective and acceptable means for a parent to bring problems and formal complaints to the attention of the Center's administration.

## ATTENDANCE

### ATTENDANCE POLICY

Daily attendance is important in order for your child to benefit fully from our educational program. If it is necessary for your child to be absent, please contact the center as soon as possible.

Daily attendance is important in order for your child to benefit fully from our Early Childhood Education program. **All children must arrive no later than 9:00 a.m. each day. Children will not be accepted after 9:00 a.m.** Exceptions will only be made if you have informed the Center a day in advance that your child has a doctor's appointment (an excuse from your child's doctor is required for admittance.) **When this occurs, children must arrive at Scottdale by 10:30 to receive lunch.**

Breakfast is served from 8:30 a.m. until 9:00 a.m. for the Infants – Preschool classes and the latest to consume Breakfast is 9 a.m.

**Warren Avenue Location Pre-K:** 8:00 a.m. for Pre-K I (no child will be allowed after 8:15am). 8:30 am for Pre-K II class (no child will be allowed after 8:45am).

**Midway Woods Location Pre-K:** 8:00 a.m. for Pre-K (no child will be allowed after 8:15am).

Please be sure to feed your child if you plan on arriving at the Center after 9:00 a.m.

*Parents are responsible for paying the child's weekly fee regardless of the reason for absence, including when the child is absent due to vacation, holidays or illness.*

A child who is not present for **one week** will be removed from the roster and will be considered withdrawn from the Center unless the child is absent with a medical excuse, absent because of a death in the family, or unless advance notice has been given to the Center that the child will be on vacation.

A child who does not attend on a regular basis or who is absent or late after (9:00 a.m.) for three or more consecutive days without a medical excuse will be referred to the Director of Programs. A meeting will occur to determine the reasons for the problem and identify ways to resolve the problem. The inability to resolve the problem after documented intervention will be cause to remove the child from the roster and terminate childcare services.

## RELEASE POLICY

Children will be released from the center **ONLY** to authorized persons whose names appear on the application form or on a written note from the parent (a note must be given to the center staff in advance – please do not send a note along with the person who is to pick the child up), or already logged on our childcare communication software program. A telephone call will only suffice in the case of an emergency. Also, anyone who is picking up a child and is unfamiliar to a staff member must show identification before the child can be released. Anyone who does not provide identification will be turned away. All individuals designated on the pick-up list *must be at least 18 years of age*.

## Tuition & Fees

### WEEKLY FEE STRUCTURE

Age Group	Ratio	Tier 1	Tier 2	Tier 3	Average Rate of Comparable Nearby Centers
Infants	1:4	\$215	\$230	\$345	\$468
Young Toddlers	1:4	\$195	\$215	\$300	\$468
Older Toddlers	1:6	\$180	\$200	\$260	\$468
Preschool	1:9	\$155	\$185	\$230	\$468
Pre-K Before/After Care	1:10	\$100	\$110	\$115	\$150

### At Enrollment:

- Annual Non-Refundable **Registration Fee: \$100**
- Fees are based on the most recent annual Tax 1040 or 1040 EZ record or months paystubs. If a parent/guardian does not want to provide proof of household income, Tier 3 fees will be charged.

### While Enrolled:

- Fees are due every Friday, the week before service.
- A **\$30.00 late charge** will be added to the amount owed to the center if fees are not paid by close of first day of the week, with the exception of when the center is closed.
- Parents may pay for more than one week in advance. A parent(s)/guardian may elect to pay fees monthly; however, the amount of weeks in the month will have to be calculated in order to make such payment.
- **ONLY** online payment, money orders, and checks are accepted.
- Parent(s)/Guardian are responsible for the fees for any week in which the child is enrolled, including when the child is absent due to vacation or illness as well as inclement weather.
- A **\$30.00 service charge** will be charged for any check that is returned.
- A **\$30.00 late fee for every 15 minutes** will be charged beginning at 5:01 p.m.

- If a child (ren) is withdrawn without prior two-week written notice by parents, then parent or guardian will be responsible for two weeks regular contractual fee paid.
- Families are granted two planned tuition free weeks when child is absent for a week, and vacation form is filled out correctly

**A yearly non-refundable registration fee of \$100.00 per child must be paid prior to first day of service or beginning of the new program year.**

1. For each child enrolled in classes other than Pre-K, parent will pay a weekly fee in accordance with the Center's current fee schedule, based upon the classroom that the child is assigned.
2. For each child of enrolled in classes other than Pre-K, hours of service are from 7:00 a.m. to 5:00 p.m. Client will be charged \$30 late fee for every 15 minutes or fraction thereof beginning at 5:01 p.m.
3. For each child enrolled in Pre-K, the hours of service free from charges are from 8:30 a.m. to 3:00 p.m.; however, Parents will be charged \$30 for every 15 minutes or fraction thereof beginning at 3:01 p.m.
4. For each child enrolled in Pre-K Extended Care, hours of service are from 7:00 a.m. to 8:30 a.m. and 3:00 p.m. to 5:00 p.m. For this service Parent will pay the set rate and will be charged \$30 for every 15 minutes or fraction thereof beginning at 5:01 p.m.
5. Parent is solely responsible for payment of fees for the entire period during which the child is enrolled.
6. Parent may allow a third party to pay fees if and when such a third party presents payment to staff.
7. Parent must pay all fees at the weekly or monthly rate. Online, Cashier's check, money order or personal check only.
8. Parent must pay the fees for any week in which the child is enrolled, including when the child is absent due to vacation or illness.
9. **Parent must pay a registration fee of \$100.00 if the child is terminated or withdrawn for any reason and then re-enrolled.**
10. **Parent must pay a \$30.00 service charge for any check returned by the bank.**
11. All future payments must be made by online, money order, or cashier's check should any check written be returned by the bank.
12. *No partial payment accepted.*
13. *All checks presented for payment will be deposited the date of receipt. Checks will not be held and deposited at a later date.*
14. *Nonpayment of fees by last business day of the week of services will result in termination of services effective that day unless and until the past week's fees and the current week's fees are received by the Center.*
15. *Fees will not be adjusted when Center is closed due to inclement weather or holidays.*
16. *A \$30.00 late charge will be added to the amount owed to the Center if fees are not paid by the close of the first day of the week.*
17. *Parents may pay for more than one week in advance.*
18. *Payment of fees will be accepted on the first business day of each week (usually Monday) and on the last business day of each week (usually Friday) to designated administrative staff or placed in drop box.*
19. *Fees will not be adjusted when Center is closed due to inclement weather or holidays.*
20. *When fees are paid in advance and the child withdraws from the program, all unused fees, less any outstanding balances from any other Center programs, will be refunded in check form by mail from the Administrative Office.*
21. *Parents who pay fees in advance are charged a monthly rate based on 52 weeks in a year (Pre-K Extended Care fees are based on the actual number of weeks Pre-K is in session, which varies each year). Fees are due on the 1<sup>st</sup> of the month, or if the 1<sup>st</sup> falls on a weekend, they will be due the following Monday.*

