



# PARENT HANDBOOK





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## Infants

- Package of diapers (30-40 Diapers weekly) **(Labeled)**
- Wipes **(Labeled)**
- Diaper cream/ointment **(if needed/Labeled)**
- Three **(3)** full sets of clothing are always kept in the classroom! (including socks and at least 1 pair of shoes)
- Small blanket (must be able to fit in cubby) **/Labeled**
- Bibs **(Labeled)**
- Prepare @ **least 5-7 bottles** and label ALL BOTTLES/SIPPY CUPS
- Bottles must be prepared **DAILY** by parents and labeled with Child's First and Last name.
- Pacifier (if needed) NO STRING ATTACHMENT! **(Labeled)**
- Food for the day **(unopened and Labeled)**

## Toddlers

- Package of diapers (50-60 Diapers weekly) **(Labeled)**
- Wipes **(Labeled)**
- Diaper cream/ointment **(if needed/Labeled)**
- Three **(3)** full sets of clothing are always kept in the classroom! (including socks and at least 1 pair of shoes)
- Small blanket (must be able to fit in cubby) **/Labeled**
- Bibs **(Labeled)**
- Pacifier (if needed) NO STRING ATTACHMENT! **(Labeled)**

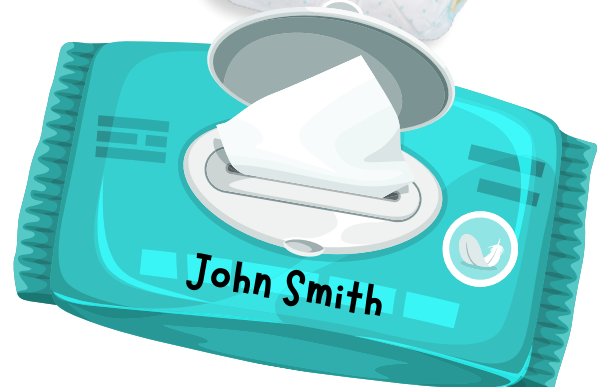
## Preschool/Pre-K

- Three **(3)** full sets of clothing are always kept in the classroom! (including socks and at least 1 pair of shoes)
- Small blanket (must be able to fit in cubby) **/Labeled**
- Small backpack
- 2 Pack of Wipes
- Water bottles **(labeled)**

## School Age

- Water bottles (Labeled)

## How to Label



# ABC



# Welcome To My Little School!

Welcome to My Little School, where preschool excellence awaits! Thank you for choosing us to nurture your child's growth. Our Parent Handbook outlines our policies—please review it and reach out with any questions. We treasure the first five years, preparing children for kindergarten and beyond.

Join us for a comprehensive program focusing on literacy, numeracy, critical thinking, socialization, and self-confidence. Let's embark on this educational adventure together!

## STATEMENT OF SERVICES:

My Little School is a year-round program that operates from 6:30 a.m. to 6:00 p.m. Monday through Friday. It is a preschool that offers all childcare services for children ages 6 weeks to 5 years. Currently, My Little School does not provide any transportation services.

Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children.

We offer a structured program for children of all ages with a year-round curriculum. Our activities include school readiness skills such as math, science, writing, literacy and language, arts and crafts, games, music, outdoor play, and story time. We offer full-time and part-time school contracts.

## HOLIDAY CLOSINGS

**My Little School will be closed on all major holidays and other breaks. This includes:**

- New Year's Eve, New Year's Day and Day After New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth (June 19, 2024)
- Summer Break: July 3, 2024 - July 5, 2024
- Labor Day
- Fall Break: November 25, 2024 - November 29, 2024
- Winter Break: December 23, 2024 - December 27, 2024



There will be **NO REDUCTION for these holidays and breaks!** A notice will be posted before each holiday to remind the parents. We recommend that parents and staff add the mentioned holiday and school closings to their phone calendars. Tuition payments must be made on the regular pay schedule on the Brightwheel app. Please refer to the center's closing calendar. **Failure to make payments will result in the automatic termination of educational services.**



My Little School takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. When weather conditions are questionable, tune in to the local news station or weather station, and please follow the school closing for the County School District. If unsure if the center will be closed, please check the *Brighwheel* app or watch television for announcements.

## ADMISSIONS

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. No one shall be excluded from our programs because of race, color, religion, disability, sex, or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren).

All forms provided to you upon enrollment must be completed before your child may attend My Little School. All requested personal information is kept confidential. **Parents must update all emergency data, including address, home, cell, and work numbers, and individuals authorized to pick up their child.** Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. My Little School must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents must comply with all state regulations and center rules as outlined in this Parent Handbook.

