



**“developing and nurturing young minds”**

**[www.tltds.com](http://www.tltds.com)**

# Parent’s Handbook

*Rev. 19.0, August 2019*  
**Next Revision August 2020**

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## 1.0 MISSION STATEMENT

The Learning Tree Day School, Inc. is committed to producing students with high standards in reading, writing, mathematics and computer readiness. To achieve this, The Learning Tree Day School employs teachers who are educated, experienced and trained. The Learning Tree Day School is committed to ensuring your child is socially, emotionally, cognitively and intellectually stimulated and challenged.

## 2.0 GENERAL POLICY STATEMENTS

The number one priority of our Center and staff is the general welfare of the children in our care. This includes, but is not limited to, 1) maintaining a healthy, clean and hazardous-free environment, 2) providing the children with excellent role models in nutrition, language and behavior, 3) promoting healthy and productive habits for life and 4) educating. In addition to this, we strive to provide each child with developmentally appropriate activities to enhance the child's overall social, emotional, cognitive and intellectual growth.

## 3.0 OPERATING SCHEDULE & CALENDAR

### 3.1 GENERAL

- 3.1.1 We are a year around facility, open January through December.
- 3.1.2 Generally, our Center operates from 6:30 a.m. to 6:30 p.m., Monday through Friday.
- 3.1.3 Parents are asked to synchronize their watches and clocks with the Center's official atomic digital clock.
- 3.1.4 The Center's official atomic digital clock is located on the front desk near the sign-in sheet.
- 3.1.5 In the event of harsh weather, we will operate on Clayton and Fayette County School System's schedule.
- 3.1.6 In the event of a declared emergency or disaster, the Center reserves the right to modify the schedule as needed.

### 3.2 PROGRAM SCHEDULES

- 3.2.1 We are closed on the following holidays:
- 3.2.2 Private Program Schedule (Clayton and Fayette)

HOLIDAY	Days Closed
Labor Day	Monday, September 2nd (2019)
Thanksgiving	Wednesday-Friday, November 27-29 (2019)
Christmas Eve	Tuesday, December 24 <sup>th</sup> (2019) close early at 3pm
Christmas	Wednesday-Friday, December 25 <sup>th</sup> -27 <sup>th</sup> (2019)
New Year's Eve	Tuesday, December 31 <sup>st</sup> (2019) close early at 3pm
New Year's Day	Wednesday, January 1 <sup>st</sup> (2020)
Dr. M.L. King Day	Monday, January 20 <sup>th</sup> (2020)
Memorial Day	Monday, May 25 <sup>th</sup> (2020)
Independence Day	Friday, July 3 <sup>rd</sup> (2020)

#### 3.2.3 Clayton GA Pre-K Program Schedule

HOLIDAY	2019/2020
Labor Day	Monday, September 2 <sup>nd</sup> (2019)
Fall Break/Teacher Planning	Monday, October 14 <sup>th</sup> (2019)
Thanksgiving	Monday-Friday, November 25 <sup>th</sup> -29 <sup>th</sup> (2019)
Christmas	Monday-Tuesday, December 23 <sup>rd</sup> -31 <sup>st</sup> (2019)
New Year's Day	Wednesday-Monday, January 1 <sup>st</sup> – January 6 <sup>th</sup> (2020)
Dr. M.L. King Day	Monday, January 20 <sup>th</sup> (2020)
President Day	Monday, February 17 <sup>th</sup> (2020)
Staff Development Day	Tuesday, February 18 <sup>th</sup> (2020)
Staff Development Day	Monday, March 16 <sup>th</sup> (2020)
Spring Break	Monday-Friday, April 6 <sup>th</sup> -10 <sup>th</sup> (2020)
Last Day	Tuesday, May 19 <sup>th</sup> (2020)
Memorial Day	Monday, May 25 <sup>th</sup> (2020)
Teacher Planning	Wednesday, May 20 <sup>th</sup> (2020)

### 3.2.4 Fayette GA Pre-K Program Schedule

<b>HOLIDAY</b>	<b>2019/2020</b>
Labor Day	Monday, September 2nd (2019)
Fall Break/Teacher Planning	Monday, October 14th (2019)
Thanksgiving	Monday-Friday, November 25th-29th (2019)
Christmas	Monday-Tuesday, December 23rd-31st (2019)
New Year's Day	Wednesday-Monday, January 1st – January 6th (2020)
Dr. M.L. King Day	Monday, January 20th (2020)
President Day	Monday, February 17th (2020)
Staff Development Day	Tuesday, February 18th (2020)
Staff Development Day	Monday, March 16th (2020)
Spring Break	Monday-Friday, April 6th-10th (2020)
Last Day	Tuesday, May 19th (2020)
Memorial Day	Monday, May 25th (2020)
Teacher Planning	Wednesday, May 20th (2020)

3.2.5 We also reserve the right to modify the schedule.

3.2.5.1 In the event the holiday falls on a weekend, we will close on the nearest Friday or Monday.

## **4.0 ADMISSION POLICY**

- 4.1 The Learning Tree Day School, Inc does not discriminate in their admission policies, operations or hiring practices on the basis of race, ethnicity, creed, religion, sex, color, national origin, or disability.
- 4.2 Any child attending the Center must be registered properly before admittance, with the completed online registration, supporting registration documentation, required health records, enrollment fee and first week of tuition paid.
- 4.3 A waiting list may be maintained and children will be accepted from the list on a first-come-first-served basis.