*Parents must commit to either a weekly or monthly payment plan. If parents are unable to pay any month in advance, the account will revert to the weekly billing plan until the beginning of the new program year.*

- 22. Families have the option if eligible to use only one of the several offered discounts on their fees. When two or more discounts apply, the family will receive the discount with the higher dollar amount. Discounts include: multiple children discount (applies only to fee-based programs, discount amount is 10%), monthly prepayment discount, employee discount, scholarships and subsidies. Fee amounts are rounded when applicable.*
- 23. Failure to pay fees in accordance with this agreement will result in termination of service and the Center will take all available courses of action available to it, including legal action against Parent to collect fees.*
- 24. It is understood that if the child(ren) are withdrawn from SEL without prior two-week written notice by the parents, then the parent or guardian will be responsible for two weeks regular contractual fee paid to SEL. If this fee is not paid, SEL will report this default fee to all credit reporting agencies.*

*All fee disagreements must be handled in accordance with Grievance Procedure.*

*Fees will be charged according to the class your child is assigned. Fee rates may increase yearly. Children will be “moved up” from one classroom to another at the beginning of the program year, typically July/August, and tuition adjusted accordingly.*

## OUR PROGRAM

### CONFIDENTIALITY

All family information is confidential and is not provided to any other agency or individual without written parental consent. Access to a child’s file is limited in order to protect the privacy of children and parents. Relevant documentation may be released to state and federal licensing agencies upon request. Relevant information may also be released to a hospital and/or physician in an emergency. Parents are asked to sign a release authorizing the center to obtain medical assistance in an emergency when parents cannot be reached. Children’s health and safety records are shared with administrators and teaching staff with parental consent. Families have the right to request access to their child’s records; granted the requestor is the parent or legal guardian.

### ITEMS TO BRING & CLOTHING TO WEAR TO THE CENTER

1. All children must be in uniform every day during the official school year. Please refer to your uniform list in the dress code. On Friday’s children do not have to wear uniforms.
2. Each child must have a complete extra change of clothing including underwear, in his or her cubbies/locker at all times. Should your child have to wear home clothes belonging to the Center, please wash and return them as soon as possible.
3. Please label all clothing, including hats and mittens, with your child’s name or initials.
4. For safety purposes, children must wear closed toe shoes. Rubber soled shoes are for running and climbing. **Flip-flops, sandals, crocs, jellies, wedges, skate shoes, shoes with high heels and heel out or open toes are not permitted.**
5. **Hair beads are not allowed** due to a choking hazard.
6. Due to limited cubbies space, **book bags are not allowed.** Containers are provided for each child’s belongings.

7. Children are requested to leave food, gum, candy, money or other valuables at home. Please discourage your child from bringing toys or other “prized” possessions to the Center except on special occasions. Such highly valued items are often difficult to keep up with, may get broken and are very hard to share.
8. Children are prohibited from bringing weapons and cell phones in the Center or on the property.

### DAILY HEALTH CHECK

All staff is required to check the children upon entering the classroom. If the child has a soiled diaper, it is the parent’s responsibility to change the child’s diaper before dropping him/her off for the day. It is the staff member’s responsibility to ensure that the child is changed before departing for the day.

**As part of our commitment to child safety and well-being, all staff members are designated as mandated reporters for suspected cases of child abuse and neglect. If we have any concerns or suspicions regarding such incidents involving children, we will promptly notify the Department of Family and Children Services. Our administrative team serves as the point of contact and liaison with the Department of Family and Children Services in such situations.**

*Each child will be observed daily, upon arrival, by the childcare staff to check for and document early symptoms of illness, possible neglect, injury or abuse. If abuse, neglect or injury is suspected, the Center Director will report to the local Department of Family and Children’s Services are required by law. (Georgia Code 19-7-5)*

### OUTDOOR POLICY

Children need fresh air every day.

**Winter Wear:** They should be dressed in dry layered clothing for the warm and cold weather. Even in cold weather, children will go outside for short periods of fresh air (not below 32 degrees). Exposure to the cold, when appropriately dressed, does not cause illness; it helps kill germs that cause illness. When children return to the center after an illness, staff assumes that they are well enough to go outside and participate in all activities.

We also monitor outdoor play based on recommendations from the Clean Air Campaign. Children are given the opportunity to play in the shade. In code Orange, we may go outside for short periods but not engage in strenuous play. In code Red, we will not go outside. Please do not ask the teacher to keep a child inside because our staffing pattern requires that the center maintain adequate staff/child ratios at all times.