### REQUIRED DOCUMENTS FOR ENROLLMENT:

1. Completed Enrollment Application
2. Current Photo of Child(ren)
3. Parent Handbook Agreement Form for policies and procedures mentioned in this document
4. Paid **non-refundable** Enrollment Fee **and** first week's tuition of all potentially enrolled children
5. Medical Care Information/Food Allergy Form
6. Social Media Consent Form
7. Court Order (if applicable)
8. Infant Feeding Plan (if applicable)
9. Transportation Agreement
10. Completed Georgia Health Form 3300 (Ages 3 years old & up) **within 30 days after enrollment to maintain services)**
11. Emergency Medical Services Form
12. Immunization Form 3231 **or** Religious Affidavit Notarized **(within 30 days after enrollment to maintain services)**
13. Copy of Parents and Guardians Driver's License
14. CAFCP Form (if applicable)
15. Copy of Child(ren) Birth Certificate
16. Copy of Child(ren) Social Security Card



# PAYMENTS AND FEES

### REGISTRATION AND MATERIALS FEES

At My Little School, registration fees are applicable to both new and returning students and are payable upon registration. These fees are non-refundable and must be settled prior to the child's first day at our school. **Annual Registration and materials fees are due upon re-enrollment in August starting 2025.** These fees cover the materials for the entire school year, provided the child remains continuously enrolled. Children who temporarily withdraw from the program will need to pay a re-registration fee, along with an additional materials fee upon returning. However, children who withdraw physically but have parents maintaining full weekly fees to retain their spot will be exempt from these charges.

**Tuition Rates:** \*Please note the current tuition rates will be sent via email to each applicant after submitting an inquiry on our website.

<b>Infants-</b>	5 Days-\$195 week	3 Days-\$120 week	2 Days=\$80 week
<b>One-</b>	5 Days=\$195 week	3 Days=\$120 week	2 Days=\$80 week
<b>Twos-</b>	5 Days=\$185 week	3 Days=\$120 week	2 Days=\$80 week
<b>3-5 Years Old-</b>	5 Days=\$175 week	3 Days=\$100 week	2 Days=\$45 week

**\* Drop In \$45 a day for all ages**

### PAYMENT PROCEDURES AND LATE FEES

Weekly tuition fees are due in advance **every Monday at 12:00 pm.** Failure to make timely payments will result in a **\$50.00 late payment convenience fee per child** or an "x" fee added if the account remains unpaid by the Payment Closing time at 12:00 pm. **Late Payment Fees must be settled by 9:00 p.m. on the day of.** Failure to adhere to payment deadlines will lead to termination of services. **Balances are not permitted to accumulate on any account! All payments must be paid through the Brightwheel app.**

### Late Pick-Up Fee Policy

Parents are expected to collect their children on time at the end of the day. If you anticipate being late for pick-up, please inform the administration by calling ahead. A late pick-up charge of **\$3.00 per minute, per enrolled child, will be applied after the designated pick-up time of 6:00 pm.** This fee is enforced for any period beyond 6:00 pm. Should a parent be more than one hour late past **6:00 pm (7:00 pm)** without contactable authorized pick-up persons, then local law enforcement will be notified. If there is a second occurrence of late pick-up, an additional late pick-up charge will be implemented. **Late pick-up fees must be settled before 9:00 pm on the same day; failure to make payments will result in service termination until the late fee balance is cleared.**

## ATTENDANCE/ARRIVALS/BREAKFAST

### SCHOOL HOURS

My Little School is open year-round, and regular hours of operation are Monday through Friday from **6:30 am to 6:00 pm.** All children must arrive at the center no later than **9:00 am to avoid interrupting daily activities and to be able to enter the preschool.** **Breakfast ends at 8:10 am; if you arrive later than 8:10 am, please prepare breakfast before your child enters the facility breakfast before your child enters the facility.**

If your child has a scheduled doctor's appointment, please fill out the **Late Arrival Form** at least **two (2) days before** the anticipated date. Late excused arrivals, such as medical, must be checked in at the preschool check-in system by **10:30 a.m. to meet the meal count for lunch and snack with a valid doctor's note and admin approval.**





# ARRIVAL/DEPARTURE

Each day your child comes into the center, they must be checked in and out by the parent. The computer/tablet at the front desk will be used for checking children in and out. Each parent assigns a code to access the Brightwheel app on the tablet. **Please do not give this code to anyone.** The access code allows parents to access account balances, notes/messages from staff, etc. All children must be escorted into their classroom by an adult. **Never leave your child at the front door.** The classroom teacher **must acknowledge** your child's arrival before you can leave your child in or leave the classroom. Parents have a **5-minute drop-in/off limit in the facility.**

**Only the parent or legal guardian may go to the classroom to pick up the children.** All authorized alternate persons are on file on the Brightwheel app, Enrollment Application, and the pickup list, such as family members, grandparents, aunts/uncles, friends, etc. **All parents/visitors MUST first check in at the front desk. A picture ID or driver's license will be required for visitors and/or visitors.** The adult picking up the child must supervise the child at all times after leaving the classroom, both inside and outside the building and in the parking area.

