

Children Unique Christian Daycare Center



Parent Handbook

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Children Unique provides unparalleled services in early child care and education.

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Welcome!



...from our family to yours. Children Unique welcomes you to the school of “*Quality care with a family appeal*”. We are delighted that you chose us to partner with you and your family to be an extension of the care, nurturance, learning opportunities, development, and encouragement of curiosity, exploration, and independence while fostering of creativity and self-assurance.

Our Mission

Our primary purpose is to provide childcare creating a qualitative, learning, nurturing, and safe environment geared toward the development of the “whole child”.

Program Philosophy

It is the belief of Children Unique that all children are in fact unique and they need to be loved and respected for their differences and not in spite of them.

- We believe it is the differences that make them who they are and that it is our job to detect and encourage the positive attributes in each one.
- It is also our belief that children are explorers by nature and should be encouraged to explore and manipulate their environment. Because of this we believe a childcare setting should be safe and filled with many opportunities to explore.
- Our preferred learning approach is that of a hands-on nature. By playing with materials and equipment children are able to find out how things work.
- We believe children will choose activities and experiences that they can accomplish when they are developmentally ready.
- We also believe that as they master these tasks, they are intrinsically rewarded by the sense of accomplishment they receive.
- We believe that parent involvement is the key to success at any age and stage in a child’s childcare and academic career. We welcome involvement and input from family members.
- Finally, we believe caregivers should possess a fundamental understanding of human growth and development as well as being motivated, observant, flexible, adaptive, and protective nurturers. Caregivers should be consistently striving to develop professionally by routinely attending career-focused training, participation in workshops, and joining professional organizations in the field of childcare.

Adopting

Janie M. Davis, Owner of Children Unique Christian Daycare Center, Inc. has adopted this policy manual.

This policy manual will be reviewed at least once per year. Recommendations for change to the policy manual should be submitted to the center Director.

Licensing Information

Children Unique Christian Daycare Center, Inc. is licensed by the Bright from the Start (Georgia Department of Early Care and Learning). We give care to children between the ages of (6) six weeks and (12) twelve years.

Months of Operation: January – December

Days of Operation: Monday – Friday

Hours of Operation: 4:30 a.m. – 12:00 a.m. **Hours vary, depending on location.

Enrollment

Pre-Enrollment Requirements All children are required to have a complete up-to-date immunization record on file at Children Unique. This is per our licensing regulations.

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, or disability.

Parents can apply for enrollment of their child in Children Unique by completing the Enrollment Application and paying the fifty dollar (\$50) Registration Fee. The Registration Fee is non-refundable.

Continued enrollment at Children Unique is contingent upon the adherence to policies and procedures by the parents, emergency contact person, and child(ren) associated with Children Unique Christian Daycare Center, Inc. as outlined in this handbook; including, but not limited to, timely payment of all fees and tuition.

ENROLLMENT FORMS

The following forms are required for enrollment. Your child will not be allowed to attend Children Unique Christian Daycare Center without these completed forms on file.

Original Completed Enrollment Form

Vehicle Medical Emergency Form

Infant Feeding Plan (under 1yr. only)***

Transportation Agreement (School Only)

Parental Agreement Form

Parental Fee Agreement

Parent Orientation & Receipt of Policy & Procedure Handbook

Income Eligibility Statement

**Tuition Express Authorization (If applicable)
Immunization Certificate
Department of Family & Children's Services Childcare Certificate (if
applicable)**

Parents are expected to notify the center immediately of any changes in name, address, phone number or change of employment within 5 business days of change.

Tuition and Payments

Tuition is due in advance on Mondays and is considered late when not paid by closing on Wednesday of the week of service.

Check, money order, or credit/debit card is acceptable forms of payment. Children Unique does not accept cash payments. There is a charge of thirty dollars (\$30) for returned checks. Returned tuition checks will not be re-deposited; parents must re-issue a second check. If any future check is returned, tuition payments must be made by certified check, credit /debit card or money order.

Tuition does not include fees for field trips and extra-curricular activities.

When payments are not received by closing on Wednesday of the week of service, a fifteen dollar (\$15) late fee is assessed. Tuition not paid by closing on Friday of the week of service can result in children not being received for the following week.

Full tuition is due when a child attends at least one (1) day within the given week. Half of tuition is due for non-attendance for the week. No credit is given for vacations, scheduled school holidays, child illnesses, or for closings due to emergency situations, inclement weather, or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Children Unique; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately.

Children Unique does accept childcare subsidies (e.g. Georgia CAPS). Childcare services may begin only after adequate documentation citing effective date of eligibility has been received and after proper enrollment procedure has be completed by the parent.

Refunds

Refunds are given under the following restrictions.

- Refunds are not given for students away on vacation.
- Refunds are not given for students who are sick for a few days.
- At the discretion of the school, credit may be given for students with long term absences due to medical conditions.
- Notice of withdrawal from daycare services must be given 2 weeks in advance.

Attendance

Children Unique encourages regular attendance and routine schedules. . **We ask that all children arrive prior to 10 a.m.** Please call the Center to inform the office if your child will be late so that we can inform the classroom and ensure proper meal count for lunch and afternoon snack. Families of children arriving after 10 a.m. without a doctor's excuse will incur a six dollar (\$6) inconvenience fee which is due upon arrival.