In instances where public health authorities advise the use of insect repellents due to a heightened risk of insect-borne diseases, we strictly adhere to their recommendations. Only insect repellents containing DEET are utilized, and application is limited to children above two months of age. To ensure the safety and well-being of the children, our staff will apply insect repellent once a day and solely with written parental consent. Additionally, our staff-to-child ratios are established in accordance with NAEYC and Licensing standards. If you require the necessary permission forms, kindly approach the teachers or Center Director.

## HOLIDAYS & CELEBRATIONS

Scottsdale Early Learning Inc. recognizes and **respects the holidays and celebrations normally relevant to children enrolled in the Program.** These celebrations and holidays will be included in the lesson plans that encompass a variety of developmentally appropriate activities. *Holiday activities will reflect the customs of the children enrolled in the center as well as the introduction of new holidays and celebrations.* Activities/celebrations are designed to focus on the similarities and differences between families and culture and the manner in which they celebrate. Each child's birthday will be recognized on the child's day of birth through songs, special badges and creative activities. **No balloons are allowed inside the facility.**

## FIELD TRIPS

Field trips are an important part of our educational program for children. Outings into the community, nature walks etc., help enhance the classroom activities. *Parents are encouraged to go with the class whenever possible but must provide their own transportation.* Parents will be notified about field trip and outings as they are planned. We try to plan trips that do not require an additional fee from the parents, but that is not always possible. For the well-being of all our children, the Center reserves the right not to permit children to attend field trips based on inappropriate behavior in the classroom. *If the child will not be participating in the field trip, the child will need to be kept at home on that day;* as there will be no teacher available to accommodate him/her. Parents may be asked to accompany their child on trips if they would like for them to go. Upon completion of the Parent Permission Slip, the Center is released from all liability in case of an accident.

## CORPORAL PUNISHMENT PROHIBITED

It is the policy of Scottsdale Early Learning, Inc. to prohibit corporal punishment by all employees in the performance of their duties as well as parents while in the Center. Physical punishment or verbal abuse by any adult, including parents, is not allowed on Center property.

Teachers **use positive guidance techniques to direct children's behavior.** Our goal of discipline is to help children learn an inner control over their own behavior. Helping children express emotions using words rather than physical force does this best.

When persistent behaviors make it difficult for a child or other children to fully benefit from classroom activities, the staff is required to develop an individualized written plan to help the child. The plan will involve parents, teachers, management staff and community resources. This plan will include positive behavior strategies to support the child.

## **DRESS CODE**

*\*\* During the summer months (End of May – July) the children are not required to wear uniforms.*

## BOYS

Uniform Pants/Shorts	Navy or Khaki/shorts (Must be to the fingertips when standing.)
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Uniform Shirts	White/Navy/Lt. Blue (Polo style or button front/long or short sleeves. Turtlenecks may be worn in the winter.) <b>Midway Woods Center:</b> Forest Green
Uniform Sweaters	Navy (V-neck, sweater vest or cardigan)
Socks	Dark colored, Khaki or White
Shoes	Tennis Shoes or Black/Brown (Rubber sole shoes.)
Belts	ANY PANTS OR SHORTS WITH BELT LOOPS REQUIRE A BELT (Parents use your judgment for Toddlers)

## GIRLS

Uniform Jumper/Skirt/Culottes/Short/Pant	Navy or Khaki (Must be to the fingertips when standing.)
Blouses	Solid Navy, White, Lt. Blue (Polo style or button front/long or short sleeves. Turtlenecks may be worn in the winter.) <b>Midway Woods Center:</b> Forest Green
Sweater	Navy uniform cardigan, v-neck or neck sweater vest
Socks/Stockings	Dark colored, Navy, Black or White
Shoes	Tennis Shoes or Black/Brown (Closed heel and closed toe with rubber soles.)
Belts	ANY PANTS OR SHORTS WITH BELT LOOPS REQUIRE A BELT (Parents use your judgment for Toddlers)
Jackets	Solid Navy, Khaki, Brown, or Black are preferred colors. Any solid jacket may be worn as long as it has no logos. <b>NO STARTER JACKETS WILL BE ALLOWED.</b> Dress code has the official uniform jackets with logo.

\*Some stores that carry uniforms in the past include: JC Penny, Wal-Mart, Family Dollar, and Old Navy.

## NUTRITION

We serve a well-balanced breakfast, lunch, and afternoon snack daily. Breakfast is served from 8:30 am to 9:00 am for the Infants – Preschool class; Lunch is served from 11:30 am to 12:00 pm. Snack is served from 2:30 pm to 3:00 pm. No outside food is allowed to be eaten in the classroom. If your child misses breakfast and you have other food from home or fast food, the child must finish the food before entering the Center.

Weekly menus will be posted on each classroom information board and placed in each child's mailbox. We are constantly improving our menus to add more fresh fruit and vegetables. Children are encouraged to taste each new food.

**No outside food substitutions for Breakfast, Lunch, or Snack will be allowed. If a child has an allergy, the Center will provide a substitution item for that specific food. We must have a Dr.'s note stating the specific allergy. This also applies to special milks.**

Food that comes from home for sharing among the children must be commercially prepared packaged foods in factory sealed containers.

Parents are welcome to have lunch with their child at any time, but must give our Food Nutritionist advanced notice (before 9:00 a.m.).

## **SICK CHILD EXCLUSION POLICY**

It is the responsibility of the staff to contact the parents and send home any child who shows signs of the following:

1. **Fever**- When there are no other symptoms accompanying the fever, the temperature reading must be taken twice during a twenty-minute interval and remain consistent for both readings.

- Temperature of 100.0 or above for children over 6 months accompanied by sore throat, rash, vomiting, diarrhea, earache, irritability, lethargy, or confusion.

