



**Scottdale  
Early Learning**

# **2025-2026 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)



## Message from the Executive Director

Greetings Parents,

Welcome to Scottdale Early Learning, Inc.! We are thrilled to have your family join our program and honored that you have entrusted us with the care and education of your scholar.

Since 1977, Scottdale Early Learning (SEL) has proudly served as a trusted resource for families across DeKalb County. We remain deeply committed to our mission: *to provide early education that fosters the intellectual, creative, social, emotional, and physical development of every child in our care.*

Our goal is simple yet powerful — to ensure that **every child** is successful and well-prepared for kindergarten and beyond. Research consistently shows that children who attend high-quality early learning programs are more likely to read at grade level by third grade, graduate from high school, pursue higher education, and gain meaningful employment.

To help you become familiar with our operations, we've provided a Parent Handbook filled with important information about our program. We encourage you to review it thoroughly and keep it accessible for future reference. If you ever have a question, concern, or suggestion, please don't hesitate to reach out — we are proud to uphold an **Open Door Policy** and welcome your input.

We're excited to have your family in our program and look forward to partnering with you to provide the high-quality care and education your child deserves.

We are stronger, TOGETHER!

With gratitude,



Executive Director

## ABOUT SCOTDDALE

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

## **POLICY OF NONDISCRIMINATION**

Services provided are given without discrimination based on 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

**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](http://wsbtv.com); on television at Channel 2/WSB-TV and FOX 5 and by digital message using our childcare software.

# **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 based on 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 (\$100)**
- **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.**

## 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.

**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.*

**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 enrolled in classes other than Pre-K, hours of service are from 7:00 a.m. to 5:00 p.m. Parent/Guardian 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. *All checks presented for payment will be deposited the date of receipt. Checks will not be held and deposited at a later date.*
13. *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.*
14. *Fees will not be adjusted when Center is closed due to inclement weather or holidays.*
15. *Parents may pay for more than one week in advance.*
16. *Fees will not be adjusted when Center is closed due to inclement weather or holidays.*
17. *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.*
18. *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.*
19. *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.*

## 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 assume 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. Teachers are not allowed 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

Scottdale 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.**

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: Forest Green</b>
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	<b>ANY PANTS OR SHORTS WITH BELT LOOPS REQUIRE A BELT</b> (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 include Wal-Mart, Target, 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.

- **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 Scottdale 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. Scottdale 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 Scottdale must be in its original packaging and clearly labeled with the child's name, physician information, prescription number, and dosing.

**If a child has missed more than 2 or 3 days of school due to illness, a doctor's note is required to return.**

## 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.

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 childcare 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.

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!
- Scottsdale 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

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), 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 children's 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)).

## **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, Scottdale 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.

# **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.

- 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.