



Children Leadership Academy, LLC

1515 Hickory Road in Canton, GA 30115

770-720-2090 or 770-720-2091

Parent Handbook

Our Vision

To build strong families by preparing our children for academic excellence and equipping them with the fundamentals needed for everyday life.

Our Mission

Children Leadership Academy strives to develop students academically, emotionally, morally, socially and physically through our highly trained faculty and staff. Our primary goal is to provide a top-notch certified curriculum in a nurturing environment.

Our Faculty

Our faculty and staff make Children Leadership Academy a special place. They are experienced, professionally-trained individuals who bring with them varied backgrounds which translate into enriching experiences for our students. They are committed to the concepts of educating our children through by providing hands on experiences. Through careful planning and preparation, they convey a high level of academic knowledge that is presented to our children in creative and innovative ways.

Pre-K Program

The primary purpose of our Pre-kindergarten program is to help parents prepare their children for Kindergarten by providing extra time for the appropriate skills development. Our program involves periods of structure, primarily when using instructional material from the curriculum. Students work on letter and number recognition, phonics, counting, listening skills, number concepts, as well as the development of fine and gross motor skills. We focus on literature, mathematics, and science and social studies.

Literature

Students in the preschool program will experience a multitude of approaches to learning language, writing, spelling and reading. Each student will:

- Learn to express themselves in various ways including verbal and written avenues
- Learn to listen, speak, read and write at their appropriate age level
- Learn to solve problems, share information, play with language and communicate ideas and much more!

Mathematics

In the preschool program, students further their understanding of Mathematics through exploration. The students will:

- Recognize, count and write numbers on a daily basis
- Use Mathematics to solve problems
- Learn very basic mathematical concepts

Science

Children have a natural curiosity about the world that surrounds them. The goals of the preschool science program revolve around encouraging that curiosity while providing direction. The students will:

- Make meaningful connections between the earth and its inhabitants.
- Explore the properties of the earth, like soil and rock.
- Explore the world as it pertains to sight, sound, smell, taste and texture.

Social Studies

Students at this age level are just beginning to understand their roles and responsibilities as a young boy or girl. The social studies program is designed to expand that understanding as it relates to small groups, the community, our country and the world. The students will:

- Develop a basic understanding of the world through maps and globes
- Learn to work together with other students in a social and educational setting
- Learn and respect different cultures and their heritage

All Preschool classes engage in Art, Physical Education, Social Studies, Mathematics, Language Arts, Science and Music on a weekly basis.

Ages of Children Served

The Academy will provide care for children ages 6 weeks through 12 years old. A non-refundable one-time registration fee of \$75.00 will be charged for each student.

Hours of Operation

The center is open from 6:30 a.m. until 6:30 p.m. Monday through Friday.

Hours of care will be contracted from child to child. No childcare will be provided on Weekends or on the following holidays:

New Year's Eve Close at 12:00

New Year's Day

Martin Luther King's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving and the Day After

Christmas Eve

Christmas Day

The above are considered paid holidays if they fall on a contracted day for your child. A full week's tuition will be charged. If they fall on a weekend they will be observed the Monday after or Friday before.

After reading each policy please initial and date that you understand what the policy means then return this portion to provider. Your initials indicate you agree to each section.

HOURS OF OPERATION Initial's and Date: _____

PAYMENT PROCEDURES Initial's and Date: _____

MATTERS OF MONEY Initial's and Date: _____

DAILY DOINGS Initial's and Date: _____

OTHER GOODIES Initial's and Date: _____

HEALTH MATTERS Initial's and Date: _____

BUILDING CAMERAS Initial's Date _____

Tuition Rates

	<u>Drop-In</u>	<u>2-Day</u>	<u>3-Day</u>	<u>Full-Time</u>
Infants (up to 12 months)				
Toddlers (12 to 24months)				
Toddler 2 year olds				
Preschool 3 Year olds & older				

After School Program = \$65

Enrollment Registration Fee = \$75 = 1 Free Shirt

Multi Child Family Discounts

2 Full Time Children = \$15

3 Full Time Children = \$30

4+ Full Time Children = \$50

Potty trained means that children are dry/accident free during waking hours in underwear for 2 weeks straight at the center. (Nap time wetness is not related to potty training as sleep training is biological not learned). There is no age on potty training. We start "training" as soon as the child can confidently walk and do so in a natural progressive manner, but parental home involvement is needed for potty training to be successful. Our goal is not to keep your child at the higher tuition rate but rather to have less diapers and more self sufficient children.

