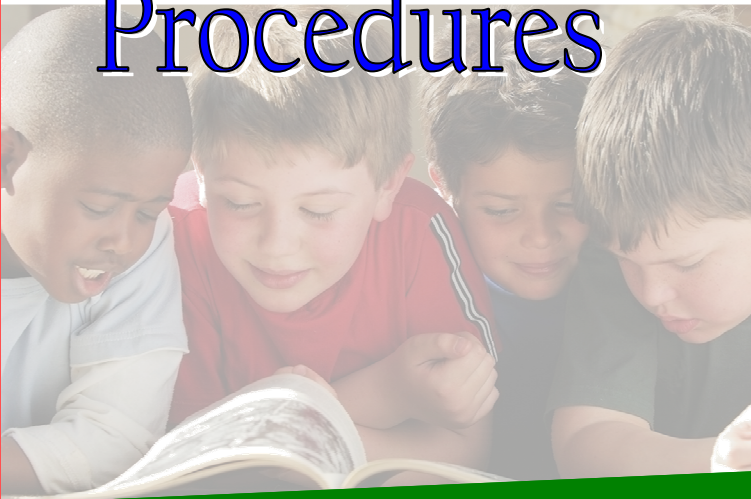


EAST LAKE PRE-SCHOOL ACADEMY AT DREW

Policies and Procedures



YMCA of Metropolitan Atlanta

Visitation

Parents are welcome and encouraged to visit the East Lake Pre-School at Drew at any time. When doing so, please sign "Visiting Log" located in the office

Our Promise

Every parent can expect:

- ◆ A staff that is well-trained, caring and available to serve you.
- ◆ Clean, attractive and safe facilities and equipment
- ◆ Exceptional program quality...We will work constantly to improve and provide innovative programs to meet your ever-changing needs.
- ◆ A well-maintained facility and equipment. We will repair or replace equipment in 24 hours or post the anticipated repair date.
- ◆ Opportunities to evaluate your YMCA regularly.
- ◆ Opportunities to expand involvement through your boards, committees and program leadership.
- ◆ We can guarantee your satisfaction. If for any reason, your expectations are not met, you may have a refund upon request.

If you have any questions, comments or need information call 404-373-6561 and speak with Diane Armstrong-Stuckey, Pre-School Director or Georgette Johnson, Assistant Pre-School Coordinator.



Medical Information

In order to protect all children enrolled in the center, your child must be kept home if he/she exhibits any of the following symptoms:

- ◆ An oral temperature of over 100 degrees
- ◆ Intestinal disturbances accompanied by diarrhea or vomiting
- ◆ Any undiagnosed rash
- ◆ Sore or discharging eyes or ears
- ◆ Profuse nasal discharge

If your child develops any of the above symptoms while at the center, we will contact you to arrange for pick up. This procedure is necessary in order to curtail the spread of infection.

If a child has been exposed to a contagious disease he/she should be kept at home and the fact of his/her condition should be reported to the center. Strep throat, pin worms, viral infections, infected ears and/or infected glands, measles, mumps, chicken pox, scarlet fever, ect., are among those conditions categorized as "highly contagious". When the child is free of disease, a physician's note to that effect must be submitted to the director. The child may be readmitted.

Parents of children enrolled shall be notified, in writing, of the occurrences of any of the illnesses on the communicable disease chart as provided by the department, within twenty four (24) hours after the center becomes aware of the illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child.

Should your child require medication while in our care, the staff will only be able administer it when accompanied by a medication form that has been completed and signed by you.

All over-the-counter medications also necessitate the use of a medication form. These forms are a requirement of the State of Georgia. They will be readily available, for your use, in the office. All medication will be stored in a locked, childproof container. Please do not send medication in your child's back pack. All medication are to be handed directly to the appropriate staff member. Prescription medication is administered only if the medication is in its original packaging with the physician's name included along with a completed medical authorization form. In case of noticeable adverse reactions to the prescribed medication, the school staff will promptly contact the parents and/or the physician. Authorization to dispense medication shall be limited to two (2) weeks, unless otherwise prescribed by a physician.

Hours of Operation

The East Lake Pre-School Academy at Drew is open from 7:00 AM until 6:00 PM Monday through Friday. A fee of \$1.00 per minute will be charged for children picked up after 6:00 PM.

Holiday Closings

The East Lake Pre-School Academy at Drew will follow the Charles Drew Charter School holiday closing schedule.