## **5.0 ENROLLMENT PROCESS**

- 5.1 In order to enroll a child in our Center, the parent or guardian must complete the required online enrollment including all contact information, emergency information, photos, and authorized escorts over the age of 18 (unless the biological mother/father is under the age of 18).
- 5.2 If your online registration (enrollment information) is submitted with missing information and/or missing photos, the registration will be rejected and deleted from the system. As a result, you will not be able to check in or out your child. You will be notified via email that your online registration was incomplete and you will need to re-register online and include all pertinent info and photos.
- 5.3 Photos submitted with the registration should be head shots clearly depicting the individual's face. Your registration could also be rejected if the photos are not suitable in clearly identifying the individual. Also, the center reserves the right to later change a photo (or request a photo change) if the photo doesn't provide a good depiction of the individual.
- 5.4 Please inform the individuals that will be picking-up your child\children that they must present picture identification upon their initial arrival for security purposes. If identification is not presented, the student will not be released to that individual.
- 5.5 A non-refundable re-occurring annual enrollment fee of \$65 must be paid at the time of enrollment. If the student dis-enrolls for 2 or more days and later returns, a re-enrollment fee of \$65 will be required, provided there is an available seat (spot/slot) in the specific program.
- 5.6 The enrollment fee must be paid every year. The enrollment fee covers the administrative and enrollment costs related to the individual student.
- 5.7 Prior to the child's first day of attendance, all information must be completed and returned with any other necessary medical or verification forms (i.e., immunization records, birth certificate, etc)
- 5.8 If your child is enrolled in the regular private program (except GA Pre-k), you will also need to pay book and supply fees. The supply fee helps cover the classroom materials used by the individual student.

- 5.9 If the student has been enrolled longer than 6 months by August, the student will need to pay a re-enrollment fee for the up-and-coming school year.
- 5.10 As the information in these forms (and online) contains personal information, *confidentiality is guaranteed*.
- 5.11 Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher.
- 5.12 No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Georgia law or when information is subpoenaed by the court.

**6.0 PROGRAMS AND SERVICES OFFERED**

- 6.1 The Learning Tree is licensed by the appropriate agencies that oversee licensure of childcare facilities in Georgia.
- 6.2 We offer childcare programs for children from 12 months of age through 12 years of age (including the GA Pre-K program). Our full time programs include a nutritionally balanced breakfast, lunch and snack.
- 6.3 The daily schedule includes a blend of activities and learning sessions appropriate for the age group; the daily schedule also includes a rest period (nap time).
- 6.4 It is the goal of The Learning Tree Day School to use developmentally appropriate practices and to consider the unique needs of all children when planning.
- 6.5 The Learning Tree Day School is willing to work with special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities.
- 6.6 The Learning Tree Day School is willing to collaboratively work with outside therapists and professionals that work with children with disabilities or other special needs. Strategies will be determined that best balance the special collaboration and the usual and expected education activities
- 6.7 Although The Learning Tree is not a Christian school, we do utilize the Christian-based A-Beka curriculum for certain age groups.
- 6.8 Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. Management provides additional support and resources as appropriate.
- 6.9 Parents are permitted access to the Center at any time the child is present, but we ask that parents be considerate of activities in process.

**7.0 GA PRE-K POLICIES**

- 7.1 Go to the following website in downloading a copy of the GA Pre-K Family Handbook: <http://www.decal.state.ga.us/Documents/PreK/FamilyHandbookContent.doc>.
- 7.2 The table below lists the locations, teachers, class times, drop off times and pick up times for each GA Pre-K class.

<b>Id</b>	<b>Location</b>	<b>Teachers</b>	<b>Class Time</b>	<b>Drop Off + Grace Period</b>	<b>Pick Up + Grace Period</b>
GA Pre-K 1	Clayton	Mrs. Dorsey/Mrs Lewis	8am-2:30pm	7:40am-8am	2:30pm-2:50pm
GA Pre-K 2	Clayton	Ms. Andrews/Ms. Dukes	8:30am-3pm	8:10am-8:30am	3pm-3:20pm
GA Pre-K 3	Clayton	Ms. Knox/Ms. Collins	7:30am-2pm	7:10am-7:30am	2pm-2:20pm
GA Pre-K 4	Fayette	Mrs. Madison/Ms. French	8am-2:30pm	7:40am-8am	2:30pm-2:50pm
GA Pre-K 5	Fayette	Ms. Davis/Ms. Jones	7:30am-2pm	7:10am-7:30am	2pm-2:20pm

- 7.3 The Learning Tree Day School encourages GA Pre-K parents to drop-off and pick-up their child during the times listed in the table above. Additional staff and resources are required to manage GA Pre-K students that are dropped off early or picked up late. As a courtesy to our GA Pre-K parents, a 20-minute grace period is being provided in picking up and dropping off.
- 7.4 Given the GA Pre-K student is NOT enrolled in either the Before-and-After-School program or After-School program, if the parent is late picking up the child, a daily charge of \$20 will be issued and must be

paid at pickup time (or no later than 6:30pm the same day). With the daily charge of \$20, the parent will have until 6:30pm to pick up their GA Pre-K child. The charge can be paid online via MyProcure.com. The child will not be able to attend the program the next day until the late-pickup fee is paid. This late pick up fee is called the GA Pre-K Late Pick-up fee.

- 7.5 Given the GA Pre-K student is NOT enrolled in either the Before-and-After-School program or After-School program, if the parent drops off the child early, a daily charge of \$20 will be issued and must be paid at pickup time (or no later than 6:30pm the same day). With the daily charge of \$20, the parent will be able to drop off as early as 6:30am. The charge can be paid online via MyProcure.com. The child will not be able to attend the program the next day until the early drop-off fee is paid. This early drop off fee is called the GA Pre-K Early Drop-off fee.
- 7.6 A 20-minute grace period is provided prior to the early-drop-off and late-pick-up fee incurring.
- 7.7 The late pick-up time for GA Pre-K 1/2/3/4/5 starts at 2:51pm/3:21pm/2:21pm/2:51pm/2:21pm to 6:30pm. The early drop-off time for GA Pre-K 1/2/3/4/5 starts at 6:30am to 7:39am/8:09am/7:09am/7:39am/7:09am.
- 7.8 Children who do not attend on a regular basis, or routinely late, or routinely leave the program early, may be dis-enrolled (mandated by the State of Georgia)
- 7.9 In addition, children who are late, leave early, or are absent for ten consecutive days without a medical or other reasonable explanation **must** be dis-enrolled from the program (mandated by the State of Georgia).
- 7.10 The State of Georgia and The Learning Tree Day School expect the child to be out (not attending) during teacher planning days, holidays and breaks. See section 3.0 for scheduled teacher planning days, holidays and breaks.
- 7.11 If the GA Pre-K parent needs services during the scheduled teacher planning days, holidays or breaks, the following rates are used for GA Pre-K students: **\$25/day** (School Closing Daily Rate) or **\$125/week** (GA Pre-K Weekly Drop-In fee). If the student is in the After-School or Before-and-After-School program, the weekly rate is **\$80/week**.