Fees:

Late Fee: \$5.00 for the first minute and \$1.00 for each additional minute per child after 6:30 PM or 2:30 PM for GA Pre-k students.

Late Payment Fee: \$25.00 if the payment is not received by Tuesday at 7am.

Non-Sufficient Funds Fee of \$35 for any returned checks. If we are given two bad checks, we will no longer accept checks as a method of payment.

Matters of Money

All payments are due by 6:30 PM on Friday for the upcoming week. After 6:30 PM on Monday, the late fee will be assessed. If payment is not made by Tuesday morning at drop off, your child will not be accepted into care until payment is made in full, including all late fees. If a period of 7 days passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for a 2 week termination period and for any costs related to collection of the childcare fees.

Cash, Check or Credit cards are accepted and a receipt will be given. A year end statement of all childcare fees paid will be provided within the first 4 weeks of the New Year, to the address that is on the contract.

Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. If you are hourly, the normal hours you are contracted for are paid weekly in advance every week regardless of attendance (unless vacation days are being used, with 60 days notice having been given). These fees are due regardless of unforeseen or arranged absences such as illness, monthly club meetings or appointments. If a part time hourly child is not in attendance, the normal tuition is still due. A part time child takes up a full time spot and it is only as a courtesy to parents with younger full time children that we take part time children.

All childcare services will be contracted. The contract is a legal document obligating us to provide a service for you and obligating you to pay us for that service. There are other requirements in the contract. We urge you to thoroughly read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms.

A position at Children Leadership Academy will be considered open until the payment for the first weeks' fees are received. The deposit is non-refundable.

You are allowed up to 2 weeks of vacation at 50% tuition after your first year. Any tuition taken beyond 2 weeks in a calendar year is 100% tuition. If you have school age children please consider this when making plans of when to take your vacation time.

Daily Doings

Drop Off/Pick Up:

1. Please do not leave your car running. Please do not allow your child to play near the vehicles at any time.
2. Your child must enter and exit the center with you.
3. We assume responsibility for your child only while he/she is in our care during regular hours.
4. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Anyone unfamiliar to us will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements.
5. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye.
6. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If you need the children to be ready to leave, please call ahead and we will clean up toys in advance of you coming.
7. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.
8. Court Order: If there is a court order keeping one parent or guardian away from the child, we must have a notarized copy of that court order in the file to that effect. Otherwise, we cannot prevent the non- custodial parent from picking up the child.
9. Parents are responsible for bringing their child into the building each morning. When doing so they must use the ProCare system and then take them to their appropriate classroom. Parents must come into the building in the evening when picking their child up & sign their child out.
10. Parents will be responsible for putting their child's belongings in their classroom & for taking them home. Children will have individual cubbies with their daily work and notes from the teacher/office. Please be sure to check your child's cubby on a daily basis.

Sick/Vacation Days:

In the event that your child is ill and needs to miss a day, please call 1 hour before arrival time (but no earlier than 6:30 am.)

If you are taking a maternity leave and want to secure your spot for both the new baby and keep your spot for the current child, arrangements must be made before the birth of the new child. A non-refundable deposit will be required to hold the new baby's spot as with any newly enrolled child.

If your child will not be attending due to vacation, you will be charged 50% of the normal weekly rate to hold your child's position. You are allowed 2 weeks of vacation at this discount, any vacation taken beyond these 2 weeks in a calendar year will be paid at normal tuition. We require 60 days notice of vacation time and payment for that time in advance.

Discipline:

No child will be hit, spanked, belittled, or otherwise intimidated at the center - even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Discipline will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. If a child becomes a persistent behavior problem, we will address it with you and we will try to resolve it together.

AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

Meals:

CLA provides nutritionally balanced meals & snacks for your child each day. Breakfast will be served from 7:00 A.M.-8:00A.M. Lunch will be served from 11:00 A.M.-12:00 P.M. followed by an afternoon snack that will be served from 2:30 P.M.-3:00 P.M. Please do not send any food or drink from home without prior approval through the Director. If your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack is served. Children are encouraged to use this time to share their experiences

with each other. Manners are taught, and practiced during this time as well. Please list on the registration form, any food allergies your child may have. If your child needs a special diet, the parent is responsible for supplying the proper food. Food may not be brought from home, except for a documented medical reason. Weekly menus will be posted on the Academy Information Board.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. We offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. We will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. We provide a preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

Circle Time:

Time to read a short book then learn or practice skills. Children will be have all skills necessary for kindergarten introduced during circle time in a gradual, fun manner. The amount of time spent on skills varies by age, interest and abilities. Some days we will cover a lot, other days nothing at all, it all depends on the children. By the summer before kindergarten all necessary skills will have been introduced.