**The child must be fever free for 24 hours and/or have a doctor's statement that the child is ok to return to school.**

2. **Red Eye**- the eye is generally red with some burning and there is typically a discharge.

**The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.**

3. **Possible Active Bronchitis**- this can be hoarseness, cough and a slight elevation in the temperature. The cough may be dry and painful, but gradually becomes productive.

**The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.**

4. **Rashes** that cannot be identified or have been diagnosed by a physician.

**A doctor's note must be presented in order for the child to return.**

5. **Impetigo** of the skin which shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and weeping. The lesions occur in moist areas of the body such as the creases of the neck, groin, and under the arms, face, hands, or edge of the diaper.

**The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.**

6. **Diarrhea** - Three or more episodes of (watery or greenish bowel movement that look different and are much more frequent than usual) especially those which contain blood or mucus.

**Child must be diarrhea free for 24 hours or have a doctor's statement that the child is ok to return to school.**

7. **Vomiting**- Two or more episodes of vomiting (more than the usual "spitting up") or one episode when accompanied by a fever, diarrhea, lethargy, or irritability.



**Child must remain at home for a period of 24 hours or have a doctor’s statement that the child is ok to return to school.**

8. **Nose Drainage** (GREEN or Yellow mucus).

**Child must be temperature free for 24 hours or have a doctor’s statement that the child is ok to return to school.**

9. **Contagious disease** of any kind, including, but not limited to:

- **Ring worm**- (small raised bumps that grow in size to form a circle)

**For ringworm appearing on the head, the child may not return for at least 48 hours after the oral medication has been administered and clearance has been given by the doctor.**

**For ringworm appearing on other areas of the body, the child may not return for 24 hours after the topical cream has been administered and clearance has been given by the doctor. In both cases the ringworm must be covered while the child is in school.**

- **Strep Throat**- The child may return no sooner than 48 hours after the medication has been administered and a physician has given clearance.

- **Chicken Pox**- The child may return only after a physician has given clearance. Documentation will be required.

It is the responsibility of the staff to report any symptoms of illness to the parent at the end of the day. If a child seems sick without obvious symptoms, this should be reported as well. In this case a child may look or act differently. This may mean unusual paleness, irritability, unusual tiredness, or general lack of interest. A teacher may request that a physician see the child if these symptoms persist for several days.

It is the responsibility of the parents to keep their children home if the above symptoms occur before leaving home. Generally the child may return to Scottsdale when they have been on medication for 24 to 48 hours, however some illnesses require a longer period of exclusion. A note from the doctor will be required for all conditions requiring medication. Scottsdale Early Learning, Inc. staff will administer Dr. prescribed medications at school, however we must have a Medication Administration form completed. These forms may be obtained from the staff. All medicine brought to Scottsdale must be in its original packaging and clearly labeled with the child’s name, physician information, prescription number, and dosing.

## MEDICATION ADMINISTRATION

We are willing to assist those parents whose children must receive medication or treatment during the time in which they are in the care of our program. All prescriptions must have the pharmacy label (name of medication, child’s name, physician, name, date, time, and dosage information) with administration instructions. Prior to the first day the medication procedure is required, the parent must complete the “**Medication Authorization Form**”.

**All medication is stored in a locked cabinet/box in the center. Medication is administered by staff members who have received proper training.**

## PROCEDURE FOR MEDICATION

**Staff cannot administer medication unless the Medication Authorization Form is filled out completely. All medications must be:**

- In its original child-proof container
- Labeled with the following information
- Child’s first and last name clearly marked.
- Name of the health professional that prescribed the medication.
- Date prescription was filled.
- Expiration date.
- Specific instructions for giving, storing and disposing of medication from the health professional.
- Authorization for medicine is for ten days only.
- Medication will be administered based on Medication Authorization Form that was completed by the parent.
- In case of adverse medical reactions, parents will be notified immediately. If parents cannot be reached, staff will call the emergency numbers listed by parents on the enrollment application. If the situation is critical, we will call 911.

We encourage parents to ask their doctor to prescribe medicines that can be given in 12-hour cycles if possible so that medicine can be administered at home and not at the Center. If the child must receive medication at the Center, ask the pharmacist to divide the medication so that a portion can be left at the Center.

### SUNSCREEN WITH DEET

The center wants to assist in keeping your child healthy. With your permission, we will administer sunscreen with DEET. There is a space for you to authorize the use of sunscreen/insect repellent on the enrollment form. Please speak with the center director if your child has sensitive skin or is allergic to the product we use.

### SPECIAL CARE PLAN

A Special Care Plan will be completed for children with any special procedures to be followed in caring for the child or any special services, which the Center agrees to provide to a child.

### INFANT CARE SERVICES

Parents of infants and children not yet old enough to eat Center meals and snacks must complete the feeding instructions portion of a daily form. **Infants are fed on demand**, so parents are requested to complete an infant feeding plan. The infant feeding plan must have specific instructions for feeding to include types, amounts and approximate times for feeding. Also any changes in the schedule to include new foods and eating habit changes. According to Health Department regulations and licensing requirements, **bottles must be identified with the child’s full name and current date.** Staff will discard any formula or human milk that has not been consumed or refrigerated one hour after it has been served. If the staff warms the formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. We will not serve cereal or solid food in bottles. **All bottles will be sent home or discarded at the end of the day.** No previously opened jars shall be accepted by the Center. All opened jars will be sent home or discarded at the end of the day. The program supports breastfeeding by providing a private comfortable breastfeeding room for nursing moms.

### BABY WALKERS & SWINGS

For safety purposes, we do not utilize baby walkers and swings.