## Uniforms/Dress Code

Children should dress comfortably and be suitable for the weather. Children over **1 year olds** are required to wear the following on **Mondays to Thursdays**:

- Pink, Navy Blue, and Yellow-collared shirts
- Khaki Uniform Bottoms (skirts, collared dresses, and Bermuda shorts are allowed)
- Closed-toe tennis shoes, free from holes/openings, and fitted correctly with rubber bottoms.



Children will be participating in messy activities (*i.e.*, painting) occasionally; My Little School will not be held accountable for any stained clothing, their good shoes, and fine jewelry; we will also be playing outdoors as the weather permits. Please send your child **three complete sets of clothing labeled with the child's full name** that can be left at the center in case of an accident at all times.

**NO OPEN-TOE SHOES, SANDALS, OR CROCS – OR PAJAMAS WILL NOT BE ALLOWED AT THE PRESCHOOL UNLESS THERE IS A “WET FUN DAY” OR “FUN IN OUR PJ” DAY AT THE PRESCHOOL.**



At My Little School, safety is paramount. Please ensure your child wears weather-appropriate clothing, including jackets or coats on chilly days, as we still take the children outside to play. Closed-toe shoes are a must for outdoor activities. We enforce a strict **No Crocs/No Hair Beads/ Sandal policy** to prevent accidents, as well as pacifier attachments are prohibited due to safety concerns. **We will not replace any fine clothing, belongings, toys, and jewelry** if they are lost or damaged by the fun activities we do here at My Little School, such as painting or food stains. Stud earrings are fine for children who are distracted by their earrings. We do go outside for the warmer and cooler months by following the Childcare Weather chart, paying attention to the temperature, wind speeds, and humidity percentage. Children will be offered water at all times throughout the year for children who are older than 11 months. Your cooperation in adhering to these guidelines is greatly appreciated as we strive to maintain a safe and nurturing learning environment for all.

At My Little School, we value creating a nurturing environment where children and families thrive. To maintain this environment, we would like to ask parents/guardians to avoid being on the phone or using wireless earbuds or wireless headsets, dress appropriately, minimize phone usage, and approach interactions with positivity while on our MLS Campus.

Establishing a positive rapport between the school and families is crucial for our educational mission. Therefore, we reserve the right to withhold enrollment or re-enrollment privileges if a family's actions hinder this relationship. Additionally, we retain the authority to expel a child or parent/guest if their conduct does not meet our standards without a refund of tuition fees. Your cooperation in observing these guidelines is a positive and enriching experience for everyone involved.

## Parent Involvement/Center Activities

### PARENTAL INVOLVEMENT

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. At My Little School, we strive to fill the gap created during early separation and educational opportunities when parents are unavailable. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the My Little School office with their suggestion.

- Parent Meetings (*Usually 1-2 times per year*)
- Fall Open House
- Two individual conferences/year
- Programs and Special activities, such as the Christmas Program
- Special parent involvement activities such as THANKSGIVING FEAST
- Party Day Volunteer
- Come and eat lunch with your child
- Classroom Volunteer (*Must have Clean Criminal Background Check*)
- Send special treats for snacks or meals (*please notify the teacher a day or two in advance*)
- Help with center Fund Raiser
- Participation in a parent's group
- Reverse/ In-School Field trips (*When we bring a "field trip" type activity to our preschool*)



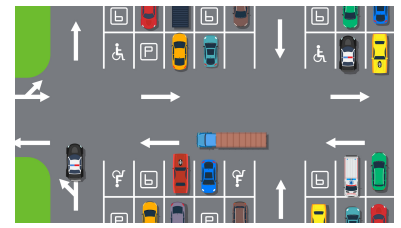
## Parents Right Visiting The Center

You are welcome to visit your child at the center at any time. We do ask that you check in with the office or sign-in desk before going to your child's room. It is the responsibility of each employee to ensure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the **Pick-Up Permission form**, **will not be allowed to visit or pick up your child**. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class.

Extended family members such as grandparents and aunts are also welcomed to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.



My Little School has a drop-off area by the doors to each building. Due to the limit of the number of vehicles in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than **3 to 5 minutes**. We strongly urge you to turn your car off and lock it when you come to drop off or pick up your child(ren). My Little School is not responsible for items lost or stolen from cars or the parking lot, or inside of the facility.



## STATE LICENSING

We understand the importance of strict compliance with the state licensing regulations to ensure a quality environment for your children. My Little School complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

## CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

My Little School complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or the removal of physical barriers. **The accommodation shall be recorded in the child's file.** Whenever we deem it appropriate to the child's needs to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the child's accommodations should be referred to the Director.