Outside Play:

Our goal is to go outside every day as long as the weather is good so make sure to dress your child appropriately and send outside items in the winter.

Nap/Rest Period:

All children are REQUIRED by the Provider to have a nap/rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake early, will be allowed to read a book until Rest Time is over. Please try not to schedule pick-ups or visits during this time to lesson disturbance to the resting children. All children will rest on their cot/pack and play with individual linens. No child will be woken up from a nap unless the parent has arrived to pick up the child. **You are required to provide a crib sheet for your child's nap mat.**

Toys:

Please do NOT send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Nap/Rest Time. Children Leadership Academy assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through

misuse or willfulness, the parent will be required to replace it within two weeks, or pay the cost of the toy.

Dress Code:

CLA requires children (one year and older) to wear uniform attire:

Red/Blue CLA shirt with Khaki pants or skirt.

Closed toe shoes

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. We use washable art supplies, but caution never hurts. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; we do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some. If there is a special occasion that calls for special clothing, (a visit or party right after child care or a trip to the photographer) please send the special clothing with your child and we will help them clean up and get dressed prior to your picking them up at the end of the day.

Toilet Learning:

We will assist you in toilet training your child with the understanding that it will be successful only if we work together. Send your child *ONLY* in easy on/easy off clothing until they are able to completely undress and dress themselves. We require at least 3 complete changes of clothing during Toilet Learning. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. Underwear is not to be worn to daycare until the child has been dry for at least one week and is initiating toilet use.

Transportation:

At times, we may plan a field trip or it may be necessary for us to transport your child by car. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from The Provider. You as parents reserve the right to refuse. If we do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day. Full tuition would still be required in such a situation.

Smoking:

Smoking is NEVER permitted in or outside the center's premises.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the center beforehand. You are more than welcome to participate in ANY activities we have planned. Please inform the provider if you do not wish for a holiday (Christmas, Halloween, etc.) to be focused upon.

Open Door:

You are invited and welcome to visit Children Leadership Academy anytime your children are present. You are asked to avoid visiting during Nap/quiet time (about 11 am - 2 pm) as much as possible. Parents are also free to call the center at any time. If we do not answer, please leave a message, and we will call you back as soon as we are finished with the current activity. We keep our doors locked for safety reasons, but will quickly answer the door as soon as you arrive. If it is near your regular pick up or drop off time, We will unlock the door for a short while in anticipation of your arrival.

Emergencies:

Fire/Tornado:

There are fire extinguishers located in the center. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. Tornado drills are also practiced monthly.

Power outage:

There are flashlights located in the center. If the power remains out for some time (2 hours) and the safety of the children is at risk you will be called to pick up your child.

Changes to Policies:

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in July. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Confidentiality:

The information you supply to the center will be kept confidential. We will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. (This does not apply to law enforcement)

Enrollment Requirements:

Before enrolling your child in center there are several things you must do:

*Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.

*A complete immunization's record must be on file. If the immunizations are not up to standard your child will not be permitted in the Academy. Please be sure to give proof of updated immunizations as they occur. A chickenpox vaccine is now required by DCFS for all children unless they have had the disease.

*An acquaintance visit must be made. We will not care for children unless they have had a visit to the center to become familiar with us and the service provided.

*All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.

*One week's tuition is due as a non-refundable deposit.

Termination of Care:

After a TWO-WEEK TRIAL PERIOD, either party can only terminate care with 2 weeks notice. We reserve the right to immediately end care for non-payment, failure to respect our staff, our center, behavior of the child which is harmful to the physical or emotional well being of the other children, or failure to abide by our policies. If you terminate care, you will be responsible for payment of the final 2 weeks of care whether or not your child attends.

Child Abuse/Neglect:

We are required by law to report any suspected signs of child abuse and/or neglect.