Registration and Payments

- Registration fees are due at the time of application. No child can be placed into a program or onto a waiting list without a paid registration. In order to assure proper placement for your child, registration fees are due annually.
- Tuition payments for the program you have selected are due in advance on Monday of each week. Families for whom payments are received after 6:00 PM on Monday will be charged a late payment fee of \$15.00.
- In the case of a return check, Check Care System will contact you. A money order will be accepted as prompt payment on the day YOU are notified. If the YMCA receives two or more return checks, you will be required to pay the weekly fee by money order or certified check for the remainder of the school year.
- If you have an outstanding balance of one weeks, then your child will not be allowed to attend the program until this amount is paid in full.
- A one week notice of withdraw is required. Anytime a child is withdrew, his/her place may be filled by someone on the waiting list. In order, for him/her to be re-enrolled, an opening will have to be available. A new application must also be submitted accompanied by the required registration fee. The East Lake Pre-School at Drew has the right to withdraw any child after two written warnings, two conferences, and one week's formal notice.
- A full weekly fee will be charged for any child present two or more days at the center. If absent or present one day, half of your weekly fee will be charged.

Vacation/Sick Days

You are allowed two weeks vacation and sick leave during the year. These vacation and sick days must be taken by the week and not by individual days. In order for these days to be granted you must submit a letter to the center director. 2 weeks notice required to take vacation. Each house hold is allow a combined total of two weeks. Your child must be enrolled in the center a full 30 days before this benefit becomes available.

Immunizations

In accordance with the State of Georgia Licensing regulations for child care services we must have a completed set of immunization records and Emergency Cards for your child, prior to enrollment. These forms will be provided by the Office Manager.

Conferences

Parents will be required to attend Parent/Teacher Conferences and Special Events as scheduled.

Things to Bring

Each child should bring a blanket for rest time that will be given to the parent each Friday evening and returned to school on Monday morning. Two changes of clothes and underwear must be made available by each parent, in case of accident. ***All clothing and blankets must be labeled with the child's name. (The center is not responsible for any lost or stolen items.)***

Toys: Children should not bring toys, games, books, or videos to school unless given permission to on special occasion.

Naps

Every child must have an afternoon rest/nap, this allows the child an opportunity to have a break from the day's activities, and it is a state requirement.

Transportation

The center does not provide transportation to or from the school.

Sign In/Sign Out Procedures

All children must be escorted into and out of the facility by the parent(s), person authorized by parent(s), or facility personnel. An authorized person must sign the child in when dropping them off in the morning and sign them out when picking them up in the afternoon.

Discipline Policy

The use of corporal punishment is NEVER permitted at anytime. Positive reinforcement, positive discipline techniques, praise, and encouragement, and/or time out from activities (other than rest, toileting, and food) will be used. Time out during instruction time is no longer than one (1) minute for each year of age. Open communication between parents and center is always the best method for eliminating negative behavior in children.

Mandatory Reporting of Child Abuse

The State of Georgia requires that all members of child care institutions report known or suspected child abuse or neglect. The East Lake Pre-School at Drew is therefore obligated to report to the State any suspected or known case of child abuse..

Smoking

Absolutely no smoking is allowed in the building or on the school grounds.

Inclement Weather

In case of snow days, the East Lake Pre-School at Drew follows the schedule of the Charles Drew Charter School. Tune into WSB-TV Storm Watch for complete weather information during inclement weather. If bad weather develops during the day, please make arrangements to leave work early. We do not want children and staff stranded at the center. If we call you during the day to say that the center is closing early due to serious weather conditions, your child must be picked up at the designated time.

Divorced Parents

Divorced parents are required to provide a copy of custody papers to be kept in the child's file at the time of enrollment. Should divorce occur during enrollment, a copy of custody papers needs to be filed immediately with the center. If the former spouse is not authorized to pick up, or otherwise restricted from having contact with the child(dren), you are required to make the information in writing to the center director.

Please refer to the bulletin board located near the front door for specific procedures and information in regards to:

- ◆ Emergency release in the event of a medical emergency.
- ◆ Emergency procedures for the protection of children in the event of severe weather, and evacuation of the building in the event of a fire, gas leak, bomb threat, and physical plant problems.
- ◆ License, copy of rules, communicable disease chart, a current weekly menu, and statement for visitors.