## Non Discrimination

My Little School is committed to providing a safe and inclusive environment for all children, families, and staff. We do not discriminate on the basis of race, color, religion, national origin, gender identity, sexual orientation, disability, or any other protected characteristic in our admissions, educational programs, or employment practices. We celebrate diversity and strive to foster a community where everyone is respected, valued, and supported. Our preschool's curriculum involves celebrating numerous cultural backgrounds every month/week, such as Italian Heritage Month, Hispanic Heritage Month, Hanukkah, Christmas, Halloween, Easter, and much more!

## Child Abuse Reporting

### CHILD ABUSE REPORTING

The State of Georgia requires that My Little School and all members of childcare institutions be on the lookout for and report to the State and appropriate authorities any suspected cases of abuse to a child. At My Little School, our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not allowed to do our investigation and are required by law to report anything suspicious. It is advised that clients make the staff aware of any lingering bruising or other visible injuries to minimize suspicion of possible child abuse or endangerment. To report child abuse, call the Child Abuse Hotline at **1-855-422-4453**.



## MEDICATION

All medication to be given to children must be in the original bottle with the instructions printed on it as provided by the **Doctor's prescription or the pharmaceutical company**. All medicine, including scripted and un-scripted medications, must be in an up-to-date bottle and not be expired. All prescription medication must have that child's name on the bottle. A **"Permission to give Medication"** form needs to be filled out before the administration of any medication.

All medications must be dropped off and picked up at the front desk daily. These medications will be stored in a secure area inaccessible to children. Medication may not be transported to the classroom by families. **NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON!**

My Little School reserves the right not to give medicines if the dosage is questionable or not according to the label. My Little School reserves the right to request a doctor's consent via handwritten prescription for non-prescription medications. A copy of the **Medical Authorization form** along with the medication bottle and any remaining medication will be given and returned to the parent upon completion of the course of medication. Will be given and returned to the parent upon completion of the course of medication.

**After dispensing medication to a child, My Little School promptly alerts parents, providing detailed information regarding the time and dosage administered. In the event of any negative reactions post-medication, our procedures include promptly calling 911, notifying parents, and ensuring authorized pickup arrangements are made.** Additionally, a member of our administrative team will accompany the EMT while supervising the child to ensure their safety and well-being.

Exceptions to this rule are life-saving medications such as breathing treatments and *Epi-Pens*. Any child needing these types of medications administered will be on an *as-needed basis*. A Medical Authorization Form will need to be completed. My Little School staff will apply insect repellent and sunscreen to your child as requested. **All sunscreen and insect repellent must be in spray form!**

## NOTIFICATION INFECTIOUS DISEASE

If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom app, email and posted on the parent board. The post will contain the name of the disease, the date diagnosed, and any symptoms that would alert you to the presence of the disease. **You are responsible for reporting to the school any infectious or communicable disease for which your child is diagnosed.** My Little School reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

# Emergency Procedures & Alert

If an emergency such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility. The center has a fire alarm system and fire exits in each classroom, fire extinguishers in each room, carbon monoxide detectors, power outages and a weather alert radio.



**Fire drills** are performed monthly at a variety of different times to ensure preparedness; **tornado drills** are performed every 6 months; and in other emergency situations, all staff members are instructed on proper procedures if a natural disaster may occur. The families will be notified as soon as possible so that they can pick up their children. If the family cannot be reached, the emergency contact will be contacted by phone and posted on Brightwheel app.





In the event of an emergency situation that requires an evacuation of My Little School, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

Take an accurate attendee list, account for all children and staff as they board/depart vehicles, bring necessary medications/supplies and emergency records, and take a cellular phone if available, to be used for emergency notifications.

1. If the emergency environment is confined to the immediate area of the center, i.e., power outages, fire or toxic fumes, and the children cannot stay on the premises, the children will be taken emergency shelter where they will remain accompanied by caregivers. In contrast, family/guardian/emergency contacts are notified of the situation, and arrangements are made for either the transporting home or caretaking for the remainder of the day.

2. In the event of a major environmental hazard that necessitates a larger area of evacuation, such as neighborhoods, a city/town, or a geographical area, due to a large non-confined hazard, i.e., a nuclear incident, earthquake, hurricane, etc., children will be transported to the nearest Red Cross Shelter or school/church where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified, and arrangements are made for their pick up.

Staff will remain with and care for the children at all times during an event. Attendance will be checked wherever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

## Discipline/Guidance

### DISCIPLINE/GUIDANCE POLICY

At My Little School, we believe in positive discipline and redirection to teach children boundaries and proper behavior in a group setting. In older groups, a "cool down time" may be necessary to take the child out of the situation so that they can calm down and think about their behavior. We expect our teachers to model the behavior they expect from the children. Children learn best from positive adult role models, so our teachers will treat each child respectfully and patiently. Positive statements will act as reinforcement for positive behaviors. Discipline will be appropriate to each child and their developmental level.