## 8.1 TUITION AND FEES

8.2 Tuition and fees as of **August 2019** are:

Description	Fee
1-Year-Old Tuition	\$155/week
2-Year-Old Tuition	\$140/week
3-Year-Old Tuition	\$130/week
Private Pre-K Tuition	\$125/week
GA Pre-K Tuition	N/A (Free for 6.5 hours/day)
After-School Tuition	\$80/week
Before-and-After School Tuition	\$80/week
After-School Full Day Rate	\$9/day with After-School fee
(Re)Enrollment Fee	\$65
Late Pickup Charge (after 6:30pm)	\$15 first minute + \$1/minute
No Check-In/Out Charge (Procure)	\$5 per incident
Late Payment/Remaining Balance Fee	10% or \$5, whichever greater
GA Pre-K Early-Drop-off/Late-Pick-up	\$20/day
GA Pre-K Full Day Drop In Rate	\$25/day
GA Pre-K Weekly Drop In Rate	\$125/week
Copy of Center Records	\$5 per student

- 8.3 Tuition and fees are due and payable in full by 6:30pm on the FRIDAY of the week prior to service being rendered. Tuition can be paid in cash or money order, at the check-in PC or online (via MyProcure.com). The Learning Tree Day School does not accept checks.
- 8.4 The parents' tuition secures the child's seat (spot or slot) in the program. Even if your child is not in attendance, expenses still incur (ie. Teacher salaries, electric, water, insurance, etc.). The Learning Tree Day School is not a baby-sitting business where the amount of tuition charged is based on the amount of time the child is in attendance. Like any other private education institution, the tuition charged secures the child's seat in the program. Parents control at what rate the child attends the program.
- 8.5 Parents must pay tuition weekly, even if the child is not in attendance for the up-and-coming week (the reason being 8.4). If all of the tuition owed isn't paid on Fridays by 6:30pm or if the balance is not zero, a 10% or \$5 late fee, whichever is greater, will incur daily until the tuition is paid and the balance is zero. If

- the balance is not zero by Tuesday, starting Wednesday, your child cannot attend the center until the complete balance is paid.
- 8.6 **EXAMPLE 1:** *Given a parent has a \$100 balance on Friday and doesn't pay until Wednesday morning of the next week, the total late fee will be calculated as follows: Saturday (10% of \$100) = \$10, Sunday (10% of \$110) = \$11, Monday (10% of \$121) = \$12.10 and Tuesday (10% of \$133.10) = \$13.31. A total of \$46.41 of late fees will be added by Wednesday morning.*
- 8.7 **EXAMPLE 2:** *Given a parent has a \$20 balance on Friday and doesn't pay until Wednesday morning of the next week, the total late fee will be calculated as follows: Saturday (since \$5 is greater than 10% of \$20) = \$5, Sunday (since \$5 is greater than 10% of \$25) = \$5, Monday (since \$5 is greater than 10% of \$30) = \$5 and Tuesday (since \$5 is greater than 10% of \$35) = \$5. A total of \$20 of late fees will be added by Wednesday morning.*
- 8.8 If your child is not in attendance for 3 or more days due to an unpaid balance, your child will be considered dis-enrolled and as a result, you will need to pay an enrollment fee to re-enroll your child.
- 8.9 Item 8.5 includes times when the child is out for vacations. A 1-week vacation is earned after every 1-year of non-interrupted patronage.
- 8.10 Item 8.5 includes times when the child is out for sick days/weeks.
- 8.11 Item 8.5 includes times when the child is out for holidays.
- 8.12 The Learning Tree doesn't give change. Instead, a credit is placed on your account.
- 8.13 Cash payments should be placed in an envelope, sealed with the dollar amount and parent's name students' name and placed in the tuition drop box.
- 8.14 Parents will be able to view their payment history via MyProcure.com. It will take up 24 hours for any cash payment to be recorded and viewed via MyProcure.com.
- 8.15 We cannot be responsible for any reimbursement without a proof-of-payment.
- 8.16 **THERE IS NO DISCOUNT IN TUITION FOR ABSENCES, HOLIDAYS OR CLOSINGS.**
- 8.17 Children enrolled for one consecutive and uninterrupted year is entitled to one free week vacation.
- 8.18 Children cannot be present during their vacation week and the week cannot be broken up into days.
- 8.19 When tuition is paid after the due date, the account will be charged a late fee of 10% or \$5 on the balance (whichever is greater). The late fee will be charged daily until the full balance is paid. If the full balance isn't paid by Tuesday, the child will not be able to attend starting Wednesday. The child cannot return until the full balance is paid.
- 8.20 If the child is out for 3 or more days due to an unpaid balance, the center will consider the child dis-enrolled. The center cannot afford to hold a seat for a child absence due to an unpaid balance. After 3 days of absences, if the parents want the child to return and if a seat is available in the specific program, the parent will have to pay an enrollment fee in re-enrolling their child.
- 8.21 Again, weekly tuition payments are due on Fridays by 6:30pm. If the full balance isn't paid by the following Tuesday, services will not be rendered starting Wednesday. As long as the balance is not paid in full, a late fee will be charged on Saturday, Sunday, Monday and Tuesday. The parent has flexibility and convenience in making payments online via MyProcure.com (24 hours per day).
- 8.22 In good faith, per account, the center will waive the initial late payment fee.
- 8.23 Because the center is a "for profit" organization, please understand that criminal charges can be brought against you if your child care fees are not brought to a zero balance before departure.
- 8.24 Also, the parent is responsible for giving the center a one-week notice before dis-enrolling the child from the center - if the one-week notice is not made prior to dis-enrollment, the parent will be responsible for one week of tuition payment.
- 8.25 If a child is withdrawn from the center by the parent before the end of the week, the **daily rate** will be charged for each day the child was in attendance. The remaining balance will be mailed to the parent within one week of the withdrawal. It will be the parents' responsibility in making sure the center has the current mailing address on file.
- 8.26 If the child is suspended from the center by the center, the **weekly tuition rate will be prorated** (rate/5-days) and the remaining balance will be mailed to the parent within one week of the suspension. It will be the parents' responsibility in making sure the center has the current mailing address on file.
- 8.27 A NON-REFUNDABLE ENROLLMENT FEE OF \$65 must be paid at the time of enrollment.
- 8.28 **The RE-ENROLLMENT, SUPPLY and BOOK FEES are charged annually during the Center's enrollment season in August** (or when a new child starts).
- 8.29 The supply and book fees are treated similar to a tax and are used toward the cost of student materials, teacher materials, teacher books, student books, supporting book materials, software for the computers,