## **INFANT CARE PERSONAL ITEMS**

Parents will need to bring the following items each day:

- Pacifier (if needed) – may not be attached to clothing
- Two (2) Complete changes of clothing
- Bottles with name and date labeled

## **TRANSITIONS**

Classrooms are run similarly to a standard school year, most classrooms with the exception of the Pre-K classrooms (last day usually are in May), begin transitioning in June/July and have fully transitioned to their prospective classrooms in July/August. All children will transition together and regularly stay together for an average of 11 months (holidays, teacher planning days, and professional development days are not factored in).

Each child will have a transition plan to encourage the successful transition of Pre-school and Pre-K children into kindergarten or other childcare programs. Transition activities are designed to:

- Prepare parents to exercise their rights and responsibilities concerning the education of their children in the new program.
- Enable parents to become their child’s advocate and to communicate with teachers and other school personnel.
- Assist parents in sharing in decisions related to their child’s education in the new program or public school setting
- Transfer relevant records to the new setting.

The transition plan will begin early spring before the child is due to move to kindergarten or as needed.

# **PARENT COMMUNICATION AND INVOLVEMENT**

## **Parents Rights & Responsibilities**

Dear Parents:

Scottdale Early Learning, Inc. provides developmentally appropriate childcare to families throughout Central DeKalb. The parents’ rights and responsibilities listed below are designed to provide guidance to you while your child is enrolled at Scottdale Early Learning Inc. We have an expected code of behavior for our parents and staff. Parents please join us in following those expectations so that this will be a safe and comfortable place for your child. We hope that your experiences as well as those of your child(ren) are positive and enriching.

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
You have the right to a quality child care program.	You have the responsibility of communicating information about your child to staff.

You have the right to be courteously by all staff.	You have the responsibility of treating all staff members courteously.
You have the right to inquire about your child's day and classroom activities.	You have the responsibility to set an example of appropriate conduct while on Scottdale Early Learning Inc. premises.
You have the right to volunteer and participate in classroom activities when it is not disruptive.	You have the responsibility bringing and picking up your child on time.
You have the right to withdraw your child from the program at any time.	You have the responsibility of complying with all program policies, procedures, and guidelines.
You have the right to inspect your child's cubby.	You have the responsibility of checking your child's cubby for communications from staff.
You have the right to the family support services that Scottdale Early Learning Inc. provides.	You have the responsibility of participating in center activities.

**PARENT COMMUNICATION AND INVOLVEMENT**

*New Parents & New Parent Orientation*

All new parents to Scottdale Early Learning, Inc must attend New Parent Orientation before the child begins. This orientation is designed to welcome and orient new parents to the program and give them verbal as well as written information on our mission, commitment, goals, policies and procedures. If families need this information in another language, an effort will be made to accommodate these families.

**REPORTING REQUIREMENTS FOR CHILD NEGLECT OR ABUSE**

The staff members at Scottdale Early Learning, Inc. are all mandated reporters to the State of Georgia when child abuse or neglect is witnessed or if a child reports abuse. We must immediately document what the child has told us or what we have witnessed, and then report immediately to appropriate state officials. Every staff member who has reason to suspect that a child has been neglected or abused, through contact with the child or family members, through examination of the child, or through, attending to/or treating the child, this includes verbalizations by the child, is required by law to notify the Department of Family & Child Services. Because we care about the rights of each child, we have the responsibility not to allow abuse of any kind. Abuse, verbal or physical by any staff, parent, or visitor will result in immediate disciplinary action, which may include termination from employment or the program. If a staff member is accused of abuse or neglect of a child in the program, the Scottdale Leadership Administration will be contacted and requested to provide direction and guidance to protect the rights of all concerned.

# OUR EDUCATIONAL SERVICES

## EARLY CHILDHOOD DEVELOPMENT

Our educational approach is based upon guiding principles by the National Association for the Education of Young Children (NAEYC). Our center maintains standards for operation to qualify for national accreditation. Our curriculum for four-year-olds is approved by Bright from the Start Georgia Department of Early Care and Learning.

Our Program is designed to meet each child's individual needs and the educational priorities of the community. Regardless of cultural background or special needs, every child is offered a variety of learning experiences designed to foster physical, social, emotional, and cognitive growth and to develop an appreciation for ethnic and cultural diversity. Children participate in indoor and outdoor play, in field trips around the community, and in music, art, and language activities. They are encouraged to express their feelings, to develop a good feeling about themselves, and to get along with other children.

### *It is our philosophy that:*

- Each child is an individual; unique, different, special, and wonderful person in his or her own way.
- Each child has his/her own learning style and temperament which must be observed, determined, and understood when planning the daily routine/schedule and program activities, and when interacting with each child.
- Children by nature are curious explorers and natural learners who learn best through "play discovery and exploratory learning". All children have the right to an education in a safe, healthy, responsive learning environment.
- Parents are a child's first and most profound teacher and the most influential in his/her development.
- The fostering of a positive self-worth begins at birth and is crucial to life's success.
- Teachers/Caregivers should be facilitators, caregivers, models and supervisors providing positive guidance, which encourages creativity, problem solving, logical and critical thinking; and skills enhancement (physical, communication, cognitive).
- Teachers/caregivers should be well trained, competent, and the best qualified staff, serving as models of excellence.
- **We have a commitment to excellence-to** provide a high quality, comprehensive, developmental age and stage appropriate program for the children and families served through our program.

## NAEYC ACCREDITATION

### *Early childhood program accreditation means that:*

- An early childhood program--child care center, preschool, kindergarten, or before- and/or after-school program--voluntarily applied for accreditation by the National Academy of Early Childhood Programs. The program then engaged in an extensive self-study based on the Academy's *Criteria for High Quality Early Childhood Program*. The accuracy of the program's self-study was verified during a site visit to the program by a team of trained volunteer validators. The validated self-study, including the program director's responses to the validation visit, was *reviewed* by a 3-member national commission composed of recognized experts in child care and early childhood education, *judged* to be in substantial compliance with the Academy's Criteria, and *granted accreditation* for a three-year period.