Arrival Procedures

Upon arrival at Children Unique the parent/adult dropping the child off must sign the child into care on the Procure key panel located in the foyer. The parent/adult must escort the child/children to their designated classroom. (Children are required by law to be supervised at all times while in the Center.) Parents are required to help children put away their outerwear and get settled for the day.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or the Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: early pick up, alternative pick up person, health issues over the previous night (which need to be observed), and/or any general issues of concern in which the child care providers should be made aware to best meet the needs of your child throughout the day.

Children are required to be present in the center by 10:00 a.m. Parents who know in advance that a child will be late are required to notify the Center by 10:00 a.m. so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives. A six dollar (\$6) late fee will be applied to the family account for children

arriving after 10:00 a.m. unless accompanied by a doctor's excuse and phone call from a parent before 10:00 a.m.

Pick-Up Procedures

Parents or other authorized adults are required to sign their child out of care on the Procure key panel located in the foyer. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act 'In Loco Parentis' are required to sign any incident/accident reports from the day at pick up. The classroom teacher will be able to briefly discuss the matter with you or authorized adult at pick up.

Late Pick-Up: Center close times vary depending upon location. A substantial late fee penalty has been established to discourage late pick-ups. A parent is considered late at exactly 1 minute after the centers scheduled closing time, or after their child has exceeded the hours approved in their contractual agreement. All measurements of time are to be according to the Children Unique clock located on the Procure panel. On special days when the Center closes early, the parent or authorized adult is considered late at exactly one minute (1) after the designated time of closing. A one dollar (\$1) per child per minute fee shall be assessed at this time.

It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

At enrollment, parents will be presented with an Emergency/Alternate Pick-Up Form. Parents are encouraged to include on this form any and all people who, in the course of events, may at one time be asked to pick-up their child from Children Unique. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the people listed on this form until someone can be reached.

Vacation

Children Unique offers families who are enrolled continuously in our program for one (1) year a free week vacation, this benefit is per calendar year with continual enrollment. The vacation days must be taken consecutively in five-day increments. You may not bank

unused vacation weeks for the next year. A two weeks written notice is required for vacation.

Holiday Closings

New Years Day	Independence Day
Martin Luther King Holiday	Labor Day
Good Friday	Christmas Eve & Christmas Day
Memorial Day	
Thanksgiving Day & Friday	

Emergency and Inclement Weather Closing Information

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by the local media (television, radio, internet, etc). Any Richmond County public school closings or late openings due to weather indicate that the Richmond County centers will close or will be closed that day. And Columbia County public school closings or late openings due to weather indicate that the Columbia County center will close or will be closed that day.

Should the Center need to close in the middle of the day, the Children Unique staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call and of the pick up location should the children need to be evacuated from the Center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Withdrawal

Two (2) weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within (30) thirty days of the withdrawal. Refunds on tuition paid in advance exceeding two weeks will be considered on a case-by-case basis. Examples of qualifying refund requests include deployment and out-of-state job transfers. If the required notice is not given, parents will be charged tuition for (2) two additional weeks and will not have their unused tuition refunded.

Dismissal

Children Unique reserves the right to dismiss any child at any time, **with cause**.

Registration fees are not refundable under any circumstances; however, parents will be refunded any unused tuition within two weeks of the dismissal. A Center check will be mailed to the address indicated in the child's file. Any past due balances must be paid within thirty (30) days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the thirty (30) day period will be referred to the Center legal counsel for collection.

Services Offered

Children Unique provides age-appropriate curriculum to all children enrolled. Services include, but are not limited to:

- Academic Preparation
- After School Programs
- Age-Appropriate Activities
- All Staff CPR and First-Aid Certified
- Arts and Crafts
- Before School Programs
- Development Activities
- Computer Instruction
- Dance Instruction
- Day Care
- Degreed and Certified Staff
- Deluxe Infant Suite
- Extended Care
- Family Discounts
- Field Trips
- Flexible Schedules
- Georgia lottery funded Pre-K Program.
- Hands-On Learning
- Homework Supervision
- Inclusive Environment for Students with Disabilities
- Kindergarten Readiness
- Motor Skills Development
- Nutritious Meals and Snacks
- Open Enrollment
- Planned Learning Activities
- Character
- Play Areas
- Potty Training
- Pre-Kindergarten Curriculum
- Reading and Writing Readiness
- School-Age Equivalent Curriculum
- Security Controlled Admittance
- Small Class Sizes
- Social Skills Development
- Structured Activities
- Summer Camps
- Summer Schedules
- Surveillance Cameras
- Toddler Curriculum
- Transportation Services to and from School

Daily Activities

Children Unique's primary curriculum is the Creative Curriculum. Creative Curriculum promotes creating learning environments which provide nurturance, stimulate interest, and promote exploration and extended learning for all children in a culturally sensitive way. Creative Curriculum is a research-based curriculum which enables teachers to be intentional about knowing the purpose of activities in the classroom and their impact on the development of the children they care for.

This includes establishing developmentally appropriate practices enabling teachers to individualize and meet the needs of all children. Each classroom develops weekly lesson plans and teachers plan activities for every day. The lesson plans include activities in the areas of art, music, language development, science, math, dramatic play, sensory experiences, large and small muscle development, field trips, and development of social skills. Classrooms are arranged in interest areas such as: group time, dramatic play, puzzles & manipulatives, library and language development, art, sensory, science, and blocks & building.