Any demeaning, humiliating, or abusive language toward a child will not be accepted. No physical abuse, corporal punishment, or threats of corporal punishment will be allowed. Discipline may not consist of leaving the child alone in a room, taking away food, drink, or bathroom, or making the child stay silent for an unreasonable time based on their age; for example, if the child is two years old, two minutes in "cool down time." Recurrent discipline problems may result in a parent meeting with the teacher and the director. Together we will try and solve to try and improve the behavior situation. If no solution can be reached or inappropriate behavior continues despite the resolution, the director reserves the right to remove a child from the center or take an alternate action, including but not limited to suspension.

## BITING

### BITING

The center understands occasional displays of aggression, like biting, are typical in young children and are part of normal childhood development. We understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior and that the staff is working to identify situations that provoke or elicit it so it can be prevented in the future. **Repeated incidents of biting will not be tolerated!** Our objective is to ensure that our center maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors.

## DIAPERING

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide ample diapers/wipes weekly; parents are responsible for repurchasing diapers and wipes for their children weekly. We recommend bringing at least 7 diapers daily x 5 days=35 Diapers weekly. **All items must be labeled with the child's first and last name.** You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers.

Parents are kindly requested to supply an adequate quantity of diapers, wipes, and a change of clothing based on their child's hours of care. Additionally, we encourage parents to specify any preferences or requests for their child to be dry and clean when dropped off and picked up, especially near closing time. This ensures that we can accommodate their preferences and maintain the highest standards of care and cleanliness for their children throughout their time at our center. **If you run out of diapers we will provide them to you automatically for a fee of \$2.00 per diaper.** If you have any questions, please check with the office.



## Diapering and Sanitizing Procedures:

1. Wash hands thoroughly with soap and water.
2. Gather all necessary supplies: clean diaper, wipes, and any creams or ointments.
3. Place child on a safe and secure diaper-changing surface.
4. Remove soiled diaper and dispose of it properly.
5. Clean the child's diaper area with wipes, wiping from front to back.
6. Allow the area to dry before putting on a clean diaper.
7. Apply any necessary creams or ointments.
8. Securely fasten the clean diaper and dress the child appropriately.
9. Wash hands again with soap and water after diapering is complete.

After diapering, My Little School staff disinfect the diapering surfaces by using soap and water solution and leaving it on the surface for 2 minutes. Then, they wipe it dry with a clean paper towel. Next, they spray disinfectant on the surface and let it sit for 2-3 minutes before wiping dry with another clean paper towel and letting it air dry before changing another student.

# Potty Training



## POTTY TRAINING

Our potty training program at My Little School prioritizes open communication and consistency between parents and teachers. Upon enrollment, both parties collaborate to create a plan, outlined in the Potty Training Contract. Beginning with the **eldest children in the two-year-old toddler classroom**, we work in small groups of 3-4 students to maximize effectiveness. This approach enables us to customize the process to fit each child's developmental milestones and interests, ensuring a smooth transition.

Additionally, our 90-day or less potty training program includes parents providing pull-ups with Velcro sides, wipes, and four complete changes of clothing. **Both parents and teachers follow the 3 Steps Potty Training Framework at home and school.** Children are selected for this program if they have not had any accidents in their pull-up or diaper for two consecutive weeks.

However, if the toddler experiences any potty accidents after the first 30 days, the potty training program will restart from **Step 1**. We recognize that children develop and advance at different rates, and it's essential to remain patient and supportive throughout the process.



## MEALS AND SNACKS

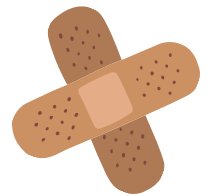
At My Little School, all meals will be served family-style in your child's classroom. Meals will be relaxed and unhurried. All meals at My Little School will be nutritional and surpass the state guidelines for nutrition. A menu will be posted in each classroom and on the parent bulletin board in the lobby. You may provide a labeled sack lunch or snack for your child if there is a particular food he/she does not prefer. This food will only be allowed to be eaten at designated mealtimes. We cannot refrigerate or heat children's sack lunches, so for safety please plan accordingly. A snack will be provided for the after-school program when they arrive at the center.

As part of our commitment to providing top-notch childcare, we have a clear policy on using infant bottles. All bottles and opened jars of food need to be labeled with the child's first and last name, date, and what's inside, like breastmilk. Also, each bottle should have a labeled cap for easy identification. This helps keep things hygienic, organized, and safe when handling infant feeding items. To keep everything fresh and accurate, we ask that bottles and opened jars be taken home daily and relabeled as needed. Additionally, to ensure our little ones are well-fed and cared for, My Little School provides Infant Snacks during the afternoon snack time. This ensures that infants get the nutrition and care they need while they're with us.