- **NAEYC**-accredited programs have demonstrated a commitment to providing a high quality program for young children and their families. While the NAEYC accreditation process examines the total program, greatest emphasis is placed on the quality of interactions among staff and children and the developmental appropriateness of the curriculum--what really happens to the children. Health and safety, staffing, staff qualifications, physical environment, and administration are all reviewed during accreditation, but primary consideration is given to the nature of the child's experience.
- Whether your interest in early childhood programs is as a parent seeking a program for your child, as an employer looking to support your employees' child care needs, or as an interested citizen, accreditation helps you identify high quality programs. High quality is important for children and families, so parents can be reassured that their children are in good hands. And, what's good for families is also good for business and communities. In short, high quality early childhood programs benefit us all!
- Scottdale Early Learning offers a childhood program accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC), the nation's largest organization of early childhood educators. Currently only about 7% of the programs in the state of Georgia that have achieved NAEYC accreditation. For more information visit: [www.naeyc.org](http://www.naeyc.org).

## **TEACHING STAFF**

The Center employs lead teachers who are professionally trained and committed to the field of early child education and dedicated to the education of young children. All teachers of your children undergo background checks and complete all the required training for teachers of young children. The center staff undergo continuous training both internal and external, taking advantage of the many free or inexpensive local training workshops and University resources.

## **HOW CHILDREN LEARN ACADEMICS THROUGH PLAY**

**Young children are “hands on” learners.** They need a variety of three-dimensional materials to investigate, experiment with and create. We encourage young children to explore number concepts, letters, sounds, shapes and colors (as worksheets do), but we do this in a way that is appropriate for their developmental level.

The Center **does not use** worksheets, and coloring books for preschoolers. All the skills emphasized with worksheets can be presented to preschoolers with real objects which can make the learning experience meaningful for them. For example:

### **Typical Worksheet Activities**

#### **Alike and Different**

Paper and pencil activity animals, to circle pictures that are alike or different.

### **Hands On Activities**

- Sort seashells, buttons, cars, animals, keys, etc., to find those that are alike and different
- Matching games with stickers, fabric scraps, wallpaper swatches, etc.

Our children may not go home with a handful of dittos and worksheets, but we feel they go home with a whole lot more: a head full of age-appropriate understandings and a heart full of joy!

*When parents ask, “what did you do all day?”*

*And they respond, “we just played.”*

*We know that we have done our job well – for play is work of children!*

The *Creative Curriculum* highlights the important balance between applying a general knowledge of child development with the particular knowledge a teacher gains by forming a relationship with each child and family.

## **CURRICULUM**

### **The Creative Curriculum for Early Childhood and Our Curriculum Philosophy**

Scottdale Early Learning customizes “The Creative Curriculum”, a comprehensive early learning program to build children’s confidence, creativity and critical thinking skills. The philosophy behind the Creative curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things. In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols - the stick and the block - are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the pre-school years as children play.

## **ACTIVE LEARNING**

Children are involved in direct, hands on experiences with people, objects, ideas, and events. While teachers share control and initiative with children, they are guided by 58 key experiences that all children need to have as part of their intellectual, physical, social and emotional development.

## **ASSESSMENT**

The first five years of life are very important to your child because this time sets the stage for success in school and later in life. During infancy and early childhood, many experiences will be gained and many skills learned. It is important to ensure that each child’s development is proceeding without problems during this period. Therefore, we will use such developmental screeners as the Ages and Stages Questionnaires (ASQ-3/ASQ:SE) and the Brigance Inventory of Early Development (IED), which are completed within the first 30-60 days of each school year, or enrollment, to assess the child’s development. Teachers regularly record anecdotal notes on child behaviors, experiences, interests, and developmental progress. They use these notes to assess each child and plan learning experiences activities that will facilitate their growth and development. Teachers transfer what they learn about each child from their notes and place this information into the online assessment tools (Teaching Strategies (TSG) or Work Sampling Online (WSO)).

During **conferences** and/or home visits, which are held **twice a year**, teachers share child assessment information and seek input or suggests from families to better understand each child’s development. Teachers receive initial (upon hire) and ongoing training on implementing the Creative Curriculum, conducting developmental screenings, using online child assessment tools, and creating individualized lesson plans. Scottdale Early Learning encourages parents to ask questions or raise any concerns about how the assessment methods used meet their child’s needs.

## **PRINCIPLES OF POSITIVE GUIDANCE-DISCIPLINE POLICY**

Scottdale Early Learning Inc. uses the **SEEDS Curriculum**. It is a comprehensive classroom management curriculum with a social-emotional curriculum that focuses on how adults can learn to enhance their own relationship skills which, in turn, helps with ordinary classroom behaviors as well as the challenging ones. Several aspects of Scottdale Early Learning Inc. serve to support positive behavior management including the structure and arrangements of centers, daily schedules, routines and other planned learning activities. All staff members are expected to support, guide, and nurture children at all times as they learn to use language to communicate their needs, gain control of their bodies, persisting when frustrated, play cooperatively with peers and learn to take turns.

Our guidance policy begins with prevention. Center directors and teachers carefully arrange the physical aspects of the classrooms such that the spatial arrangement, itself, helps children interact appropriately. For example, large open spaces are generally avoided to help children save their large muscle activity, such as running, for the playground. Teachers are careful and attentive observers of the children in their classroom such that they are finely attuned to each child's uniqueness. They are thus prepared to help redirect or divert as dictated by the child's personality, temperament and needs. These are the preventive measures. Then, should inappropriate behaviors arise, teachers will have first observed whatever has happened.