Creative Curriculum uses a Developmental Continuum to help assess children where they are at developmentally. It includes the four main areas of a child's development:

- Social & Emotional Development
- Physical Development
- Cognitive Development
- Language Development.

Children Unique also embraces Bible Study and Character Development components.

Transportation

Transportation to and from public schools is provided. In the event no one is available to receive the children, they will be transported back to the Center and a parent will be contacted to pick up the child within the hour. The Center is to be notified in advance when the Center is not to pick-up a child. An inconvenience fee of (\$6) six dollars will be charged when bus staff waits for children who are not present and whose parent's have not notified the Director or designated bus driver by 2:50 p.m. Pick up services will be terminated if (3) three inconveniences occur during the school year.

Children are expected to maintain the County Code of Bus Conduct when being transported in the Center vehicle. The same violations and consequences will apply.

Confidentiality

Within Children Unique Christian Daycare Center, Inc., confidential and sensitive information will only be shared with employees of Children Unique who have a ‘need to know’ in order to most appropriately and safely care for your child. Permission signed by parent must be obtained to release information except in the following situation:

- Relevant information relating to a child’s family situation, medical status and behavioral characteristics can be shared by center staff among caregivers on the center’s staff, members of Bright from the Start: Ga. DECAL or with persons authorized by these rules or the law to receive such information.
- With persons in an emergency situation involving the child.

Outside of Children Unique Christian Daycare Center, Inc., confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Children Unique, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the confidentiality policy (see Parent Code of Conduct) will not be permitted on Center property thereafter. Refer to the policy regarding parents ‘Right to Immediate Access’ (see Parent Code of Conduct) for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing Center property.

You may observe children at our Center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Children Unique Christian Daycare Center, Inc. are strictly prohibited from discussing anything about another child with you.

Food and Nutrition

Children Unique is on the USDA food program and adheres to the rules and regulations set by the USDA Food Program. We provide breakfast, lunch, afternoon snack and dinner*. Breakfast is served each morning from 7:00 – 8:30 a.m. Home-style Breakfast for full-day students is served from 8:00 – 8:30 a.m. Children arriving after 8:30 a.m. should eat breakfast prior to arrival. A nutritious lunch is served from 11:00am – 12:00pm. An afternoon snack is served at 2:00 for full-day children, and from 3:30pm to 4:45pm for after-school (at risk) students.

Children Unique participates in the USDA Federal food program, therefore children are not permitted to bring nor consume foods from outside on the premises except for planned group participation or as a substitute for foods to which a child is allergic.

We are required to serve milk for at least two (2) meals. If your child is allergic to milk we will need a doctor's statement and you may provide a milk substitute. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets). Parents are required to supplement any menu items for which their child is allergic with a meal component of comparable nutritional value.

Supplemental meal components brought from home must be labeled with the child's full name, the date, and the type of food.

*Locations with extended hours.

Children Unique Christian Daycare Center, Inc. never uses food as a punishment. Children will never be denied participation in meal or snack time for behavior reasons.

Infant Feeding

Parents must clearly label each child's bottle of formula or breast milk with the child's name and the date. Bottles may not be reused. A clean and sterile bottle must be supplied for each feeding. Infants will be fed on demand unless the parent provides written instructions otherwise. Prepared formula or breast milk which has not been consumed within the hour will be discarded to avoid the growth of harmful bacteria. Young infants must always be held during bottle feeding. An infant fed with a propped up bottle is at risk for choking, tooth decay, and ear infections. Older infants may be placed in a sitting position for feeding.

Behavior Management

Children Unique provides positive and consistent guidance to children based on their individual needs and development. Therefore both the environment and daily schedule have been carefully arranged to allow children to function easily within acceptable boundaries. Because of this, rules are few and simple. These are essential to basic safety such as: no running or throwing indoors, no biting, and no fighting. There are rules that allow for positive cooperative social interactions. These rules are called manners and consist basically of listening to each other, respecting each other, telling people how you feel and thinking about the needs of others by taking care of each other.

In addition, the daily schedule has been designed to include a variety of activities that will meet the children's interest levels without over stimulation and balance the children's needs for both active physical movement and for quiet time. All classrooms have a consistent but flexible routine. Children know which activity follows the next but the educator and the ambiance of the room will determine the amount of time spent at any one activity. Children are reassured by a consistent routine and welcome the opportunity to display their independence while they master new skills. Educators and assistants are attentive to and respond to individual children's needs.

At the start of each year children are given the opportunity to create rules for their classroom with educator guidance. These rules center around three objectives: keep each other safe; listen to each other and respect the rights of each person to be him or herself and be heard and a part of the group. Rules for the classroom will be written and posted in the room. The children and the educator may change the rules after a group meeting and consensus.

Educators will be aware of the children's activities and make every effort to intervene before a problem arises. Intervention shall be in the form of redirection or assisting children in the process of problem solving and whenever possible allow children to come to their own solutions. Acceptable choices/alternatives will be provided for children who are having difficulty arriving at solutions. Children will make the choice. Whenever a child does something worthy of praise, the educators will recognize the child and the behavior in a positive way.

Communication between educator and child will be effective and educators are tasked with finding a way to make that happen.