Internet monthly charges, and etc. Also the funds are used towards computer depreciation (i.e., new computers must be purchased every 3 to 4 years). Like a tax, although we pay our taxes to use federal, state and county roads, we don't actually own the roads. Supply and book fees are non-refundable. Supplies, books, computers and all associated materials are considered The Learning Tree's property. Students are not allowed to take home books, supplies or any materials.

- 8.30 The Center operates from 6:30am to promptly 6:30pm. A **LATE PICKUP FEE** is charged when the child is left after our designated closing time of 6:30 pm. The late pickup fee will be calculated as follows: \$15 will be charged for the first minute and \$1.00 for each additional minute. Late pickup fees are posted at the front desks.
- 8.31 The late pickup fee is due at pickup time (or by 6:30pm the same day).
- 8.32 Also, if the parent is running late and if the Center has **NOT** been contacted by **7:00pm**, The Learning Tree Day School will consider your child abandoned. The Learning Tree will then contact the Department of Family and Child Services (DFACS) regarding the abandoned child and they will send the local authorities out to pick your child up. Please understand how this situation places the center. The safety of the child must come first. Also, the center's insurance policy insures the center during business hours (630am to 6:30pm).
- 8.33 The parent is responsible for paying the entire week's tuition during the weeks when the center is closed for holidays. Like most commercial business, The Learning Tree pays full-time employees for holidays and expenses are still being incurred when the center is closed (ie. electric, insurance, mortgage, etc.).
- 8.34 Item 8.33 is typically a major problem for the center during Thanksgiving and Christmas holidays. Again, the center expects full tuition payments on time during weeks when the center is closed for holidays in maintaining your child's space in the program.
- 8.35 Item 8.33 is typically a problem during the summer months as well. Again, the center expects full tuition payments on time during summer weeks in maintaining your child's space in the program.
- 8.36 If a child is temporarily withdrawn from the center for any reason (ie. in skipping tuition payments during holiday weeks or summer weeks), the center will consider your child dis-enrolled and his or her seat in the program will be released for some other student to enroll. If you want to later re-enroll and the space is available, the enrollment, supply and book fees must be paid before the child is **re-enrolled** in the program. Please keep in mind that The Learning Tree Day School typically has a waiting list of students for most classrooms.
- 8.37 Tuition rates and fees are subject to change due to various issues and circumstances. Please refer to the tuition rates posted on [www.tltds.com](http://www.tltds.com) for current tuition rates and fees.
- 8.38 The after-school daily rate is a rate for existing parents needing only 1 or 2 days after-school service per week. The Learning Tree Day School does not offer a daily drop-in service for students not enrolled.
- 8.39 The parents needing the daily service are expected to pay tuition every Friday and all rules that apply to the other tuition rates also apply to the daily rate customers.
- 8.40 Daily rate customers are expected to pay tuition for the up-and-coming week even if the child will not be in attendance for the up and coming week. Although the child is on a daily rate (versus weekly rate), the child is still consuming a spot (or seat) in the program from the State of Georgia perspective.
- 8.41 The tuition payments CAN be separated between parents (ie. Father pays 50% and Mother pays 50%). If the tuition payments are separated, all rules that apply to the regular tuition payments will apply.
- 8.42 Parents who receive CAPS are responsible for keeping certificates current. If the center does not receive a renewed certificate by the end date, your child spot will not be held.

## **9.0 TRANSPORTATION & FIELD TRIPS**

- 9.1 Transportation is provided for before and after-school pickups. Transportation is also provided for all field trips.
- 9.2 In ensuring that before-school students arrive to their designated elementary school on time, the students **MUST** be signed-in into Procure by 6:50am. This means that you should be arriving prior to 6:50am. If your child is not checked into the Procure system by 6:50am, your child will not be able to be transported by The Learning Tree and as a result, you will need to drop your child off.
- 9.3 Car seats are required for children under 80lbs, also under 4'9 when being transported by The Learning Tree Day School.
- 9.4 The Learning Tree cannot store car seats or booster seats due to the lack of storage space – the seats could be a fire safety obstacle.



- 9.5 Children cannot participate in field trips or extra-curricular activities if any monies are owed to the center by the time of the trip.
- 9.6 Children will not be able to attend field trips if the parent doesn't sign a field trip permission form.
- 9.7 For safety and identification reasons, students are required to wear a uniform shirt during a field trip.
- 9.8 During the day of the field trip, if a student has been permitted to attend the field trip by their parents but is not wearing a uniform shirt, a uniform shirt will be provided by the center if available and charged to the parents' account. The parent will have to purchase the shirt. If a uniform shirt isn't available, the student will not be able to attend the field trip and any funds contributed to the field trip by the parent will not be refunded. In most cases, field trips are funded in groups versus individually. The purpose of this handbook entry is to make parents aware of this uniform shirt requirement for field trips in advance.
- 9.9 Please notify the center by 12pm when your child will not be picked up for after school. In doing so, the bus driver will not delay their schedule in picking up and dropping off the students. If the center is not notified, you will be charged a No-After-School Pickup fee of \$10 per incident.

