

Walton Creative Learning

Parent Handbook

"Where Playing is Learning & Learning is Playing!"

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Welcome
to
Walton Creative Learning!
We look forward to getting to know you and your child!

Thank you for choosing us to provide a safe and loving environment for your little one to receive daily education.

Mission Statement:

Planting the seeds of Life!

We are a Christian based Learning Center that provides a safe and loving environment where children can grow. Our teachers are committed to providing excellent care that reaches beyond the standards and expectations. Walton Creative Learning is dedicated to providing the building blocks necessary to develop character, integrity, confidence and a positive self-worth so your child can succeed in everything they do!

This handbook should serve as your guide to our program.

*It is part of the contractual agreement between you,
the parent or legal guardian, and Walton Creative Learning.*

*You may also receive additional information from your child's teacher that will further describe classroom
policies.*

*We hope that they will help you better understand the policies, procedures and goals of Walton Creative
Learning.*

Welcome to Walton Creative Learning

"Where playing is learning & learning is playing"

Parents are our partners!

Here at WCL, we have an open-door policy. Parents are welcome to visit their child at any time during the day. We encourage you to come and eat a meal with your child, read a book to his/her class or participate in special activities in their class. Not only will you and your child benefit from this, other children will too!

Please talk with your child's teacher or the director if you would like to be a special visitor.

We hope you will take the opportunity to participate in parent/teacher conferences. The conferences are a great time to discuss the growth of your child and/or any concerns you or the teacher might have. You are welcome to request a conference at any time by speaking with the director. The director will set up a day & time for you. We always encourage you to ask questions or make suggestions. We are here to serve you and your child to the best of our ability.

We strive to have good communication between our staff and parents. Parents are asked to share any pertinent information with the director. We ask that you update any information such as change of phone number, change of address etc., so our information is always current.

Many young children are anxious about new experiences, especially leaving mom & dad for the first time. Our teachers and staff will do everything possible to make your child's adjustment as smooth as possible.

Tips on making your child's transition easier:

- 1- Consider visiting the school for a brief period before your child's 1st day.
- 2- Talk with your child in an excited way about Walton Creative Learning. Tell him/her exactly what will happen several times before the first morning. "We will go to class together, we'll put your bag inside your cubby, I'll give you a big hug and kiss, then you get to stay and play while Mommy goes to work. I'll pick you up as soon as I'm finished." Let him/her know that the teachers will make sure they are having a great day!
- 3- Encourage your child to feel good about this new experience. Please share any concerns or fears you or your child may have with the teachers and director, so they can pay special attention to these issues right from the start.
- 4- If you feel sad when you leave the first few, please try to hold your tears until your child is out of sight. Most of the staff have had that same experience and can easily identify with your feelings. We understand it's hard not to show your emotions, it is best for your child to know that you are happy when he/she leaves you.
- 5- Please feel free to call during the day to check on your child. We will be glad to update you about your child's adjustment. For some children, the adjustment process can last for more than a few days.

What to send with your child:

Parents are asked to send a book bag with a complete change of clothing (including under garments, socks & shoes) daily. A crib size sheet and small blanket to be used at rest time. Blanket & sheet will remain at school until Friday, when the teacher sends it home to be laundered. All items must be clearly labeled with your child's name. Diapers and wipes should be sent in bulk. Your child's teacher will label them with your child's name and keep them in his/her cubby. All infant bottles (plastic only, glass bottles are not allowed) and food should be clearly labeled with child's name and date. We ask that your child does not bring toys from home as it can cause a distraction.

***Please do not send the following in your child's bookbag:

any medication, plastic bags, any item that suggest that it be kept out of reach of children

*All medication should be given to office staff upon arrival

Infants:

Breastfeeding moms are always welcome at Walton Creative Learning. We will provide you with a quite personal space for you and your child. If you cannot come to the center for feeding, you can send it in daily. Please clearly label all pouches with your child's name and the date.

*****Walton Creative Learning does not have a medically trained RN on staff.
All staff stay current on First Aid & CPR training.
We will give 1st-aid to the best of our ability and call 911 when needed.**

Discrimination Policy:

Walton Creative Learning is a non-discriminatory facility. We accept all children, including non-English speaking as well as children with disabilities.