Occasionally children will need assistance in regaining self-control. Children who are having a hard time will be offered a hug and the opportunity to talk to an educator. If they

need a quiet space in order to regain self-control and before returning to the group, such a space shall be provided within each classroom. Children may rejoin the group when they feel ready. No child will ever be left unattended. The school prohibits:

1. spanking or other corporal punishment of children
2. subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
3. depriving children of meals or snacks
4. force feeding children
5. disciplining a child for soiling, wetting, or not using the toilet
6. forcing a child to remain in soiled clothing
7. forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.

Chronic Discipline

It is the desire of Children Unique to provide ongoing year-long service to all students enrolled in the program. However, if it is determined that a child is:

- Chronically disruptive;
- Represents a habitual pattern of behavior (as opposed to the rare or occasional outburst on the part of an acutely fatigued or stressed child);
- Repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the other students to learn;
- Involves three (3) or more incidents of aggression (fighting, bullying or threatening, use of weapon that could cause serious injury), significant property damage or destruction, theft, and repeated violation of rules, age- appropriate social norms, or rights of others;
- Causing harm to himself/herself or others;
- Chronically tardy (Chronic tardiness is defined as late arrival after 10 a.m. or late departure (after closing) more than once per week.)

The student may be excluded from the program via:

Mandated Shorter Days
Suspension
Expulsion

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum and/or nap/rest time will be inspected by the staff for safety and appropriateness and may be prohibited at the sole discretion of Children Unique.

Dress Code

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are to be dressed in seasonably appropriate and comfortable clothing.

Parents are asked not to dress children in overalls or clothing with difficult opening/closures. These types of clothing present particular challenges for children in relation to toileting. Other prohibited clothing are clothing that leave the back and shoulders exposed, (this is due to increased chances of scrapes, scratches, and bruises).

Coats, hats, gloves, scarves, and winter boots must be provided in the winter months. Please make sure that they are labeled with child's complete name.

Children are not permitted to wear open-toed, and/or open-backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled sneakers/tennis shoes.

Children ages three (3) through five (5) years old are required to have one (1) seasonably and size appropriate complete change of clothing at the Center at all times. Children under three (3) years of age are required to have two (2) seasonably and size appropriate complete changes of clothing at the Center at all times. A complete change of clothing

includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Children Unique is not responsible for lost or damaged items of clothing.

Children are not permitted to wear jewelry of any kind (exception being age appropriate earrings). It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Children Unique will not be responsible for lost or stolen valuables.

When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Children Unique.

Field Trips

Children Unique Christian Daycare Center, Inc. frequently supplements the in-class curriculum with off-premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including destination, dates, time, reason for trip, and mode of transportation. Accompanying the notification paper, teacher will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Children Unique provides required supervision for all field trips but always invites and welcomes parents to attend.

Children who are excluded from field trips due to disciplinary issues may not attend the center during field trip excursions. According to Bright from the Start rules and regulations, children three and above may not mix with children younger than three except for early morning and late evening times of arrival and departure. Additionally, observance of appropriate ratios must be maintained. Therefore, children excluded from field trips may not attend other classes within the center during field trip excursions.

Parent Participation/Volunteering

Parent Participation

Parents have the opportunity to participate in programming in a variety of ways. Semi-Annual parent surveys are distributed to allow parents the opportunity to provide feedback about program planning.

Children Unique have two major group events each year.

1) Family Day

During this event is where families from all sites come together to share a day of fun and fellowship. This event is held at a local park complete with food, fun, talent showcases from the children and staff, sports, and competitive events is held during the late summer, early fall of each year.

2) Clean/Repair Work Days

Each semester a workday is planned to thoroughly clean the children's classrooms and to complete major projects. Every family participates in some way. A list of projects is posted and if a family cannot be present on the workday, they can choose a project that can be completed before or after the workday or at home. If this is not an option they are asked to make a donation of \$25 to cover the cost of not being able to participate.

Parent Get-Togethers

Picnics, programs, workshops, fundraisers and other gatherings are planned to provide an opportunity for families to come together to socialize.

Parent Lending Library

In the Center there is an article file and library of books, pamphlets and magazines. These are available for checkout, please see the Director.

Conferences

Parents are encouraged to communicate with the staff on a daily basis. At any time that you feel a conference with the teachers and/or Director is needed a meeting can be arranged by making a request to the Director.

Once each semester, fall and spring. We like to conference with parents about their child's progress, and to talk about your child's unique needs as they apply to their participation in our early childhood program. We use the Ages and Stages Questionnaire, 3rd Edition Assessment Tools. These conferences usually begin about half way during the semester. If questions or concerns come up for you at any time, again please feel free to request a conference with your child's teacher(s) and/or Director.

Parent Volunteering

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the Center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents with felony convictions, sex offender convictions, and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangements) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements) will only be permitted to volunteer with the express written permission of the custodial parent.

Health and Safety

Mandated Reporting of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspension of abuse or neglect to the appropriate authorities. The employees of Children Unique Christian Daycare Center, Inc. are considered mandated reporters under this law. The employees of Children Unique are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Children Unique take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, staff of Children Unique Christian Daycare Center, Inc. cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith”.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, burns or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belt, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to the Center medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with being in an abusive situation

Accidents and Incidents

Incident/Accident Reports Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/ Accident Report.