## **10.0 BREAKFAST/LUNCH**

- 10.1 Breakfast will be served up until 8:30am every day.
- 10.2 Like most commercial daycare centers, The Learning Tree has a definite cut-off time in serving breakfast to allow the cook time to clean up and prepare for lunch.
- 10.3 As stated earlier, breakfast is served until 8:30am; after 8:30am, it is the parents' responsibility to make sure their child has had something to eat.
- 10.4 Please do not bring food into the Center for the child to eat. It is a distraction to the other children and disrupts the centers' program.
- 10.5 If your child has any allergies to food, please make sure it is documented in the child's enrollment information and bring it to the attention of the Director, Manager and Teacher along with a completed Physician's form.
- 10.6 If your child isn't eating a particular served meal because he or she simply doesn't like the particular meal, like most daycare centers, we can't make a meal substitution and we don't allow outside food (except for 10.5). The center making meal substitutions for every child not liking a particular meal or managing numerous meals being brought in from the outside, will be very problematic for the teachers, cook and center.
- 10.7 The Learning Tree Day School has a definite cut-off time in preparing and serving lunch to allow the cook time in cleaning up and preparing for the next work day.
- 10.8 Lunch preparation will be based on the number of children physically in attendance at the Center at 9:45am. A head count will be conducted at 9:45am for lunch. Your child will be served lunch if he or she is in attendance by 9:45am.
- 10.9 Parents cannot call in a request for breakfast to be set aside for their child when running late (or after the breakfast cut off time).

## **11.0 PARENT RESPONSIBILITIES**

- 11.1 Parents' responsibilities include keeping the Center informed of any applicable changes in enrollment information or the child's residence and/or guardianship.
- 11.2 PARENTS ARE REQUIRED TO SIGN IN AND OUT THEIR CHILDREN ON A DAILY BASIS AND ESCORT THEIR CHILDREN IN AND OUT OF THE BUILDING.
- 11.3 Parents please make sure you comply with signing-in and signing-out daily. These records are kept and required for attendance verification, security purposes, insurance purposes, and Bright-from-the-Start and Georgia Child and Parent Services requirements. If you do not check your child/children in and out daily, there will be a \$5 charge per child per incident.
- 11.4 Parents and escorts are responsible for properly checking in and out their child. If the child is not fully and properly checked out (or in), a \$5 charge will be levied against the account. Parents must understand that any escort authorized by the parent to pickup and drop-off will assume any \$5 charges levied by the escort. Parents and escorts need to remember to hit "finish" in completing the check-in or check-out.
- 11.5 We will not release the children to any unauthorized escorts; identification will be required from unfamiliar escorts. The photo provided in Procure must match the escort in order for the children to be released. ALL ESCORTS MUST BE ADULTS (18-years-of-age or older – unless it is the parent). The parent must

- authorize unfamiliar escorts in writing if the escort is not already listed in Procure. If the escort is listed in Procure without a photo, the children will not be released due to the fact the escort cannot be visually verified. It is the responsibility of the parent to provide legible photos of all escorts listed in their Procure account.
- 11.6 Parents are required to give a one-week notice before withdrawing their child. If not, the parent will be responsible for paying one week of tuition.
- 11.7 Parents are not allowed to take the student from the Center and return the student to the Center during the day (unless for emergencies and medical appointments). For medical appointments or emergencies, the child must be back to the Center no later than 1:00pm with a medical excuse in hand. Either case could be disruptive to the school schedule and confusing to the child.
- 11.8 **Parents are required to dress their child in the center uniform, Mondays through Thursdays.** The center uniform consists of The Learning Tree Day School's green embroidered Polo shirt and Khaki bottoms.
- 11.8.1 Parents are required to purchase at least two uniform shirts, but are encouraged to purchase four uniform shirts, one for each day.
- 11.8.2 Wearing uniforms is very beneficial. Besides preparing your child to wear elementary school uniforms, studies have shown that school uniforms reduce distractions, improve school spirit, help prevent bullying, streamline morning routines, lower clothing costs, and encourage other ways to express oneself.
- 11.9 Parents are required to keep the Center supplied with a change of clothes and other required supplies as requested by the child's teacher. Toddler parents must keep the Center supplied with diapers, pull-ups and wipes.
- 11.10 Parents should provide the child with washable, comfortable clothing appropriate for outdoor play.
- 11.11 Parents must remember to send coats or jackets as the weather requires. Please label all coats, jackets, extra clothes, and etc. with the child's name. The Center will not be responsible for lost or stolen clothes – this is due to the large number of students and false claims made throughout the year.
- 11.12 Except for show-and-tell, children are not permitted to bring any favorite items from home (ie. toys, dolls, etc.); items can get lost or stolen. The Center will not be responsible for lost or stolen items.
- 11.13 If you put jewelry on your child, The Learning Tree will not be responsible for lost or stolen jewelry.
- 11.14 Parents are asked to synchronize their watches and clocks with the Center's official atomic digital clock. The official atomic digital clocks are located on the front desks.
- 11.15 The Center will not allow car seats to be stored in the Center throughout the day due to potential fire exit obstacles.
- 11.16 Make sure your child is in attendance in the Center by no later than 9:30 am. A child arriving late can: (1) disrupt learning activities, (2) wake other children and (3) put your child in a disposition of being around other children eating (or preparing to eat).
- 11.17 The Learning Tree Day School asks PARENTS to keep the relationship between themselves and the staff on a business level (and not on a personal level). Personal relationships could cause a conflict-of-interest between the parent and the center. Please do not exchange telephone numbers and addresses with staff. The Learning Tree Day School requests the same from staff.
- 11.18 Parents are not to park at the front door or either in the manager's or director's parking space. This could be a safety issue for people leaving from and coming into the building. If you park at the front door or either in the manager's and director's parking spaces, you will be asked to move your vehicle
- 11.19 Any phone calls needing to be made to a teacher should be made through management in avoiding any miscommunication problems (this also applies to teachers needing to call a parent).
- 11.20 Parents please DO NOT SOLICIT center employees to baby sit your child or children after hours (or during the weekends) – it is a violation to the Center's employee rules and will cause the employee to lose their job.
- 11.21 Parents please DO NOT ENGAGE A CONVERSATION with teachers over **5 minutes** unless you have arranged a scheduled conference meeting with the teacher. A lengthy conversation with a teacher could distract the teacher from doing her job and being attentive to the children – numerous lengthy conversations with parents could lead to an employee losing their job. The Center puts the welfare of the children first.
- 11.22 If a parent encounters some type of computer glitch or problem while using a TLTDs computer to check in/out or make a payment, it will be the responsibility of the parent to (1) make the director or manager aware immediately and/or (2) send an email to [admin@tltds.com](mailto:admin@tltds.com) regarding the issue. Not properly checking in or out, or a delayed payment, could cause a fee to be generated and placed on the parent's

