

# OGLETHORPE CHILDREN'S ACADEMY

## POLICIES AND PROCEDURES

Thank you for your interest in *Oglethorpe Children's Academy*. We welcome children throughout the year, as spaces become available in classrooms. Our goal is to provide a developmentally appropriate learning environment that encourages each individual child's optimum growth and development.

### AGES SERVED

**Year-round**, ages 6 weeks – 5 years

**School year**, After-School programs for ages 4 years – 11 years

During the **summer months and other school holiday breaks**, a full day camp serving school-age children 4 years – 11 years.

### HOURS, DAYS, MONTHS OF OPERATION

*Oglethorpe Children's Academy* is open Monday – Friday, 6:30 am – 6:00 pm. OCA is open January through December with the exception of holiday closings and staff work-day closings as listed herein.

State of Georgia Childcare regulations mandate that children may be left in child care for no more than ten (10) hours per day.

### ENROLLMENT PROCEDURES

- Tour OCA facilities
- Read Policies & Procedures
- Return registration forms and signed parental agreement
- Submit a copy of immunization records along with any special needs information such as allergies, medical problems, etc.
- Pay applicable registration fee, supply fee, and first week's tuition

### TUITION

- OCA accepts checks, money orders, cash, and Visa or Master Card.
- **All tuition payments are due the Friday before the following week of care. Any payment not received by 12:00 (Noon) on Monday will incur a late fee of \$25.00.**
- **Part-time tuition payments are due the last day of care for the following week of care. Any payment not received by 12:00 (Noon) on the first day of care in any given week will incur a late fee of \$25.00.**
- Any account that is more than one week past due will be subject to automatic withdrawal from OCA. Please contact the Administrators immediately if you have any unusual circumstances.
- Each child who has been enrolled for at least three (3) consecutive months will receive two (2) half-price weeks per year to be used at the parent's discretion. These half-price weeks can only be used when the child is out for

the entire week. Please give two weeks notice to the front desk when using one of these half price weeks.

- Tuition must be paid by the due date, regardless of attendance, in order to reserve a child's place in the program.

As of June 2009, OCA's program tuition rates are as follows:

CLASSROOM AGE	STF/CHD RATIO***	STATE RATIOS	TUITION FEE
6 Weeks – Walking [Room A]	1 to 4	1 to 6	\$145/Wk \$31/Day
Walking – 18+ Mo. [ONEs, Room B]	1 to 5/6	1 to 8	\$140/Wk \$30/Day
19-29 Months [JR TWOs, Room D]	1 to 7/8	1 to 8	\$135/Wk \$29/Day
30 mo. until moved to 3 Year Program [SR Twos, Room C]	1 to 8	1 to 10	\$130/Wk \$28/Day
36 – 50 Months* [Includes Young 4s Class, Rooms E & F]	1 to 10	1 to 15	\$125/Wk \$27/Day
Lottery Funded Pre-K (age 4 by September 1 <sup>st</sup> ) [Room G]	1 to 10	1 to 18	School Days 8:00 am – 2:30 pm
Pre-K Before/After School Program	1 to 12	4 Yr 1 to 18 5 Yr 1 to 20	\$200/Mo. Aug-May  Daily/Drop-In \$15/Day
After School Ages 5-11	1 to 15/20	6+ Yr 1 to 25	\$50.00/Wk Prorated**
OCA School Holiday & All Camps Ages Pre-K -11yr	1 to 15/20	1 to 25	\$110.00/Wk \$25/Day <i>plus activity fees</i>

\*Three Year Program participants who are not potty trained will continue to pay \$125.00 weekly rate until training is complete.

\*\* Drop-In Rate is \$15/Day. Above-stated weekly rates apply for full week drop-in.

\*\*\*While our Center generally operates under our stated goals for staff/child ratios, there may occasionally be special classes or projects or circumstances wherein we temporarily follow the broader State staff/child ratios. We will not operate outside of State ratios.

At OCA's discretion, all tuition may be subject to an annual inflation adjustment. Parents will be given a minimum of one-month notice of such fee adjustments.

#### REGISTRATION FEE & SUPPLY FEE

A \$50.00 registration fee will be due to enroll a child in the program. A \$50.00 school year supply fee will be due on or before September 1<sup>st</sup> every year throughout the child's enrollment in the program. If your child starts after September 1<sup>st</sup>, the supply fee will be prorated over the remaining school year (August through May @ \$5/month).