Parents or persons designated to act “In Loco Parentis” are required to sign any incident/accident reports from the day at pick up. The classroom teacher will be able to briefly discuss the matter with you at pick up. Should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the Center during the course of the day.

In case of Serious Injury staff will call 911, if applicable, apply first-aid/ CPR, make child as comfortable as possible, physically and emotionally, and call parents. A staff member will accompany child to medical facility, taking with them emergency medical and parental contact information. A Serious Injury Requiring Professional Medical Attention form will be completed and submitted to the county’s licensing consultant with-in 24 hours. MCG Children Medical Center will be the facility used.

Child Hand Washing

Children’s hands are washed with soap and warm running water upon entering the classroom, prior to and after eating meals and snacks, after toileting, after returning from outside, and as needed.

Diapered children’s hands are washed after each diaper change.

Child Exclusion from Center

(1) Exclusion of Sick Children. A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred one (101) degrees Fahrenheit or higher oral temperature and another contagious symptom, such as but not limited to, a rash, diarrhea or a sore throat. When a child shows symptoms of illness during the day, the child shall be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until such time as the child leaves the center or is able to return to the child's group. If a communicable disease or acute illness is suspected, the child will remain in the office until a parent or medical attendant arrives.

(2) Parental Notification. Parents must be notified of a child's illness or injury as follows:

<u>Notification</u>	<u>When</u>
Immediately notify parents and obtain specific instructions until child can be picked up or returned to group.	When professional medical attention is required, or When child experiences symptoms of moderate discomfort such as elevated temperature, vomiting or diarrhea.
Notify parents by the end of the day.	When professional medical attention is not required, or When child experiences symptoms of less than moderate discomfort, or When child experiences an adverse reaction to prescribed medication which does not constitute moderate discomfort, or as listed by parent in " <i>When I Want to Be Notified</i> ".

(3) Communicable Diseases. The Department's current communicable disease chart of recommendations for exclusion of sick children from the center and their readmission shall be followed. Parents of all children enrolled shall be notified in writing of the occurrence 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 or the next working day.

Parents will be notified if their child becomes ill at the center. Parents will be asked to remove children from the center immediately (not to exceed 45 minutes). If your child is not in attendance due to a communicable illness or disease, your child may return only with a physician's note indicating that he or she is no longer contagious. Children must be symptom free for 24 hours.

State laws mandate that we are unable to care for children who are ill. Children who exhibit signs of illness listed below should remain at home. The following indications of illness necessitate removal.

Symptoms:

Parents will be notified for children who develop a fever of 101 degrees Fahrenheit while at the center. Your child must be picked up within the time allotted above. Children with a 101 degree temperature will not be readmitted to the center until they are symptom free for 24 hours, without fever suppressant.

- Fine blisters on the face, scalp, or body indicating the possibility of chicken pox.
- Defined as two or more loose stools within one day. Child must be free of diarrhea for 24 hours before returning. If the episodes develop an erratic, but recurring pattern, the child may attend the center if a doctor's written statement is presented verifying that there is no infectious cause and is determined non-contagious.
- Swollen glands at the back of the neck indicating the possibility of German Measles.
- Rashes that are not identified or that have not been diagnosed as non-communicable by a physician will need to be seen by a doctor. A doctor's statement will be required to return to the center.
- Swelling over the jaw or in front of the ear indicating the possibility of mumps.
- Discharge from the eyes or crusted eyelids indicating the possibility of infectious pink eye.
- A very sore throat as indicated by refusing food and drink suggesting the possibility of streptococcal infection.
- Listless, lethargic behavior, lack of appetite, refusal to eat or drink, extreme irritability, or clearly unusual behavior for the child which persists over time indicating the likelihood of oncoming illness.
- Two or more episodes of vomiting (regurgitation in small infants excluded). Children must be free from vomiting for 24 hours before returning to the center.
- Severe colds with fever, sneezing and thick colored nose, eye, or ear drainage.
- Body or head lice. The child will be isolated until you can make arrangements to pick up the child.
- Any combination of the symptoms listed.

Note: *We will not administer acetaminophen to a child in order to reduce fever in excess of 101 so that he can remain at the center. Please notify center staff when Fever reducing drugs have been administered prior to the child's arrival at center.*

Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the 'Authorization for Emergency Care for Children with Severe Allergies' form, detailing any allergies, food or otherwise, from which their child suffers at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated ever (6) six months or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention of treatment of the child's allergy. This form can be obtained from the office.

Parents must also execute a 'Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies' form. This form releases Children Unique Christian Daycare Center, Inc. from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the 'Authorization for Emergency Care for Children with Severe Allergies' form, provided Children Unique exercises reasonable care in taking such actions.

Any medications required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Communicable Diseases

Children Unique Christian Daycare Center, Inc. follows all health/communicable disease policies as outlined in the Center for Disease Control charts. A copy of the chart is posted.

Parents are required to pick up an ill child within forty-five (45) minutes of notification by phone. If a parent is reached, but cannot pick his or her child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the Child's Emergency Contact form.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the chart provided by **Bright From the Start Ga. DECAL**. Children Unique may refuse to allow a child to return if the Director believes the child to be too ill to participate in the program. Children must present a doctor's not stating they are no longer contagious and can return to the program.