## Health & Safety

The policies, rules, and regulations presented in this handbook are designed to make the time your child spends at our school safe and rewarding. We have taken several steps to promote the safety and protection of your child while in our care. They are as follows:

- \*The administration performs frequent observations of the classrooms.
- \*All classrooms and common areas are viewed via a closed-circuit camera system with only admin access.
- \*Both entrances past the receptionist remain locked and only accessible by computer code entry.
- \*Emergency evacuation drills are held regularly without notice
- \*Emergency exit plans are posted in every classroom
- \*All staff is first aid/CPR certified
- \*Daily health checks are conducted upon arrival



### ACCIDENTS

Staff uses every measure possible to prevent accidents. Your child will be well supervised by caring and trained staff. Unfortunately, an accident can occur even with the best supervision. If an accident occurs that is serious, the parent will be notified immediately. If medical attention is needed they will be contacted first. All accidents are documented in a report and a copy is kept in the child's file and a copy is given to the parent at pickup. If an accident is caused, My Little School will not be responsible for any medical payments due to any accidents at the center. We recommend that all families have their own private medical insurance when possible.

## INFANT SAFE SLEEP

We follow the licensing guidelines on infant safe sleep practices. This includes Infants up to twelve months of age should be placed for sleep on their back for every nap or sleep time unless an infant's primary health care provider has completed a signed waiver indicating that the child requires an alternate sleep position; Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, playpen or play yard, highchair, chair, futon, sofa/couch, or any other type of furniture/equipment that is not a safety-approved crib. If an infant falls asleep in any place that is not a safe sleep environment, staff should immediately move the infant and place them in the supine position in their crib; Soft or loose bedding should be kept away from sleeping infants and out of safe sleep environments. These include but are not limited to bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs, etc. Also, blankets/items should not be hung on the sides of cribs.

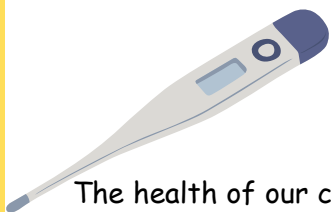
## Immunizations



## HEALTH RECORDS

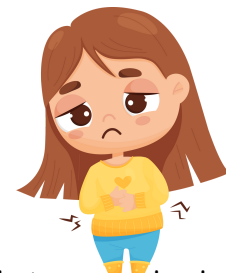
The center must have a physician's statement verifying good health and required immunizations. All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The parent must provide the child's immunization record, and all information must be current. The parent shall also provide proof of this with a form signed by a healthcare provider. This form will state that the child has received all current, age-appropriate immunizations. The parent wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. Children four and older must also have a vision and screening on file.

## Illness & Continued Health



The health of our children at My Little School is of the utmost importance to us. That is why we request that if a child is ill, they must remain at home. If your child becomes ill at the center, we will contact you immediately. To prevent exposure to the other children it may be necessary to remove your child from the other children until a parent or release contact arrives. **The child must be picked up no later than 1 hour after notification.**

- Skin rashes that are not diagnosed by a physician's note
- Respiratory problems, including uneven breathing or severe coughing and wheezing
- Any symptoms of communicable disease
- Chickenpox or measles sores are suspected
- Appearance or behavior is unusual, and the teachers agree that the child is not feeling well. An unusual color is noticed in the child, such as jaundiced eyes or skin, and paleness in the face, stool, or urine is an unusual color.
- Any other signs of illness (*i.e.*, Fever over 100, stomach ache, dizzy, vomiting, etc..)



**Signs of illness conditions require 24-hour exclusion from care or a doctor's note and My Little School admin approval for the child to resume their regular attendance schedule. Children must be entirely fever and symptom-free for 24 hours without the aid of medication and PROVIDE a doctor's note before returning to school. My Little School reserves the right to not allow children who we believe are unwell or showing signs of illness, even with a parent's doctor's note.**



## ADMISSION AND WITHDRAWAL:

Parents must submit the above forms to enroll their children in our preschool program. Parents must fill out a Withdrawal Form for withdrawal from My Little School.

## Paperwork, Withdrawals, & Re-admissions

### PAPERWORK, FORMS, & ANNUAL RENEWAL:

The state requires us to have current and updated information on each child in our center. This is also for your safety. As My Little School also, each year in **AUGUST**, we will have you renew and update all forms. There will be a deadline given for compliance with this requirement. Failure to renew and update paperwork does not constitute withdrawal from the program, and fees will continue to accrue according to the newest published rates. This includes all late payment convenience fees, change of phone numbers, address and pick up list, annual registration fees, and annual material fees will also be added each year at this same time. Parents are responsible for updating their contact information with our preschool and any state programs.

Families are responsible for initiating the child withdrawal process. Families must give the Director a two-week notice by filling out the [Withdrawal Form](#) at the front desk before the withdrawal. **Full tuition is due during this time whether your child attends or not. No adjustments will be made to tuition during this time.**

In extreme circumstances, the withdrawal of a child may occur at the center's request. In such a case, the Director shall determine the withdrawal time after a conference with the parents.