Reporting Requirements:

Walton Creative Learning is mandated by law to report any suspected abuse, neglect or deprivation.

The director or designated person-in-charge shall report or cause to be reported the Following:

- (a) Child Abuse, Neglect or Deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.
- (b) Communicable Diseases. Any cases or suspected cases of notifiable communicable diseases shall be reported to the local County Health Department as required by the rules of the Department of Human Resources regarding Notification of Disease

Parking:

No parking is permitted in the drive thru. We ask that you park in the parking lot when coming inside.

Enrollment Forms & Enrollment Fees:

There is a \$75 non-refundable enrollment fee. All enrollment forms, including a current immunization certificate on a 3231 form, must be on file prior to your child's first day at the center. Immunization records must have the doctor's name, office number, and a physician's signature. This file must be kept up to date in our files. No child may continue enrollment for more than 30 days without this form within the correct date. All children who are four years of age are required to submit form 3300 (Vision, Dental, Hearing & Nutrition) Within 90 days of enrollment.

It is the responsibility of the parents to inform the center and update your file with any changes, such as: address, phone number, job, and contact person, pick up authorization, changes in care, and changes within the household.

If someone other than a parent or legal guardian is picking up a child, picture identification is required along with a written notification from the parent or legal guardian to the center's director. Only authorized individuals will be allowed to pick up your child.

Children's Files:

Parents and guardians may access their children's files with a written request made to the Center and at reasonable periods of time. All information and documentation contained in the children's files, except for their immunization record, becomes sole property of Walton Creative Learning and will remain in our center files. Upon withdrawal children's files will be retained for one year as specified by the State Licensing agency. Parents and guardians have the right to make additions to or update file information as needed. Please see our center director with any questions you may have regarding this policy.

Confidentiality:

All files and documents containing information about child and parent will remain strictly confidential. We do not release any information to the public. Information will only be given with a written request from parent/guardian. These written requests must be made to the director.

Inclusion Policy:

All children will be included in all daily activities. Modifications will be made for those with any disabilities, so they too can enjoy activities during school.

Immunization records:

Immunizations are to be kept current and in date, also beginning at age three within ninety days of enrollment children should have the hearing, vision, dental, and nutrition screenings completed and turned in to the administrative staff.

Infants and Toddlers

Our infant room operates on an individual schedule and needs of the children in that classroom. While your infant is in the infant room, we ask that you provide the following:

1. **Diapers & Wipes:** Parents are responsible for sending in diapers & wipes for their child. Diapers are changed every two hours. WCL follows the "one swipe per wipe" rule, therefore we will go thru the wipes faster than you might at home. Diapers which you provide will only be used for your child. You will be notified on your child's daily sheet when more supplies are needed. For sanitary reasons, we are unable to use cloth diapers and ask that you provide disposable diapers.
2. **Bottles: Either formula or breast milk** bottles must be brought each day already prepared and labeled with child's name and date. We cannot allow formula to be re-used in the event a child does not drink the entire bottle at one feeding. All bottles will be sent home every day. If you are breastfeeding, please provide us breast milk in bottles. Please label bottles each day with your child's name and date.
3. **Food:** When they reach the stage of development where they have regular table food and milk, we will provide their meals and snacks from our weekly menus at your request. Must be in writing on the meal plan form before we offer table food.
4. **Clothing:** We ask that you provide at least three changes of clothing each day for your infant. Please label your child's clothing.
5. **Breast Feeding:** WCL is a breastfeeding friendly facility. We will provide a private space for moms who would like to come throughout the day to feed their babies.

Potty Training:

We begin working with children in our K-2 class. During the early stages of potty training, we ask that parents send in a supply of Pull-ups as well as wipes. Pull-ups are easier for young children to pull on and off by themselves. Our teachers will send children to restroom every 30-45 minutes. Once children are able to go by themselves, you can send in panties/underwear. Please remember that some children need longer to accomplish this goal, so be patient with them and our teachers.

* Send in extra clothing (including socks & shoes) during this stage of growth

Attendance:

For the benefit of your child, we ask that you maintain a regular pattern of attendance. Children adjust better when they have a consistent daily schedule. With the purpose of maintaining a quality program with the proper staff that you expect, we ask that you notify the front office if your child will be absent or late (arriving after their regular time). If your child rides Walton Creative Learning bus from school and will not be riding, please notify the front office as soon as possible.