Children excluded from the program due to a fever may not return to the program until they are fever free and without fever reducing medication for twenty-four (24) hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least one-hundred and one (101) degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occurs three (3) or more times with 24 hours. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses which may occur at our Center. This information will only be shared with faculty on a *need to know* basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Children Unique will take all measures necessary to protect your child's confidentiality.

Parents will be notified of a communicable disease by a letter describing the disease as defined on the chart of communicable disease provided by Bright from the Start.

Child Health Services

Immunizations will be required according to the current schedule recommended by the U.S. Public Health Service and the American Academy of Pediatrics (see www.aap.org). Every January, the Health Consultant will check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. The Georgia CDC's regulations regarding attendance of children who are not immunized due to religious or medical reasons will be followed. Unimmunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Effective February 1, 2013, Routine preventive health services will be required according to the current recommendations of the American Academy of Pediatrics.

Parents or legal guardians are responsible for assuring that their children are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. A visit to the doctor for a special health assessment or new documentation is not required for admission if documentation of an age-appropriate health assessment is provided.

Questions raised about the child's health will be directed to the family or (with permission of the parent or legal guardian) to the child's health care provider for explanation and

implications for child care.

The Health Consultant will check annually with the public health department or the American Academy of Pediatrics for updates of the schedule for routine preventive health services.

Children will be excluded for failure to be immunized on the 10th day after the Georgia Immunization Form 3231 has expired.

RN Tonja Dinkins-Walker serves as Children Unique's health consultant. Mrs. Dinkins role is to help Children Unique in its quest to support healthy children. The goals of our healthcare services are to ensure that we support families in maintaining:

- Safe, healthy child care environments for all children, including those with special health needs
- Up-to-date and easily accessible immunizations for children in child care
- Access to quality health, dental, and developmental screening and comprehensive follow-up for children in child care
- Physical and oral health and mental health consultation, support, and education for all families, children, and child care businesses
- Health including oral hygiene, nutrition, and safety education for children in child care, their families, and child care businesses.

Dispensing Medication

The administration of over-the-counter medications is strictly prohibited by Bright from the Start. Prescription medications will only be administered if prescribed by a health care provider with the signed consent of the parent on the Medication Authorization form which authorizes the caregiver to administer as directed a specific medication for a specified time frame. Children Unique Christian Daycare Center, Inc. will only dispense prescription medication that is in original, labeled containers with explicit dosage and administration instructions. Prescription Information including possible side effects must also be provided by the parent. Insert provided by pharmacist or a downloaded description of possible indicators and side effects are acceptable. Medications will only be administered according to the prescription label for the specific child indicated on the label and for a specific circumstance for that particular child. Administering the medication may not exceed two weeks without a physician's statement. Bright from the Start states that medication may not be dispensed until the medication form is completed in its entirety. Medication forms, doctor's notes, and medications are to be given to an administrative staff member.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

In case of Adverse Reaction; instructions on label (if available) will be followed, calls to 911 and the Center for Poison Control 1-800-282-5846 will be made and parents will be contracted. If Professional Medical Attention is required MCG Children Medical Center will be used.

Staff are responsible for documenting each child's administration of medication in the Medication Administration Log.

Special Needs

Parents have the responsibility of informing the center in writing when their child has any **special physical, cognitive, medical, or behavioral needs, medical conditions or allergies** so that we can provide appropriate care and support.

If your child has a special need or is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP),
- Receiving services through the local school district and has an Individual Educational Plan (IEP),
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development,
- Receive services, or support to accommodate deficits or needs in the area of physical, social/emotional, behavioral or cognitive development, you will be asked to share the ISP and/or IEP with us.
- In addition, we will develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs. This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care. If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training.

Failure to notify the center of any predetermined special needs may result in termination of services agreement, and relinquished Children Unique of any liability incurred as a direct result of the special need.

Biting

Children Unique recognizes that biting is a developmentally appropriate behavior for children in the infant through (2 ½) two-and-a-half year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident.

We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that provoke or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with the staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than (3) three years of age may occasionally be involved in a biting incident. For children in this age group who bite the staff will use the discipline procedures outline in the discipline section of this handbook as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups who bite (3) three times in a school year will have their services terminated since the safety of all the children in the program is of the utmost concern of Children Unique.

Parents will be notified by incident/accident report that a biting incident has occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Children Unique cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Sleeping

We provide a quiet rest or naptime for full-time children. We try to accommodate each child's sleep needs. If a child does not sleep they are to rest quietly up to an hour and are provided with a quiet activity or game until naptime is over.

Each infant is provided with their own crib. Infants cribs are sanitized daily and their sheets are washed daily. Toddlers through School-Age children are provided with mats or cots for rest time. Each child's mat or cot is labeled and is sanitized weekly. We ask that you bring a blanket for your child to use during that time. Blankets need to be taken home at the end of your child's week to be washed and returned on the following week. Children on cots are allowed to sleep with a pillow or stuffed animal if brought from home. Children who are not tired will be allowed, after 30 minutes of quiet rest, to engage in quiet activities, allowing those who need to sleep the opportunity to do so. We are required by Bright from the Start, our licensing agency, to provide quiet rest for ALL children in the center.

Needed for Naptime

A blanket, clearly labeled with your child's name.

Pillows etc. - taken home *regularly* for cleaning. (optional for children three and older)

Stuffed animal, nap object from home (optional for children one and older)

We provide nap mats and sheets, sanitized and cleaned weekly.