Annual Summer Camp registration fees for school age children (rising Kindergarten through Fifth Grade) are due by May 1<sup>st</sup> of each year. OCA's Summer Camp enrollment fee is \$50.00 per child. No supply fees are charged for Summer Camp enrollment. Summer Camp enrollment entitles a child to participate in the following school year After-School and Holiday Camps program at no additional registration fee.

**All registration and supply fees are nonrefundable.**

#### RETURN CHECK FEE

A fee of \$25.00 will be charged for each returned check. If more than 2 checks are returned, all tuition will be payable via cash, money order, cashier's check, Visa or MasterCard.

#### LATE PICK-UP POLICY

If your child is picked up after 6:00 pm, a late fee of \$10.00 or \$1.00 per minute, whichever is greater, will be automatically charged to your account. The parent may be asked to sign a form stating the time when the child was picked up.

#### RECEIPTS & TAX STATEMENTS

Receipts will be provided at the time payments are made throughout the year. Annual tax statements for tuition, supply, and registration fees paid will be available for pick up at the front desk between January 15 and April 15 of each year.

#### WITHDRAWAL

A parent or legal guardian wishing to withdraw a child from OCA must give at least 2 weeks written notice to the Administrators. If no written notice is given, a fee for the amount equal to 2 weeks tuition for that child will be due.

#### ARRIVAL AND DEPARTURE

- All parents must bring their child into the classroom and pick him/her up from the classroom or playground depending on time of day. Please arrange with the front desk for special assistance or circumstances.
- All parents should assist their child in hand washing when they first arrive, before joining classroom activities, and again when leaving for the day.
- All adults should wash their hands or use the sanitizer gel provided at the entrance(s) upon arriving at OCA facilities.
- All parents must sign in/out their child in the classroom on the provided form.

- OCA does not accept responsibility for children prior to a parent signing in and leaving the classroom or after the parent has signed out and left the classroom with their child. OCA accepts no responsibility for anything occurring on OCA premises while children are in the custody and control of their parents.
- Children will not be allowed into OCA until opening time.
- All parents are encouraged to have their children to OCA by 8:30 am. This allows the child to participate in all aspects of the program.
- Always inform a staff member in the classroom when picking up your child. Children will only be released to those people whose names appear on the enrollment form. Please keep this information up-to-date. We will not release a child to an unauthorized person.
- In the event of domestic disputes, a Court Order will be required for OCA to remove a parent from the approved pick-up list.

### CONFIDENTIALITY

Information pertaining to the children enrolled at OCA is considered confidential and may not be released by OCA staff without first obtaining written permission signed by the parents except in the following situations. Relevant information relating to the child's family situations, medical status and behavioral characteristics on the children enrolled at OCA at any time shall be shared by staff among caregivers on OCA's caregiver staff, with members of or with other persons authorized by the Georgia Department of Early Care and Learning/Bright From The Start Rules for Child Care Learning Centers or the law to receive such information, or with other persons in an emergency situation involving the child. As are all childcare centers, OCA is a Federally Mandated Reporter of abuse and neglect and subject to all confidentiality requirements associated therewith.

### DRIVE-THROUGH AND PARKING

Parking for staff and parents is located on the east side of the building. There is also room for temporary parking under the canopy in front of the building for drop-off or pickup. Please park so as to allow two lanes as pass through lanes. ***By order of the State Fire Marshall, the lane outside of the canopy is a driveway only/no parking FIRE lane. PLEASE NEVER LEAVE AN UNATTENDED CHILD IN YOUR CAR NOR LEAVE YOUR CAR RUNNING WHILE YOU ENTER THE BUILDING.*** While we do encourage and enjoy parents spending time talking with teachers and each other, please be courteous to other parents and pull or park your vehicle well away from the drive-through if you intend to spend any additional time in the building.

Please be mindful of the fact that there will be children walking with parents to and from vehicles in our driveway and parking area. Please exercise extreme caution and drive very slowly through our premises. Please also note that there is a STOP SIGN facing Callway Dr. at the corner of Oglethorpe Drive. We ask that you come to a complete stop at that sign before turning left onto Oglethorpe Drive.