## **BITING**

Young children are often *unable to communicate effectively with words* and may sometimes bite another child. Staff will make every attempt to prevent this from happening. However, at some point, your child may be bitten or bite another child. Staff will treat the wound and notify you on the incident report form. Biting incidents are confidential. Parents may decide to have the bite checked by their doctor if the skin was penetrated and bleeding occurred.

## **CHALLENGING BEHAVIOR**

Challenging behaviors include: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ("You can't play with us."), verbal bullying, tantrums, whining, testing limits, refusal to follow directions or observed classroom rules. Challenging behaviors are those which interfere with the learning, development, and/or successful play a child or other children. In addition, these behaviors include any actions that are harmful to the child, peers or staff. Lastly, any behavior which puts the child at risk for later social problems or school failure is also considered to be challenging.

## **PROCEDURE FOR ADDRESSING CHALLENGING BEHAVIOR**

The Center provides individualized care for each child to support their individual development. We work with families if challenging behavior is present. Staff utilizes positive behavior guidance and suspension, expulsion or any other exclusionary measure is always a last resort. Families are informed of our guidance and discipline policy within the Parent Handbook. Scottdale Early Learning complies with federal and state civil rights laws and does not discriminate against individuals or families in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Since exclusionary measures are not considered



until all other possible interventions have been exhausted and there is agreement that exclusion is in the best interest of the child. The only times that exclusion is considered are when problems remain unresolved and/or there is risk to safety, otherwise below are the steps taken to prevent suspension or expulsion.

1. The first step includes prevention, close observation, assistance with more extensive use of language, and lastly, intervention by the teacher. The Safe Place is always available for children to choose to gain control. The Safe Place is completely voluntary and is not to be used as a “time out” space. At the same time staff shall observe all children and document any atypical behavior to detect any patterns in the sequence of events, activities and interactions or other contextual factors.
2. If the problem behavior continues without a resolution with the use of appropriate behavior management, the teachers meet with their director to discuss the behavior and seek additional guidance.
3. If the problem behavior persists, the staff will request a meeting with the parents. At this meeting, the staff and parents will work collaboratively to develop a plan to resolve the problem behavior. Teachers will provide information to the parents in writing and copies will be included in the child’s file.
4. If further assistance is needed, with parental permission, an outside consultant may be asked to assist.
  - If the parents decline to pursue a professional evaluation and the problem behavior persists, the continued enrollment of the child will be re-assessed.
  - If at any time the child’s behavior results in an injury to another child or staff member, the child’s parents will be notified. Written documentation of the incident will be provided to the parents and placed in the child’s file.
5. If the outside evaluation indicates a need for accommodations for special needs, SEL. will provide these or other appropriate accommodations and resources; as long as these measures are not an undue hardship for the Center. Staff will work collaboratively with outside consultants during planning for IFSP/IEP meetings and remain open to suggested classroom strategies.
6. If the above steps fail to resolve the problem, Scottsdale Early Learning Inc. may ask the parents to find alternate placement for their child. , giving them a 30 day notice; except where such notice is not reasonable because of safety concerns. Staff members will provide assistance to the family in accessing services and an alternative placement.

## **DAILY SCHEDULES**

### **DAILY ROUTINE**

A stimulating environment, indoors and outside, allows infants and toddlers to safely explore and experiment as they develop large muscles, small muscles, language, and thinking skills. Each day follows a similar schedule of events, providing consistency for both children and adults.

### **REST TIME**

All children will have the advantage of afternoon rest periods (usually between 12:00p.m.–2:00p.m.). Children will be provided with their own cot and blanket. Children who do not fall asleep in the first 45 minutes will be

given a book or quiet toy. All infants are placed on their backs for sleeping. This is accordance with our SIDS policy.

### **ADULT-CHILD INTERACTION**

Teaching staff consists of highly qualified, degreed teachers to work with you and your child. One supervising teacher and one teacher are assigned to each classroom.

Adults observe and interact with children at their level to discover how each child thinks and reasons. Adults interact with children in ways that empower children to take control of their own learning. Children are grouped into small classes based on chronological age and developmental level. The teacher/child ratio and class size for each group is:

<b>Group</b>	<b>Teacher/Child Ratio</b>	<b>Class Size</b>
Infants	1 to 4	8
Ones	1 to 4	8
Twos	1 to 6	8
Threes	1 to 9	20
Pre-K	1 to 11	22

*\*These teacher/child ratios are maintained except for scheduled lunches and breaks for teacher*

# **ADDITIONAL POLICIES**

## **EMERGENCY PROCEDURES**

### **Medical and Dental**

When a medical emergency arises involving a child, the center staff shall seek prompt emergency medical treatment and provide any certified or licensed emergency medical personnel with immediate access to the child. In the case of a SERIOUS accident, the closest staff member with first aid training will render first aid and a member of the Center Administrative Team will contact the parent. If neither parents nor the family physician can be reached, a member of the Center Administrative Team or designated staff member will transport the child to the designated hospital or an ambulance will transport the child and a familiar staff member to the designated hospital. (The designated hospital will be determined by the Center location). The hospital location is posted in the center. Staff will continue to try to reach parents to inform them that their child has been transported to a medical facility. Staff will notify the proper authorities and the SEL Center Director as soon as possible.

### **Fire, Weather, Loss of Utilities and Other Safety Threats**

In case of an emergency such as fire, severe weather, power failure, loss of utilities, gas leak, bomb threat or structural damage, the children will be transported by designated safe vehicles or by walking (dependent upon the nature of the emergency) to Hamilton Community Center at 3262 Glendale Road, Scottsdale (404) 508-7562. Parents or authorized adults will be called by a member of the Center staff to pick up their child(ren) if necessary. A member of the Center staff will notify the proper authorities and the Center Director as soon as possible.