Back to Sleep Policy

Placing babies to sleep on their backs instead of their stomachs has been associated with a dramatic decrease in deaths from Sudden Infant Death Syndrome (SIDS), therefore Children Unique practices placing babies on their backs to sleep.

Additionally, infants will be covered only with light blankets, and shall be tucked according to rules and regulations as governed by *the U.S. Consumer Product Safety Commission*, *the American Academy of Pediatrics*, and *the National Institute of Child Health and Human Development*.

Pets

Parents will be informed of pets in the center at the time of admission. Center staff will care for pets following proper sanitation procedures. Older children who are interested, will assist in the care of pets. All pets will be maintained following local health department requirements. Please inform us if your child has an allergy to animal dander.

Diapering

Children wearing diapers and pull-ups shall be checked immediately upon arrival and checked/changed hourly.

1. Any child needing diapering assistance must use disposable diapers or Pull-ups.
2. Diapering will only be done in the designated diaper area, i.e., the girl's bathroom nearest to the classroom with a changing table. Food handling will not be permitted in this diapering area.
3. Staff will follow all diapering guidelines set forth in the NAEYC Standards: Standard 5, Criteria 8:

- Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- At all times, caregivers have a hand on the child if being changed on an elevated surface.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
- Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

Toilet-training Methods

Children Unique endorses the importance of the role of the care-giver in the toilet-training process. We believe child success is heavily dependent upon collaboration and consistency in both the school and home environment. The decision to move from

Toileting

The educators of Children Unique understand that each child is unique and functions on their own built-in timetable. Therefore a child shall never be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet. An educator will assist children still in pull-ups in the bathroom to change their pull-up and or use the toilet if the child shows an interest or desire. All children will be allowed to use the bathroom when needed. Educators will encourage children to use the bathroom regularly (i.e. before going to the playground, before lunch, before and after rest, etc.) and will check a child still in diapers or pull-ups at least every 2 hours and as needed to see if they need changing. Any child soiled or wet will be made more comfortable using the school's diapering procedure. Children must be supervised during toileting but are allowed as much privacy as is appropriate.

Children who are learning to be self-sufficient in the bathroom will have an easier time if they are wearing clothing that they can pull off and on by themselves. Parents of children who are toilet training will receive written communication in the child's daily notebook regarding their toileting progress.

Parents shall provide a complete change of clothes for their child that will be stored at the school. Parents of children who are toilet training should provide at least 2 sets of clothes. If clothing is sent home, a replacement set of clothes should be sent to school the next day. Soiled items will be returned to the parent daily. Clothing, linens or blankets soiled by any bodily fluid will be placed in a double plastic bag, sealed, labeled and stored apart from other items until the child's departure. The school has a limited supply of spare clothing. Any clothing supplied by the school must be laundered before being returned.

Toilet training will never be coerced and will be done in accordance with parents' request and will be consistent with the child's physical and emotional abilities. Bright from the Start prohibits the use of Potty chairs in child care facilities.

Toileting Procedures

1. All children will be allowed to use the toilet when needed.
2. Children will be supervised during toileting but allowed as much privacy as is appropriate.
3. No child will be punished for soiling, wetting, or not using the toilet.
4. Children must wash their hands with soap and running water after toileting and before snacks, meals, or meal preparation.
5. All educators must wash their own hands after assisting a child with diapering/toileting. Individual paper towels will be used to dry hands.
6. Disposable gloves will be used whenever cleaning feces, urine, blood, or vomit.
7. Contaminated areas will be cleaned and sanitized with bleach water solution approved disinfectant solution.

Cleanliness

- A rigorous routine for cleanliness is maintained to minimize the spread of germs.
- Toys in all classrooms will be disinfected at least once per day using the 4-step sanitizing process
- High chairs and tables will be cleaned and disinfected after each use
- Diaper changing pad will be disinfected using the 4-step sanitizing process after each diaper change
- Used diapers will be disposed of in covered trash cans which are emptied twice daily
- Diapers soiled with feces will be bagged and then disposed of in covered trash cans.

- Children and staff will wash their hands after each diaper change
- Children and staff will wash their hands prior to eating
- Staff will wash their hands and wear gloves when preparing and serving meals
- Individual moist paper towels will be used to wipe infant's hands before and after eating
- Dishes will be washed and disinfected after meals
- Floors will be swept and mopped daily
- Bookshelves, blinds, windows shall be cleaned weekly on Fridays or the last work day of a given week.
- Spills on rugs and carpets shall be immediately attended to with cleaning solution.
- Mouthed toys shall be sanitized daily.
- Non-mouthed toys shall be sanitized weekly.

Fire/Emergency/Evacuation and Drill

Children Unique Christian Daycare Center, Inc. conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children in or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child in or out of the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or Designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within (45) forty-five minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the Center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program.

Alternate Safe Location

Should the administration of Children Unique Christian Daycare Center, Inc. or any emergency services personnel determine the building which houses the Center to be too dangerous to be occupied due to the event of a fire, loss of power, water, or other event that requires evacuation, the staff and children will be taken to alternate safe locations. Richmond County locations will be taken to Faith Outreach Christian Life Center located at 2664 Willis Foreman Road (706) 792-9972. Columbia County locations will be taken to Wesley United Methodist Church located at 825 North Belair Road (706) 869-0888. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. Parents will then be notified to pick up children within the hour.