*There is no reduction in the center's weekly tuition fee due to absences, illness or holidays.

Rest Time:

All children will be provided a rest time daily. Yes, even older children can benefit from a quiet moment in the day. Your child is not required to sleep; however, we encourage all children to rest during this time. Blankets and crib sheets need to be brought from home. The teachers will send them home on Fridays to be laundered and returned the following week. Infants will be provided with a crib. All other children will be provided a state approved mat for rest time.

Outdoor Play:

We believe that all children benefit from fresh air and exercise daily. Children will be allowed to play outside on the playground each day, weather permitting. Children will only be kept indoors during rain or extreme heat or cold. Walton Creative Learning will follow the Bright From the Start child weather chart and the local weather advisories. Please dress your child appropriately for the weather and in appropriate outdoor apparel (coats & jackets). All children will be given access to outdoor play with the temperatures are between 40 degrees and 90 degrees. Accommodations can and will be made for children (who are under doctor's care) who cannot be outdoors. Children will receive the state required 45 minutes of outdoor play twice a day (am & pm).

Celebrations:

You are welcome to celebrate birthdays and holidays with your child. If you would like to celebrate an occasion with your child's class, please discuss the date and time with your child's teacher. Due to allergies that might be present in the classroom, we ask that all snacks and cupcakes be store brought. No homemade items. Please remember that this is not a party facility, so please no balloons or presents.

Transition Time:

Many transitions occur in a child's young life. Our goal is to help your child progress in a secure and developmentally appropriate way. When it's time for your child to move up to a new classroom, we encourage you to come in and visit with the class and meet the teacher/teachers. Be excited about the upcoming change when talking to your child about the change; this will help your child transition. Please discuss any ideas or concerns you or your child might have to ensure that your child feels secure and excited about a new experience. Sometimes your child might remain in his/her class until a space becomes available in the new class, even though they have had their birthday. If you have an infant, your child will not start the Tot class until he/she is walking completely on his/her own.

Parent involvement:

Our Parents/Guardians are always welcome to join us for regular activities as well as special events. We would love for you to volunteer in the classroom to share stories, crafts and even something from other cultures. If you would be interested, please let the teacher or director know.

Biting:

Even though it is age appropriate and very common among young children, biting can be a frustrating problem. The following is an outline of the preventative strategies that our teachers utilize:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or during a confrontation, behavior will be redirected to another activity or they will be shown an alternate way to get what they want. We will encourage the use of language in expressing wants and needs.
- Parents will be notified if their child is bitten at school. Area will be cleansed, a Boo-Boo note will be written, and office staff will be notified.
 - *Please remember that you will not be informed of the identity of the biter.
- Incidents of biting will also be addressed with the parent of the biter. Teachers and staff will work with parents to understand and prevent this behavior. If biter breaks the skin of another child, they will be sent home immediately. If all attempts to stop the biting fail, Walton Creative Learning reserves the right to remove child from our program.

Discipline/Conduct Statement:

Discipline is the helpful guidance, encouragement and support that adults use to influence children.

Appropriate discipline and techniques help children learn how to interact and develop self-control. Teachers at Walton Creative Learning understand this and utilize the following discipline strategies:

- Teachers and staff create a positive and safe environment in which social, intellectual and physical competencies can be developed and where minimal opportunity for unacceptable behavior can occur.
- Teachers and staff model appropriate behavior, including both verbal and non-verbal body language.
- Teachers will set limits, which reflect realistic expectations for the age and development of the child.
- When conflict occurs, our teachers will redirect children to another activity where child/children can have a conversation about the issue. Teachers will help children learn how to communicate and resolve problems.
- If these general measures are not successful, a child will be removed from the group and guided to a cozy area to calm down and regain composure. Once this occurs, the child will be invited back to the group.
- The use of corporal punishment is strictly prohibited!
- Food will not be withheld as a form of punishment.
- If a child causes bodily harm to another child or staff member, they will be sent home immediately.
- If your child has a continued behavior problem, the director will set up a conference with you to ensure we work together on changing the behavior for a more positive one.
- Walton Creative Learning reserves the right to dismiss any child for continued disruptive behavior.