## Termination of Care

The staff will work with each child to meet the needs of that child, and every effort will be made to provide a positive learning experience. However, the school reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met or the child has not adjusted to the care provided by the center. If behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the center and MLS Staff, the child may be suspended for up to a week or termination.

If you, the parent, are uncooperative in completing and returning forms, disruptive to the MLS Staff and students, fail to pay your tuition on time, fail to follow any state or county regulations or fail to follow any My Little School policies or procedures, it may be necessary to dismiss your child and family from My Little School.

# Naptime/Quiet Play

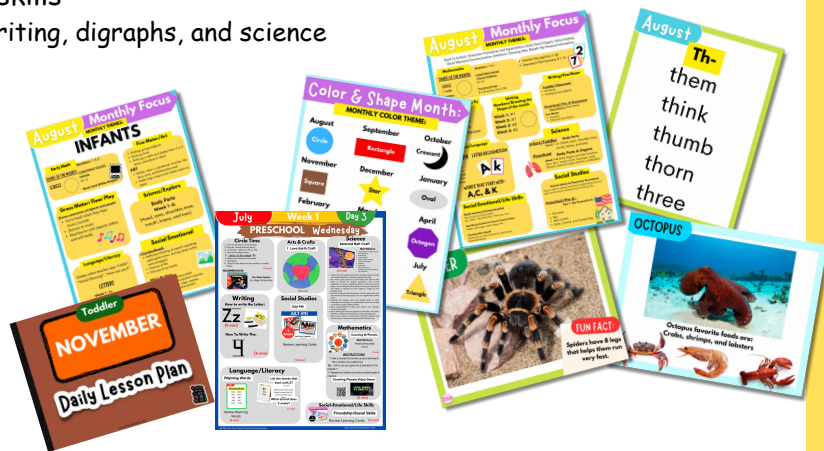
During our quiet rest/nap time, each child is provided with a mat for comfort. We offer quiet activities like toys or books for those who don't sleep but can rest quietly. However, we cannot accommodate requests for no napping from parents as it may disrupt the group's routine and well-being. Our priority is to ensure a peaceful and beneficial rest time for all children in our care.

## Our Curriculum

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration. **90% of brain growth occurs from zero to 5 years old.** Each class's lesson plans and your child's flexible class schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of most children in the group.

**Our curriculum, although it will vary depending on age, is guided by the following underlying principles:**

- Children learn through active investigation
- Children enhance their fine and gross motor skills
- Children strengthen their life and social-emotional skills
- Children instigate their learning for mathematics, handwriting, digraphs, and science
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning



### INFANT CURRICULUM

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language, and physical skills. These activities may include playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring the outdoors.

### TODDLER AND PRESCHOOL CURRICULUM

Our curriculum for toddlers and preschool/pre-K students is designed to foster holistic development through engaging weekly activities. Led by our dedicated educators, children will explore handwriting, letter formation, numeracy (counting 1-20 for toddlers, up to 100 for preschoolers), shape recognition, and fine motor skills development. Additionally, our program emphasizes letter identification, life skills like tying shoes and gardening, and a celebration of global cultures and holiday traditions each month, including those from Asia, Hanukkah, Kenya, Italian Heritage Month, and more. We value parental engagement and look forward to partnering with you on this educational journey!





# Transportation



Currently, My Little School does not provide transportation services. Parents or guardians are responsible for arranging transportation to and from the preschool for their children. We prioritize the safety and well-being of our students and encourage families to make suitable transportation arrangements to ensure timely arrival and departure. We appreciate your understanding and cooperation in this matter.

## Field Trips

At this time, My Little School does not offer off-site field trips. However, we do provide enriching in-school field trip experiences to enhance our curriculum and engage students in interactive learning opportunities within the safety of our premises. We value the educational benefits of field trips and are committed to providing meaningful experiences while prioritizing the safety and well-being of our students.

## Transitions

Teachers and parents will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility for us to meet the needs of each child best. Each child's individual need is different; therefore, the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child moves to another classroom.

## Staff Baby Sitting

My Little School expects parents and employees to avoid activities that create a conflict of interest to the company. If you decide to arrange off-premises care with a staff member, the staff member undertakes such service on his/her own behalf- not as a staff member of My Little School. My Little School offers no assurance of the fitness of its staff members for performing these services, and none should be implied or inferred under any circumstances. My Little School employees are prohibited from transporting children to and from the center that do not belong to them.

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process.