### TRANSPORTATION

Transportation will only be provided for field trips for Pre-K3, Pre-K4 and OCA Campers. We will travel in OCA's school bus or other pre-designated vehicles.

Permission slips **MUST** be signed for each child prior to each trip. Parent/family volunteers are always welcome and encouraged to chaperone OCA field trips.

### GUIDANCE AND DISCIPLINE TECHNIQUES

We will:

- Structure developmentally appropriate lesson plans for each classroom according to age of the children served.
- Guide children in self-help skills, problem solving techniques, and positive self-awareness.
- Set limits according to the child's age and developmental stage that promote independent, as well as social and cognitive skills.
- Allow for individual differences in children.
- Discuss limits daily with the children.
- Redirect children to a more positive behavior, and verbally praise appropriate behavior, often.
- Use logical consequences for behavior choices, and help child to gain control in any dilemma.
- Accept all emotions, and guide child to deal with these emotions in any appropriate way.
- Use eye contact and positive recognition, including appropriate affection.
- Be direct and realistic when giving directions to child.
- Listen to each child using eye contact and repeating what was stated if necessary.
- Time away from the group to "cool down" and gain control will be offered when a child has lost control.

### INCLEMENT WEATHER

Oglethorpe Children's Academy will have closings or delayed openings announced on WSB TV Channel 2 and all Athens radio stations as early as possible. **If the Oglethorpe County School District is closed or opening late due to bad weather, OCA will follow accordingly.** If you see or hear that Oglethorpe Schools are closed, OCA is also closed.

### HOLIDAY CLOSINGS

New Year's Day\*

MLK Day

Memorial Day

Independence Day\*

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve\*

Christmas Day\*

*\*If any of these holidays fall on a Saturday or Sunday, OCA will close one day in observance of each of these holidays. Ample notice will be given as to which days we will be closed.*

Additionally, there may be an occasion when OCA will have an early closing due to holiday schedules or other circumstances. Ample notice will be posted in that event.

### TEACHER WORK-DAY CLOSINGS

OCA may close two separate Fridays or Mondays to coincide with a training conference for all staff, once in Spring and/or once in late Summer or Fall for teacher work days. Parents will be given ample notice of these closings. Tuition will remain the same for these weeks.

### CHILDREN'S CLOTHING

- Children should wear clothes suitable for hands on play and artwork. Activities are often messy; washable, comfortable clothing is important for the children to be able to participate fully in the planned program.
- In cold weather, hats, coats, gloves/mittens, and coverings on legs are recommended. This allows for needed outdoor play. All strings must be removed from Hoodies or attached head coverings.
- In hot weather, shorts, sturdy sandals securely attached to the foot, short sleeves, or play dresses are appropriate. No flip-flops are allowed.
- Each child should have a **complete change of clothes including underwear and socks**, and this needs to remain at the Center at all times.
- For safety purposes, shoes will not be removed during nap times.
- Children should be brought to OCA fully dressed and groomed. Parents may use OCA facilities for dressing, re-dressing, or re-grooming at delivery or pick-up as desired.
- We work and play hard every day at OCA. Parents should therefore expect that clothes and shoes will get dirty, stained, and possibly ruined. We request that children not be sent to OCA in expensive shoes and clothing. OCA does not assume responsibility for children's shoes and clothes.

### TOYS AND FOOD FROM HOME

Parents should not allow children to bring toys or food from home to OCA. Show-and-tell will be handled in each classroom, and will include special requested items that will coincide with the unit topics in the classroom. Parents and children are welcome to use OCA's staff breakroom to finish food brought from home prior to entering the classroom. OCA will not assume responsibility for toys or other items brought from home.

### BALLOONS.

Balloons are a safety hazard and are therefore not allowed on OCA premises.

### ILLNESS POLICY

For the health and safety of our staff and children, children who exhibit any contagious symptom including, but not limited to, a fever of 100.5 or higher, vomiting or diarrhea twice within 24 hours, green mucus, or pink eye, will be sent home. Children who exhibit contagious symptoms will not be allowed to return to the Center until they have been symptom free for 24 hours. At its discretion, OCA may require a release from the child's pediatrician before being re-admitted into OCA facilities. Children who exhibit contagious symptoms will be kept in the Administration offices until parent arrives.