account. The parent making the center aware at the time of the occurrence will be fair and reasonable. The parent reacting a day or more later, after the fee has been levied is not reasonable.

## 12.0 CENTER RESPONSIBILITIES

### 12.1 GENERAL

- 12.1.1 The Learning Tree Day School understands parental involvement is a crucial component to the success of a child's educational achievement.
- 12.1.2 The Center is responsible for keeping the parent informed of their child's activities, interests and growth.
- 12.1.3 The Center will utilize informal conferences with parents, formal conferences with parents (twice per year), daily information sheets, web-site ([www.tltds.com](http://www.tltds.com)), monthly newsletters and parent bulletin boards in keeping lines of communication open.
- 12.1.4 The Learning Tree encourages parent comments, concerns and involvement.
- 12.1.5 In the event of a grievance, concern, or helpful comment regarding a teacher or the Center; address concerns to the Director or Manager .
- 12.1.6 The Center will not be responsible for any lost or stolen items.
- 12.1.7 Regarding all child custody issues, the center must have legal documentation on file clearly showing which parent has legal custody in avoiding any domestic issues at the center.
- 12.1.8 The requirement of legal documentation by the center is for the protection of all students and staff.
- 12.1.9 The center reserves the right in verifying any legal documents in regard to custody – the child cannot enroll (or re-enroll) until the center has had the opportunity to verify the legal documentation.
- 12.1.10 In regard to the graduation\moving-along ceremony, only students whose balance is completely up-to-date will be allowed to participate in the May graduation\moving-along ceremony.

### 12.2 HEALTH AND SAFETY INFORMATION

- 12.2.1 The Learning Tree reserves the right to administer first aid ointment and antiseptic if needed and the right to put lotion or Vaseline on your child if their skin looks dry or irritated. (ie. hydrocortisone cream, anti-biotic and diaper rash cream).
- 12.2.2 If your child has any allergies, please list them in their registration info.
- 12.2.3 *Medication* is administered to the children at the Center only if it is prescribed and requested by the parents in writing via the appropriate form – the form must be filled out completely and correctly.
- 12.2.4 We will keep all State required documentation on medication dispensation and document and notify the parent of any noticeable adverse reactions the child may have.
- 12.2.5 Medication must be sent to the Center in the ORIGINAL CONTAINER and labeled with the child's full name. A medication permission form must be filled out completely including the medicine name, RX number, date, dosage, and time to dispense, date to be dispensed, full name of child and parent signature and date.
- 12.2.6 If the parent does not correctly fill out the medication form completely, we cannot dispense the medication.
- 12.2.7 The Center reserves the right to refuse to dispense medication when medication time, dosages, or medical necessity are in question.
- 12.2.8 Prescribed medicine will be administered only after 9:30am and we will only give your child only one dose maximum while their in our care. The Center does reserve the right to administer the medication at their discretion.
- 12.2.9 If your child is asthmatic we will only be responsible for giving one treatment while the child is in our care.
- 12.2.10 **The Learning Tree will not administer over-the-counter medications (ie. Tylenol, Motrin or Dimetapp, cough drops, etc.)**
- 12.2.11 *Health Policies* at our center require that any child with a communicable disease (or contagious diseases) be prohibited from attending the Center (ie. flu, ringworm, fever, diarrhea, etc.).
- 12.2.12 Any child with:
  - *a temperature of 100.3 or higher,*
  - *symptoms such as diarrhea, cough, pink inflamed eye(s), vomiting,*
  - *rashes such as measles, chicken pox, scarlet fever, flu and impetigo,*
  - *strep throat, ringworm, and mumps, serious lung congestion,*
  - *infestations such as lice and scabies, or*
  - *bad colds exhibiting heavily running nose, discolored mucus, and uncontrollable coughing*