Transportation:

During the school year, Walton Creative Learning provides transportation to and from most local public and private schools. *Bus transportation forms must be filled out and on file before your child will be allowed to ride the daycare bus. Our buses are equipped with heat/air and safety belts. If your child needs transportation, please see the office staff for a listing of schools that we service in our area. Parents must notify (preferably two-hour notice) Walton Creative Learning if their child will not ride the transportation on a regularly scheduled day. Children are expected to behave appropriately on the bus. Continued misbehavior might result in termination of transportation and or Walton Creative Learning.

*Walton Creative Learning does not pick up/drop off at your home.

Medications:

Walton Creative Learning will **only** administer medications upon receipt of satisfactory written instructions from the parents or doctor. A medication form (obtained from the front office) must be filled out which will include the prescription number, dose required and time to be given. All medications must be in the original container indicating the child's name, date of prescription, type of medication, amount and time dosage to be given. All medications must be turned into the front office upon arrival. Medications cannot be shared between siblings. **No over the counter will be administered by the staff.** If your child requires over the counter medication thru out the day, you are welcome to come by the facility to administer yourself.

Communicable Diseases:

If a child has a communicable disease or a serious illness, the parents must have a doctor's note stating that the child is able to participate in the normal routines of the classroom before they can return to school. Parents must call as soon as they receive a diagnosis so that we can notify any parents of children that may have been exposed. Walton Creative Learning will notify the local health department if needed. Director may deny admission to a child until they deem him/her healthy.

When you should keep your child at home:

Illness impacts how children learn, develop and participate in their environment. Often it can be hard to decide if your child is well enough to come to school. You should keep your child at home if they have any of the following conditions:

- Diarrhea – Child may return to school after all symptoms are gone for a full 24 hrs.
- Vomiting – Child may return to school after all symptoms are gone for a full 24 hrs.
- Fever – 101 degrees or higher. A child should be fever free for at least 24 hrs without the use of fever reducing medication before returning to school.
- Pain – headache, stomach ache, ear ache, etc.
- Skin sores or rash – A doctor should evaluate and declare that it is non-contagious. Please provide the front office with doctors note.
- Lice or Scabies - A child should not return until 24 hrs. after the child and home have been treated and are found to be free of lice. The director or office staff will check child before he/she can return to class.
- Conjunctivitis or Pink Eye – Children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return to school 24 hrs. after successful antibiotic treatment.
- Colds – Constant green or yellow nasal discharge indicates an infection.

It is important that sick children do not come to school, this will limit the spread of illness. If your child comes to school with any of the above symptoms or develops any of these symptoms while at school, you will be asked to pick up your child within 1 hour. We greatly appreciate your help in assuring that we maintain a healthy learning environment.

Emergency Fire/Evacuation:

In case of a fire or structural damage, children will be evacuated via buses to **1025 Church** located at **1025 East Spring Street Monroe, GA 30655**. Parents will be notified immediately. In case of severe weather, children will be evacuated to the hallways until conditions warrant normal operations.

Nutrition/Meals:

Walton Creative Learning will provide a balanced and nutritious breakfast, lunch and afternoon snack daily. There is no additional charge for the meals. Our menus are created to meet the USDA food program guidelines. Monthly menus are posted in classrooms and in the front office for your review. We do not allow children to bring food to school. Menu exceptions will only be made for documented religious or medical reasons. If a special diet is required, parents may be asked to provide the necessary food. Please meet with the director if needed. Children arriving late or leaving early may not be served the regularly scheduled times. Food will not be permitted as an incentive or reward.

Allergies:

Please inform the director and teachers about any known allergies. You must provide a written statement from your child's doctor with detailed information about the child's allergies/medical condition as well as an alternative food/drink item. We will use alternative food items to accommodate for the allergy. If accommodations cannot be met, parents will be responsible to send in a meal that must also meet the state requirements. Please see front office for those requirements.

Dropping Children Off:

Parents are expected to bring their children into the center and to their classroom. Each child should be signed in and by the person dropping them off using their finger print system at the computer in the front as well as by a staff member in the classroom. Only GA Pre-K students will be allowed to come thru the car pool line for drop off

Picking Children Up:

Children should be signed out by using the finger print system at the front office. Children should be placed in the proper child restraints according to the law.