Supplies:

You will need to provide the following things (To be left here):

- *Diapers, at least 5 per day (if applicable)
- *1 box of baby wipes, at least 80 - 100 count. Please bring a refill box the first time and then refill packs as needed (if applicable)
- *2 pacifiers, if needed
- *All baby food.
- *Formula or breast milk, if applicable, and pre-made bottles. Please label with date and your child's first/last name. Bottles are rinsed and sent home, not washed here.
- *2 changes of clothing (4 if we are toilet training) to be left here. This includes shirt, pants, and underwear/onsie and socks. Please replenish if these are sent home dirty, so that at least one set remains at all times.
- *A crib sheet for your child's nap mat. (not the infant room but all other classrooms, toddlers and up)

Note:

All of the above items are required for us to care for your child, so they will need to be brought daily or left here. If you choose not to supply us with the required items, we will purchase them for you and you will be responsible for the cost and our time of gathering the supplies. This would be considered an additional service and be charged as such.

Illness:

Please ask for specifics on our illness policy. Children will need to be kept out of daycare for vomiting (24 hours throw-up free before returning), diarrhea, or any illness we deem them needing to be kept home. Children with 100.5 fever will be sent home as well and may not return for 24 hours after fever has stopped completely. (Please, do not bring them if they are showing any signs of illness before coming to school). A doctor's note may be requested in certain circumstances in order for a child to return to care.

Medication Policy

Before medication is dispensed, the parent must provide written authorization, which includes date, name of child, and name of medication. Prescription number, dosage, date and time of day medication to be given, Medication must be in its original container with the child's name clearly marked (No doctors samples will be allowed). The Academy personnel will keep a written record of the administration of the medication and any noticeable adverse reactions. **NO OVER THE COUNTER MEDICATION WILL BE GIVEN AT ANYTIME BY OUR STAFFMEMBERS.** Please, do not leave any medication in your child's diaper bag, back pack or any type of bag that you may send in with your child.

Parental Responsibility: Parents or any licensed health care professional shall determine if child care providers or center and preschool staff are competent to give or apply medication. The Directors have the responsibility to assess the ability of staff to give or apply medication safely.

Written Permission and Instructions: CLA staff shall give or apply medication, both prescription and non-prescription (diaper rash cream, ointment etc), only with prior written permission and written instructions from a parent. CLA staff shall comply with the instructions provided by the parent.

Medical Emergencies:

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent. In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, and will take appropriate action including calling 911 and having your child transported to the nearest Hospital. You or your family insurance will be responsible for the cost of medical help or treatment due to accidents or illness while in child care.

Immunization Policy

Bright From The Start requires all children to have immunizations & a copy kept on file within 30 days of starting. Parents are responsible for sending an updated copy of child's immunization record each time they receive new shots.

Reporting

The academy is required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services. The Academy is required to report any noticeable communicable disease to the local health department.

Field Trips

CLA will have planned field trips for children which may require transportation from the center. A permission to transport form is provided at enrollment. If a permission form is not filled out & signed by a parent, CLA will be unable to provide transportation for your child & he/she will be unable to attend the field trip. All traffic & safety laws will be followed. No child will ever be left unattended in a vehicle. Children under the age of 6 and/or weighing less than 60 lbs will be placed in a booster seat. Parents may be asked to bring a seat for their child in the event of a field trip. Parents are encouraged to volunteer for any field trips. Please talk to your child's teacher and/or director if you are interested in doing so.

Safety - Prevention

Children Leadership Academy takes extraordinary steps to ensure the greatest level of safety for your child. The following are some examples of measures that are taken:

- Secured entry - The interior center doors will be locked and will require a unique password. This prevents individuals from wandering throughout the building.
- Walkie Talkies - Teachers always carry walkie talkies when they take children out of the building. This allows for important communication.
- Appropriate environments - Rooms are regularly evaluated to ensure that furniture, materials and activities promote safety.

In the event of serious injury of a child, emergency personnel (911) and the parents will be contacted. The child will be transported to the nearest hospital, which is Northside Hospital, Canton Facility. Until emergency personnel arrive, trained Children Leadership Academy staff will administer first aid. The parent will assume responsibility for payment.

Other Notes/ Special arrangements:

Return This Page
to give written 2 wks notice of termination of care

Upon deciding to discontinue care, please fill out the following form as notice. Remember 2 weeks of PAID notice is to be given. Thank you.

Notice of Termination

I am submitting notice of withdrawal of my child/children _____
from the center's care.

Parent/Guardian's

Signature: _____

Date: _____

Some things I liked that the center did:

Some things I would have preferred the center did differently:

Remote Access Policy

When accessing the system, you agree to not hold us responsible for any harm to your phone and you agree not to share this web site with any individuals outside of your immediate family.

If we find the network has been accessed by unauthorized individuals or for inappropriate use, we reserve the right to eliminate access at any time without notice.

When registration is complete you will be provided with instructions and passcodes.