- cannot attend the Center until either (1) symptoms have ceased for a period of 24 hours or (2) the parent provides a Physician's note clearing the child to return to school.
- 12.2.13 The center will notify the parent if their child has been exposed to a communicable illness.
- 12.2.14 If the child becomes ill while at the Center, the parent will be expected to pick the child up from the Center within **1 hour**. When staffing allows, during the 1-hour wait-for-the-parent-arrive-time, the child will be isolated from the group until picked up.
- 12.2.15 If the child exhibits any of the above conditions, PLEASE do not bring the child to the Center until he or she is either (1) cleared of the symptoms for 24 hours, (2) been on antibiotics for 24 hours or (3) officially excused by a Physician in writing.
- 12.2.16 If a child has a doctor's appointment in the morning (ie 9am), the child can return to the center the same day if the child can be dropped off by or before 1pm. A medical excuse must be given at the time of drop off, if not, the child cannot be dropped off.
- 12.2.17 Refer to the Center's posted communicable disease charts for more details.
- 12.2.18 In case of an *Emergency*, parents will be notified immediately.
- 12.2.19 In case of an emergency, if transportation to a hospital is required, paramedics will be called to transfer your child to Southern Regional Medical Center or Fayette Piedmont Hospital, unless otherwise indicated.
- 12.2.20 If the emergency is not life threatening, the Center will transport the child to the nearest hospital or physician as directed.
- 12.2.21 Periodic fire and storm safety drills are held to familiarize the children with appropriate emergency procedures.
- 12.2.22 In the event of a gas leak, bomb threat, or any physical plant problems, the students will be transported down the street to (1) Emmanuel Baptist Church for the Riverdale location and (2) next door to Zaxby's parking lot for the Fayetteville location. Parents will be notified as soon as possible.
- 12.2.23 *Updated emergency information* is required from the parents whenever there is a change. This includes addresses, phone numbers, place of employment, child's medical status including any daily medication changes.
- 12.2.24 State regulations disallow smoking on childcare properties. For this reason and for the health of our children, **SMOKING IS NOT ALLOWED AT THE LEARNING TREE DAY SCHOOL, INC** (inside or outside).
- 12.2.25 The Learning Tree is mandated by law to report child injuries to the Department of Family and Children Services (DFACS).
- 12.2.26 Any suspected cases of child abuse or child neglect will be reported to DFACS and photos of the child will be taken.
- 12.2.27 Please, no hair beads in your child head (1-year-olds through Pre-K) – hair beads can be a choking hazard for your child and other children provided the beads fall out. If the beads are not removed after the parents are notified, the student cannot be dropped off due to potential choking hazards – if the child is already dropped off, the parents will need to pick up the child within 1 hour – if not picked up within 1 hour, the beads will be removed from the child's hair.
- 12.2.28 State Health regulations mandates that children immunization records be kept up to date. The County also does an annual immunization inspection of daycares and schools. Therefore, if your child's immunization record is expired over 30 days your child cannot return to the Center until his/her record is updated. The Center and the parent can be charged with a misdemeanor if a child is in the facility with an immunization record that has been expired over 30 days.

### **12.3 DISCIPLINE POLICIES**

- 12.3.1 The Learning Tree's discipline policies reflect the latest research in early childhood education. The Learning Tree uses re-direction, counseling, parent involvement and suspension to handle discipline problems as they arise.
- 12.3.2 Absolutely no physical or emotionally belittling punishment is allowed in our Center.
- 12.3.3 The Center reserves the right to dis-enroll, without notice, any child whose behavior is disruptive or threatening to the safety of other children or staff.
- 12.3.4 The Center has the right to suspend a student for intolerable behavior.

### **13.0 YOUR CHILD'S ADJUSTMENT AND TRANSITION**

- 13.1 Attending a new childcare center can be both an exciting and stressful time for the child and the child's family.
- 13.2 We make the following suggestions to parents of a new child in our facility:
- 13.2.1 *Allow your child to visit the Center with you initially to meet the staff and other children.*
- 13.2.2 *After visiting, discuss the Center with your child and talk about the routine he or she will be involved with on a daily basis upon enrollment.*
- 13.2.3 *When bringing the child the first few days, give them a hug and a kiss and inform them you will be back in the afternoon or evening.*
- 13.2.4 *Say a firm "good-bye" and leave. Your child's teacher or other staff will take over from there.*
- 13.2.5 *Allow time for the child to adjust to the Center, and accept any emotional reaction from your child as normal*
- 13.2.6 *Reassure the child of your love, they will adjust more quickly.*
- 13.3 The Learning Tree Day School organizes transitions around the needs of the unique child. We understand that we have a statutory duty to ensure continuity for children during periods of transition. We believe that smooth transitions support the personal, social and emotional development, learning and future success of every child. We aim to make each transition throughout the center up into kindergarten as positive and smooth as possible.
- 13.4 Early childhood educators at TLTDs use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.
- 13.5 In fostering smooth transitions, The Learning Tree Day School will use the following strategies: **Center Uniforms**- Uniforms help transition your child to wearing uniforms in elementary school. Studies show there are many other benefits in students wearing uniforms. **School visits**-We aim to provide advice and support to our families on schools available to them and which schools might best suit and cater for the child's individual needs. If possible TLTDs will find out if tours of the school are available for preschool children and families and will schedule a visit to schools. **Discussions with children**- We help our children to explore positive ideas about school by positive discussions in circle times, introducing 'school' role-play materials during the summer term, reading stories about starting school, listening and responding to the children and their thoughts. **Communication**- We inform families on what is expected for the registration to Kindergarten process. Make sure all children's records are up to date for Kindergarten entry.