Ga Pre-K & all other Four Year Olds:

We offer Ga Pre-K to four-year olds. The school year for Pre-K follows the Walton County school schedule/calendar.

From time to time our Pre-K calendar will differ due to our required conference days and any make up days that are issued. We follow the Walton Co. School system, in regards to holidays and inclement weather decisions. Our pre-k spots are filled by first come-first serve basis. We start filling spots in late January. Once classes are full, we then move to taking names for a waiting list. We pull first on-first off, the waiting list to fill spots that become available. Once your child is enrolled in the GA Pre-K program, it is important that they attend class every day for the full 7 hours of instructional time. Chronic absences will result in your child losing his/her spot.

Chronic tardiness/early pick up:

1st- A certified letter will be sent to remind parents of the policy

2nd -Parents will be brought in for a meeting

3rd – Child could lose his/her spot in the program

All four-year old students will have to provide a birth certificate, health form completed by a physician, form 3300 (vision, hearing, dental & nutrition) and an updated shot record.

- ❖ Birth certificate must be in office prior to your child's first day of school.
- ❖ You have 90 days to complete health form & form 3300

Conferences:

All classes will have two mandatory parent/teacher conferences that will be held in December and May. Teachers or parents can request a conference at any time during the year.

Emergency Medical Plan:

In the case of an emergency we will call 911. Walton Creative Learning will act on your behalf until you can meet up with us. If your child has to be transported to the local hospital, a Walton Creative staff member will stay with your child until you arrive. Parents will be notified immediately of a child's injury. It is your responsibility to keep us advised of a current contact number.

Payment/Tuition:

- Payments are due on Monday of the current week.
- Payments not made on Monday by 6:00 p.m. will be charged an additional late fee of \$15.00 at the end of the business day.
- Payments can be made by credit card, personal check or cash.
- A \$35.00 fee will be applied to all returned checks.
- Late pick up fee - \$2.00 per minute per child
- Once your child has been enrolled for a full 12 months, you will receive a full week free for vacation. It will be your responsibility to inform the front office before you take the free week.

CAPS (Childcare & Parent Services):

We welcome caps payments. It is up to you to apply for the service with the local Department of Family & Children services. If you qualify, we will begin charging you the portion of the family payment. Individual fee is determined by your individual case. If CAPS does not pay in full, you are required to pay the difference. You fee is do on Monday for the current week of childcare.

Withdrawal from Walton Creative Learning:

We require a two-week notice with pay. Please give written noticed to the director.

Termination of Services:

Failure to pay tuition and other fees in a timely manner and children who are continually disruptive or are a danger to themselves or others will be withdrawn at our discretion, with or without notice.

Holidays:

Walton Creative Learning operates year-round Monday thru Friday 6:30 a.m. till 6:00 p.m. with the exceptions of the following dates:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

Snow Days/Inclement Weather:

If it becomes necessary to close due to inclement weather during business hours, parents will be notified. If we do not open due to the weather, we will post the closing on channel 2, 5, 11, and 46. We will also post thru Facebook and EMAIL.

Monthly Newsletters:

You sign up for monthly newsletters by giving us your email upon enrollment. The newsletter will be a brief overview of what's going on thru out the center. We will also include a monthly menu. You will still receive a weekly newsletter from your child's teacher on Fridays.

NO SMOKING:

Walton Creative Learning is a smoke free environment and is strictly prohibited inside the facility and outside on the campus. This includes the parking lot. We appreciate your cooperation in the manner.

Our Promise:

Here at Walton Creative, we promise to love your child/children as if they were our own. We will encourage them to discover their own unique skills. We will nurture and guide them with a supportive and loving atmosphere.

Parent Handbook Receipt Acknowledgement

The operational policies of Walton Creative Learning have been provided to me. I was given a copy to keep for myself when I enrolled my child. I have reviewed these policies and understand that they are part of my contractual agreement with Walton Creative Learning. I understand that I will be notified upon any changes to these policies.

Child's name (print): _____

Parent (print): _____

Parent signature: _____

Date: _____

***** Please tear out this sheet and return it to the front office.**