Except for illnesses requiring a child to be kept from the Center for longer than a two week period, payment of the tuition will be required to maintain the child's spot in OCA programs.

#### ADMINISTERING MEDICATIONS

Parents must complete a Medication Authorization form before medication can be administered. Forms are located at the front entrance. **Only medications that are prescribed to be taken more than three times within a 24 hours period will be administered.** Over-the-counter medications **must** have a prescription from the child's physician with the child's name, date, and dosage.

In the case of an adverse reaction to medication, the parent will be notified by phone. If the parent or emergency contact cannot be contacted within 5 minutes, or the situation appears to be serious, EMS will be contacted and the wishes of the parents as expressed in the Authorization for Emergency Medical Treatment found in the child's folder will be followed.

Please do not leave medications of **any kind, including over-the-counter medications**, in your child's back pack or diaper bag. Back packs and diaper bags left in cubbies are accessible to the children and therefore anything left in those bags are potential hazards.

#### EMERGENCY MEDICAL PROCEDURES

In the event of a medical emergency, the lead teacher will notify one of the Administrators. We will then call EMS to provide immediate care, at the same time the front desk person will notify one of the parents. If neither parent can be reached, we will then call other persons listed in the child's emergency contact information. If no one can be reached, the EMS personnel will make the decision concerning services required; EMS will then transport the child if necessary to Athens Regional Medical Center. In the absence of a parent, an Administrator will accompany any child required to be transported to hospital.

#### PROCEDURES FOR NOTIFICATION OF PARENTS

- Illness: by phone.
- Injury: by phone.
- Exposure of communicable disease: by written notice.
- Adverse reaction to medication: by phone.

#### FIRE AND TORNADO DRILLS

Fire and/or tornado drills should be conducted monthly. The drills are unannounced, and will be conducted and timed by the Administrators. Exiting instructions for fire drills and interior instructions for tornado drills are posted in each classroom. The lead teacher from each classroom will be responsible for taking attendance. A first aid kit and medical authorization forms will be taken with the classes for each drill. During orientation all staff will be trained on how to perform during a fire or tornado drill.

## OCA EMERGENCY PLANS; GEORGIA CHILD CARE RULES & REGULATIONS

Detailed Emergency Plans have been developed and are available for parental viewing upon request. State of Georgia Bright From The Start Rules and Regulations for all child care centers is available for parental viewing upon request.

## ANNUAL SPEECH AND DEVELOPMENTAL SCREENINGS

In cooperation with the Oglethorpe County School System, each Fall all three, four and five year old enrollees will be screened for speech and developmental milestones. These screenings will include, but are not necessarily limited to, language, articulation, fluency, gross motor, cognitive, and memory components. Parents will receive information regarding their child's individual screening results directly from the Oglethorpe County School System. Parents desiring to have their child removed from the annual screening process should deliver hand written instructions to OCA's front desk prior to the first day of Oglethorpe County Schools in any given year.

## FOOD SERVICE

A breakfast snack, lunch, and an afternoon snack are provided. Menu plans are displayed in each classroom, at the front desk, and may be located on our website: oglethorpechildrensacademy.com. Nutritious selections will be served, and children are encouraged to try foods from the four food groups. Drinks served will be fruit juice, milk, or water.

Children are permitted to bring water bottles and sippy cups from home. Water bottles and sippy cups should contain **water only** as other items may spoil and will attract ants.

## FAMILY STYLE MEALS AND BLESSING

At meal time, family style meals are provided. Teachers sit at the tables with the children and help them serve themselves from big portions served in bowls. Good manners are encouraged at meal time. In addition, each classroom says a generic blessing at each meal. Our Lottery Funded Pre-K classrooms will observe a *Moment of Silence* in lieu of a directed blessing before meals.

## OUTDOOR PLAYTIME

Each day all children will spend some time outdoors. We have playgrounds designed for each age group, and a covered porch and covered pavilion for shade and rainy day use. On extremely cold or hot days the outside time will be reduced accordingly.

## ANIMALS ON OCA PREMISES

OCA may occasionally bring farm or domestic animals onto its premises for teacher directed instructional opportunities or special events. In such circumstances, OCA will obtain proof of animal immunizations. Parents will receive prior notification of such farm or domestic animal visits. All other visits by animals are prohibited without obtaining pre-approval from OCA management.