**PARENTAL AGREEMENT WITH THE LEARNING TREE DAY SCHOOL (All Parents)**

<b>Initials Here</b>	<b>#</b>	<b>Agreement Statement</b>
	<b>1</b>	The Learning Tree Day School, Inc (TLTDS) agrees to allocate a seat/spot/slot to, _____ and provide day care service for, _____ [ <i>my child(ren) full name(s)</i> ].
	<b>2</b>	I have downloaded and read the most current version of The Learning Tree Day School’s Parents’ Handbook. I fully understand and agree to abide by all the policies stated in this handbook.
	<b>3</b>	Per The Learning Tree Day School’s (TLTDS) Mission Statement, I understand it is TLTDS’s mission to educate and nurture my child. I do understand that TLTDS does not provide baby-sitting services. As a parent, I will support TLTDS’s mission and efforts in educating and nurturing my child.
	<b>4</b>	Before any medication is dispensed to my child, I understand that I will need to completely fill-out the Authorization-of-Medication form provided by The Learning Tree Day School, Inc. I fully understand that TLTDS does not administer over-the-counter medications.
	<b>5</b>	My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel. I fully understand that it is my responsibility to provide TLTDS with the correct info and photo of anyone I authorize to pickup or drop off my child.
	<b>6</b>	I acknowledge it is my responsibility to keep my child’s record current to reflect any changes as they occur, e.g. telephone numbers, work location, emergency contacts, child’s physician, child’s health status and immunization records, etc.
	<b>7</b>	The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
	<b>8</b>	I did read in the handbook about the benefits of my child wearing a uniform and how wearing a uniform helps prepare my child for elementary school. I understand that TLTDS requires parents to dress their child in the center uniform, Mondays through Thursdays. I understand that the uniform consists of the TLTDS green embroidered Polo shirt and Khaki bottoms. I understand parents are required to purchase at least two uniform shirts, but are encouraged to purchase four uniform shirts, one for each day.
	<b>9</b>	The Learning Tree Day School, Inc agrees to obtain written authorization from the parent before my child participates in routine transportation, field trips, and special activities away from the facility. I fully understand that my child will need to wear a uniform shirt on field trips for identification and safety reasons.
	<b>10</b>	I do understand that TLTDS will provide my child with a uniform shirt (if available) if my child has been permitted to attend the field trip and is not wearing a uniform shirt. I do understand I will need to purchase the uniform shirt provided to my child for the field trip.
	<b>11</b>	I agree to make my miscellaneous tuition and fee payments by Fridays by <b>6:30pm</b> . I understand that, if all of the tuition owed isn’t paid on Fridays by <b>6:30pm</b> or if the balance is not zero, a 10% or \$5 late fee, whichever is greater, will incur daily after <b>630PM</b> until the tuition is paid and the balance is zero. I understand that, if the balance is not zero by Tuesday, starting Wednesday, my child cannot attend the center until the complete balance is paid.
	<b>12</b>	I fully understand that The Learning Tree Day School provides parents flexibility and convenience in making tuition and fee payments 24 hours per day and 7 days per week – both in person and online.
	<b>13</b>	I fully understand that I must pay tuition weekly, even if my child is fully or partially not in attendance for the up-and-coming week. I fully understand that, my tuition payments secure my child’s seat (spot or slot) in the program. I understand that The Learning Tree Day School is NOT a baby-sitting business where the amount of tuition charged is based on the amount of time my child will be in attendance. I understand that, I, the parent, controls at what rate my child attends their program. I understand that, even if my child is not in attendance, various expenses are still incurring in maintaining my child’s seat/spot/slot in their respective program. I understand that this includes times when the child is out for vacations, sickness and holidays.
	<b>14</b>	If my child attends one of the private programs, I agree to pick-up my child no later than <b>6:30pm</b> ; if I am unable to pick-up my child by <b>6:30pm</b> , I will pay the late pickup fee at my arrival. I understand that the late pickup fee is \$15 for the first minute and \$1 for every minute afterwards.

	<b>15</b>	I understand I will be charged the daily rate if I dis-enroll my child before the end of the week.
	<b>16</b>	I understand that, if my child is not in attendance for three or more days due to an unpaid balance, my child will be considered dis-enrolled and as a result, I will need to pay an enrollment fee to re-enroll my child if I decide to return.
	<b>17</b>	I understand I can make payments online and view my payment history (and secure reports of my payment history) via MyProcure.com
	<b>18</b>	I will not SOLICIT center employees to baby sit my child and I will not engage my child's teacher in lengthy CONVERSATIONS lasting over 5 minutes that could distract the teacher from doing her job and being attentive to the children.
	<b>19</b>	I understand that, although my supply and book fees help contribute to covering some of the cost of supplies and books, supplies and books are property of TLTDs. I also understand that, supply and book fees are non-refundable.
	<b>20</b>	I fully understand that, if my child is sent home sick, my child may not attend the center until either (1) symptoms have ceased for a period of 24 hours or (2) I secure a physician's note clearing my child to return to school.
	<b>21</b>	I understand that, if I encounter some type of computer glitch or problem while using a TLTDs computer to check in/out or make a payment, I will (1) make the director or manager aware immediately and/or (2) send an email to admin@tltds.com regarding the issue. I will not wait to respond after my account is charged.
	<b>22</b>	I understand that we parents can occasionally miss properly and fully checking in or out our child. I understand that I will be charged \$5 for every incident. It will be my goal to fully and properly check in and out my child daily. I do understand that this issue is related to the safety of my child. I also understand that this information is official and pertinent info to State of Georgia and insurance agencies.
	<b>23</b>	Per the handbook, I am aware of TLTDs's cut-off times for breakfast and lunch.

**Additional Section for GA Pre-K Parents Only**

	<b>1</b>	Per the handbook, I fully understand the <b>drop-off window-of-time</b> for my child's specific GA Pre-K class. I understand that a 20-minute grace period comprises the drop-off window-of-time. I understand that, if I drop off my child earlier than the allocated drop-off window-of-time, I will be charged a daily rate of \$20. I understand that, by dropping off my child early, the center incurs extra expenses and resources. I understand that, in being charge daily rate of \$20 for dropping my child off early, I will have until 6:30pm to pick up my child for that particular day I was charged.
	<b>2</b>	Per the handbook, I fully understand the <b>pick-up window-of-time</b> for my child's specific GA Pre-K class. I understand that a 20-minute grace period comprises the pick-up window-of-time. I understand that, if I pick up my child later than the allocated pick-up window-of-time, I will be charged a daily rate of \$20. I understand that, by picking up my child late, the center incurs extra expenses and resources. I understand that, in being charge daily rate of \$20 for picking up my child late, I will have until 6:30pm to actually pick up my child for that particular day I was charged.
	<b>3</b>	I understand that, in being charged the daily rate of \$20 for either dropping my child off early or picking up my child late, the daily rate must be paid at pickup time. If the daily rate isn't paid by 6:30pm, a late charge will be levied daily starting at 6:31PM until the balance is zero.
	<b>4</b>	I understand that, if I have an outstanding balance for one day, my child will not be able to attend the program the next day until the balance is zero.
	<b>5</b>	I am fully aware of the days the GA Pre-K program will not be in session.
	<b>6</b>	I will read the GA Pre-K Family handbook in its entirety on the decal.ga.gov website.

**(Parent/Guardian - Print)** \_\_\_\_\_

**(Parent/Guardian - Signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

***The Learning Tree Internet Release Notice***

I hereby grant **The Learning Tree Day School, Inc.**, permission to use photographs of my child or myself on their website for business purposes only. I do reserve the right to later have myself and my child's photo(s) removed via a written and signed request.

**Parent/Guardian (Print)** \_\_\_\_\_ **(Signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

***THANK YOU FOR ENTRUSTING US WITH THE CARE OF YOUR CHILD!!!***