### **Evacuation**

Fire and storm evacuation routes are posted in each classroom. Fire and storm drills are conducted monthly and posted on the center bulletin board. In the event, the center must be evacuated and the staff will take the children to the designated evacuation site determined by the center location. The evacuation site is posted in the center. Staff will contact parents as soon as possible to alert them of the evacuation and to provide instructions on picking their child up from the designated location.

## **DRUG-FREE FACILITY**

A drug-free workplace is required to provide a safe environment for children, parents, and staff. The sale, distribution, possession, or use of controlled substances on company premises is illegal and cause for immediate termination from the program. Consistent with Scottsdale's legal obligations, illegal substances found on our property will be turned over to outside legal authorities for further investigation. Serving or consuming alcohol when on Scottsdale's property, while supervising children, or representing SEL is prohibited.

Scottsdale Early Learning, Inc has established the following procedures regarding substance abuse:

1. Any parent bringing illegal drugs or narcotics to SEL, using them on the premises, or dispensing, or selling any illegal drugs on agency premises will be terminated.
2. Staff who observe usual behavior patterns on the part of parents that may be the result of drug use are required to report such individuals and their unusual behavior to the Executive/Center Director at once.
3. Staff must not attempt to provide counseling services to suspected drug users or addicts since diagnosis and rehabilitation are the functions of qualified experts.

4. The possession, sale, or use of a controlled substance other than a drug prescribed by a physician, is detrimental to the health of employees, parents, and children and to the reputation of the program.

## **HARASSMENT POLICY**

Scottdale Early Learning, Inc. is committed to providing a child care environment that is free of harassment of any type including harassment due to race, color, disability, age, gender, religion, or national origin.

Harassment is against the law and will not be tolerated. Scottdale Early Learning, Inc.'s no harassment policy includes sexual harassment. This policy prohibits behavior that makes our child care environment hostile psychologically or physically. Our sexual harassment policy prohibits the following, or any action defined as unwelcome:

- Repeated sexual flirtations, advances, or propositions.
- Continued or repeated verbal abuse of a sexual nature, sexually related comments to include: joking, graphic, or degrading comments, and the display of sexually graphic objects or pictures.
- Any uninvited physical touching, such as patting, hugging, pinching, kissing, or intended brushing against another's body.

All management personnel, as a part of their job duties, will be responsible for preventing and eliminating harassment in their work areas. Maintaining a program environment free of any type of harassment is an affirmative obligation of Scottdale Early Learning, Inc.

Any parent who believes they are being harassed, witnesses harassment, or is told of harassment occurring at SEL will immediately report the matter to the Center Director. Parents will not be retaliated against in any way because they have complained about or reported harassment. If the parent is not satisfied with the resolution imposed by the Center Director, then he/she may follow the procedures outlined in the Grievance Procedure section of this handbook.

All complaints of harassment will be carefully and thoroughly investigated. The cooperation of all in such investigations is expected. All steps will be taken to ensure that the complaint is handled in a confidential manner.

## **ANTI-VIOLENCE**

Scottdale Early Learning, Inc. values a supportive and harmonious learning environment. Scottdale will not tolerate any type of threat, verbal, or otherwise, that occurs in the facility. For the purpose of this statement, a threat includes, but is not limited to, any statement or action by an individual that indicates intent to cause present and/or future danger to:

- Scottdale Early Learning, Inc.'s physical property or items in the property,
- A parent or a child,
- Another employee,
- A contractor or vendor,
- The property of any of any of the persons listed above, and
- Any related person or entity of those listed above.

All parents have the responsibility to report any type of threatening statements or actions to the Assistant/Center Director. Management's responsibility will be to promptly investigate any reports of such behavior and take the appropriate corrective action.

**POLICY REGARDING HUMAN IMMUNODEFICIENCY VIRUS (HIV) HEPATITIS B VIRUS (HBV) OR ANY OTHER BLOOD-BORNE PATHOGENS**

**The Center makes every effort to protect its children, parents, and employees from any communicable disease. The Center also does not discriminate in its hiring, enrollment, or dismissal practices based on physical disability.**

Blood borne viruses have not been found to be transmitted by casual contact. Wiping noses, sharing mouthed toys, hugging, coughing, sneezing, using common utensils, or touching common surfaces used by someone infected with a blood borne pathogen does not spread them.

Routine precautions will be taken when dealing with incidents where there is blood or body fluid involvement (i.e. rubber gloves, hand washing, proper cleaning of wounds and careful disinfecting of all surfaces, etc.) If the victim of a blood borne virus is in a stage where open lesions occur in the mouth or other parts of the body, and/or display a biting behavior, they will be considered too high risk to participate in our program.

Any employee who discriminates against or breeches confidentiality regarding anyone with Human Immunodeficiency Virus (HIV), or Hepatitis B Virus (HBV) or other blood borne pathogens will be disciplined.

**PARENT HANDBOOK**  
**ACKNOWLEDGMENT STATEMENT**  
**2023-2024**

I have received and familiarized myself with the current 2023-2024 Parent Handbook of Scottsdale Early Learning Inc. I understand that these Policies represent the expectations and responsibilities of families enrolled in the program, as well as those offered by Scottsdale. If there is anything that I do not understand it is my responsibility to ask Center Leadership for an explanation and clarification. I agree to abide by the policies and procedures of Scottsdale Early Learning.

I understand that nothing in these Policies and Procedures shall constitute or imply a contract of guaranteed enrollment for my child. I understand that Scottsdale Early Learning, Inc. reserves the right to terminate enrollment and services as outlined in the policies.

**My signature below certifies that I have received, read, and agree with the policies and procedures contained in the Scottsdale Early Learning, Inc. Parent Handbook.**

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

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Staff Signature

**CENTER COPY**

**Please sign and return to the Center.**