### Our screening process includes, but is not limited to:

- (a) Volunteers offering regular services are classified as either Employees or Provisional Employees according to these regulations. They must adhere to the background check criteria specified in Rule 591-1-1-.09, Criminal Records and Comprehensive Background Checks.
- (b) **Volunteers ARE NOT PERMITTED to be solely responsible for children other than their own.** They must remain under the continuous direct supervision of a Director or an Employee who has obtained a valid and up-to-date satisfactory Comprehensive Records Check Determination while in the company of children other than their own.
- (c) Volunteers meeting the above criteria are exempt from the annual training and first-aid/CPR training requirements.
- (d) Staff Orientation

# Intruders

## INTRUDERS

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

# Special Events

Every child's birthday calls for a special celebration! We encourage making children feel extra special on their special day. We welcome you to bring a special snack to share with your child's class. All food must be commercially made and have an ingredient label. Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party, and many times, families are asked to volunteer to bring food or drink. Notify us as soon as possible if your child cannot attend for religious or other reasons so we can arrange to care for your child during that time.

# VERBAL COMMUNICATION

Our staff wants to work with you to make sure we are providing the best preschool experience possible for you and your child. We need the communication and support of our parents to do this. We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is because many children spend 10 hours a day at the center and most of our employees only work 6-9 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for a more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Management, or you can e-mail us at [info@mylittleschoolga.com](mailto:info@mylittleschoolga.com)



# Personal Items

We request that unless your child is requested to bring something for a class activity that all personal toys stay at home. The only personal belongings that are accepted are a small blanket and one comfort object. These items will be kept in a cubby until nap time and then returned to the cubby after nap until the child is picked up. We will not be held responsible for personal items, as personal items often become lost, broken, or the subject of arguments. These items must be labeled and must fit in the designated cubbies. **No oversized blankets or pillows will be allowed.** We appreciate your cooperation in this matter.

## Video Cameras Access

My Little School staff are required to post daily logs and pictures/videos of each child onto their individual logs. These logs show diapering changes, meals, activities, and behavior during naptime, ensuring parents are informed about their child's daily experiences at our facility. My Little School security cameras are not available for parent view and are used for the safety of children's privacy, staff evaluation, and staff training purposes only. Parents, guests, and teachers cannot post any former or current My Little School students on their social media.

## Social Media / Promo

### PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the spring and fall. In addition, we may take pictures of the children playing or for use in their cubbies or use with a project, or we may need pictures of children for promotional use. There is a "Social Media Release Statement" in your enrollment paperwork permitting us to take/use your child's photos and videos on our preschool social media page @mylittleschoolga and website/promo materials.

## Inspection Report

### MINIMUM STANDARDS/LICENSING INSPECTION REPORT

A copy of Childcare Licensing Minimum Standards is kept at My Little School at all times. If a parent wishes to review the minimum standards, they may ask the Director for a copy to review. The most recent copy of the licensing inspection report is posted on the parent bulletin board in the lobby.

## In Conclusion

### IN CONCLUSION

We hope you have found this handbook helpful in understanding our guidelines and procedures. If **My Little School** changes any policies; they will be printed and handed out to each family to read, sign and return. **Policies are subject to change at any time.** Don't hesitate to contact our Director with any questions regarding our policies and procedures.



# PARENTAL AGREEMENT

I give \_\_\_\_\_ agrees to provide provide preschool services for  
Facility Name

\_\_\_\_\_  
Name of Child: \_\_\_\_\_ DOB \_\_\_\_\_

## MY LITTLE SCHOOL WILL PROVIDE CARE FOR MY CHILD:

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY

FROM: \_\_\_\_\_ FROM: \_\_\_\_\_ FROM: \_\_\_\_\_ FROM: \_\_\_\_\_ FROM: \_\_\_\_\_  
TO: \_\_\_\_\_ TO: \_\_\_\_\_ TO: \_\_\_\_\_ TO: \_\_\_\_\_ TO: \_\_\_\_\_

**My child will participate in the following meal plan (circle applicable meals and snacks):**  
Breakfast      AM Snack      Lunch      PM Snack

I acknowledge that drop-off at **My Little School ends at 9:00 am**, and I will not be permitted inside the building and following the late arrival policy. **Payments are due Mondays at 12:00 pm to avoid late fees added to my enrolled children's account; late fees must be paid by Monday at 9:00 pm for entry into the facility.** Parents must pick up children before **6:00 pm to avoid late pick-up fees per child enrolled**, which must be paid by 9:00 pm on the same day. **Breakfast concludes at 8:10 am** for children who are not infants.

Before any medication is dispensed to my child, I will provide written authorization, including the date, child's name, medication name, dosage, and administration time. Medication must be in the original container with my child's name.

Only parents/legal guardians and authorized persons listed on the Children's Enrollment Application completed by the legal guardian may pick up the child(ren). All must check in at the front desk with a valid ID. The supervising adult is responsible for the child at all times outside the classroom.

I understand the center will inform me of my child's progress, care issues, and special needs practices. My participation in facility activities is encouraged.

I, \_\_\_\_\_, have reviewed and/or watched the online Parent Orientation video explaining the My Little School Policies and procedures and agreed to abide by the policies. I am aware that I must update My Little School on any contact changes. I will submit Vaccination **records after 30 days of enrollment to avoid termination** as required by the state.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Administrator/Person-In-Charge