## REST TIME

All children will have a rest time during the scheduled program. Children will be encouraged to stay on their cot. A pillow, soft blanket or animal, pacifier, or other

personal item may be brought from home for naptime comfort purposes. Such items will be stored until naptime. Please label all such items with the child's name. At the discretion of the classroom teaching staff, Pre-K students may be encouraged to leave at home all items other than a blanket. Quiet activities will be provided for early risers.

During OCA school holiday and summer camps, school-age children will be given a quiet time following lunch. Non-napping school age children will be assigned a mat/cot area and may read, write, do puzzles, or some other quiet activity during such rest time.

#### VISITATION

All parents are encouraged to visit our program at any time. Observation windows are located in the main hallway for each classroom. Other family members may observe, but the Administrators must be notified if they are arriving without a parent. Parents and other family members designated by the parents are also welcome to visit inside the classroom for lunch, birthday parties, to read a story, or just to play. Criminal background checks may be conducted on any persons spending time inside our classrooms. Please notify the Lead Teacher if you or a family member would like to visit during your child's day at OCA.

#### NON-VIOLENCE

It is the policy of OCA to provide the most professional, positive and safe work environment for its children and staff. Violence by or toward any employee or person will not be tolerated. Any use or threat of physical force that intimidates or results in physical contact is considered violence.

Profanity, screaming, yelling, and similar behavior are considered a form of violence and will not be tolerated on OCA premises. Any such behavior shall result in the offending individual being asked to immediately leave OCA premises.

Any person who has knowledge of this kind of behavior in OCA should immediately report it to the Administrators. OCA will conduct a thorough investigation, ensuring for the confidentiality of all parties if possible, and take the appropriate disciplinary action.

#### HARASSMENT; SEXUAL HARASSMENT

Harassment, including sexual harassment, in any form will not be tolerated. Harassment may occur through words, writing, or photographs.

Any person who has knowledge of this kind of behavior in OCA should immediately report it to the Administrators. OCA will conduct a thorough investigation, ensuring for the confidentiality of all parties if possible, and take the appropriate disciplinary action.

#### NON-SMOKING PREMISES

Smoking is strictly prohibited on any part of OCA's premises, including the parking lots and playgrounds.

### ALCOHOL; PROHIBITED SUBSTANCES

Alcohol, marijuana, and all illegal or controlled substances are strictly prohibited from any part of OCA's premises, including the parking lots and playgrounds.

### UNDER THE INFLUENCE

Any person on OCA's premises exhibiting signs of being under the influence of alcohol, drugs (whether prescription or illegal), marijuana or other illegal or controlled substances, will be asked to immediately leave the premises.

### CELL PHONES

For the safety of our children and to facilitate effective communication between staff and parent, please turn off your cell phones prior to entering OCA facilities.

### EMPLOYEE MOONLIGHTING

OCA employees may not baby-sit any child not related by blood or marriage who is enrolled at OCA. OCA employees may not provide transportation for any child not related by blood or marriage to or from OCA. Special circumstances which may warrant exceptions to this policy should be disclosed to OCA Administrators prior to their occurrence. OCA is not responsible for incidents arising from or during employee moonlighting, whether disclosed to Administrators or not.

### EXTRA-CURRICULAR ACTIVITIES

OCA has contracted with various providers to make available extra-curricular opportunities for your family on OCA premises. Fees for such activities are set, made payable to, and collected by the providers. As a courtesy and for your convenience, payments for these activities may be left with the front desk for delivery to the provider. The current extra-curricular opportunities are as follows:

- Mrs. Sharon Guntermann, **PLAYBALL**, offers numerous age-appropriate life and sports building skills programs for two through five year olds. Lessons are one day a week
- Ms. Jean Lee, of **JEAN LEE DANCE STUDIOS**, offers dance instruction to three through eleven year olds one day a week. The dance instructions include ballet, tap, jazz, acrobatic, and baton.
- Ben and Jennifer Smith offer **TAE KWON DO** programs for three through eleven year olds. Lessons are two days a week.
- Mr. Jeff Scott of **SCOTT PHOTOGRAPHY** takes Fall and Spring pictures of all OCA enrollees. Packages are available for purchase at a reasonable price.

Information on all extra-curricular opportunities is available in the Parent Information Center or at the front desk.