Staffing

All members of the Administrative and Teaching staff of Children Unique are highly qualified both in training and expertise with young children. Our center follows the qualification guidelines set forth by Bright from the Start Childcare Licensing Division. Additionally we also follow the staff qualifications determined by NECPA Accreditation standards. All staff members are required to be trained in First Aid, CPR, and Fire Safety.

Substitutes

No distinction is made between permanent staff and substitute staff regarding meeting the requirements of a qualified staff member. Substitutes are governed by the same policies, rules, regulations, and requirements pertaining to age, professional development, training, etc. as a permanent employee.

Volunteers are occasionally used to help in our center. We welcome visitors to come read or show any special talents they may have to share. Volunteers will never be counted in child to staff ratios or have unsupervised access to children. They also will be asked not to help with any diapering or toileting. Long-term volunteers will be required to supply a current background check.

Supervision of Children

Constant supervision of children is maintained at all times both indoors and outdoors and all transitions. Children are always within sight and sound of a qualified caregiver. A system for daily signing children in by parents and attendance tracking by staff is in place to help ensure the safe arrival, attendance, and departure of children.

Continual head-counts of the total group are conducted routinely throughout the day. And children shall be within sight and sound of caregiver at all times.

Parent Code of Conduct

Children Unique Christian Daycare Center, Inc. requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Children Unique is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Children Unique but the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on Center property thereafter. Please refer to the policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing Center property.

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on Center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threats

Threats of any kind will not be tolerated. In today's society Children Unique Christian Daycare Center, Inc. cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance.

Physical /Verbal Punishment

Children Unique does not support or condone corporal punishment of children; such acts are not permitted in the Center. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavioral issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parents, child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher and/or Director's attention.

At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our Center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Center.

While it is understood that parents will not always agree with the employees of Children Unique or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Smoking

For the health of all Children Unique employees, parents, and associates, smoking is prohibited anywhere on Center property. Parents are prohibited from smoking in the building, on the grounds, and in the Children Unique parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Safety Policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences but to protect the welfare and best interest of the employees, children, parents, and associates of Children Unique Christian Daycare Center, Inc. Please be particularly mindful of Children Unique entrance procedures. We all like to be polite; however, we need to be careful to not allow unauthorized individuals into the Center. Holding the door open for the person following you may, in fact, be polite, but that person may not be authorized to enter the Center. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

Confidentiality Policy

Children Unique Christian Daycare Center, Inc. takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family but all children, families, and employees associated with Children Unique. Any parent who shares any information considered to be confidential or pressures employees or other parents for information that is not necessary for them to know will be considered to be in violation of the Confidentiality Policy.

Persons Appearing to be Impaired by Drugs and/or Alcohol at Pick-Up

The staff of Children Unique Christian Daycare Center, Inc. will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parents' *Right to Immediate Access* does not permit the Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. The Children Unique staff will delay the impaired parent as long as possible while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff of Children Unique to be under the influence of drugs and/or alcohol will be denied access to the child. The Children Unique staff will contact the child's parents, the local police, and Child Protective Services to notify them of the situation.

Parents Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Children Unique Christian Daycare Center, Inc., as provided by law.

In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection from Abuse Order) Children Unique must be provided with a Certified Copy of the most recent order and all amendments thereto. The order of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Children Unique, both parents shall be afforded equal access to their child as stipulated by law. Children Unique cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Children Unique suggests that the parent keep the child with them until a court order is issued. Our rights to retain your child are secondary to the other parent's right to immediate access. Children Unique staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director and are allowed in the Center only at the Director's discretion. An employee of Children Unique will accompany visitors at all times throughout the Center.

Children Unique will dismiss any child whose parent is prohibited from entering Center property. Due to parents' right to immediate access policy, as well as state and federal regulations, Children Unique cannot have a child at the Center when the child's parent is prohibited access. Children Unique will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the Center. Such an agreement is a violation of the law and will not be entertained.

Firearms

With the exception of on duty law enforcement personnel, the possession of fire arms are strictly prohibited within the facility.

Court Orders Affecting Enrolled Children

In cases where an enrolled child is the subject of a court order (ex...Custody Order, Center, Inc. must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Children Unique administration, both parents shall be afforded equal access to their child as stipulated by law. Children Unique cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Children Unique suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a protection from Abuse Order or a Restraining Order, Children Unique Christian Daycare Center, Inc. is obligated to follow the order for the entire period it is in effect. Employees of Children Unique cannot, at the request of anyone, except the issuing judge, allow a protection from Abuse Order and/or a Restraining Order to be violated. Children Unique will report any violations of these orders to the court.

Complaint Procedures

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff as a priority.

Children Unique is always open to suggestions and feedback to improve the way we serve you and your family. Parents can set up a meeting with the Director at any time to discuss concerns, complaints, policies and procedures. They can also address their concerns with a member or members of the Corporate Advisory Board.

Parent Conflict Resolution Procedures

We feel communication between parents and staff is important in achieving and maintaining a high quality program geared towards the best interest of the child. We encourage parents to have informal daily communication with their child's teacher. The next level of communication is with the Assistant Director, and then with the Center Director.

If an issue remains unresolved, the Director of Quality Assurance can be contacted at the Corporate Office. In the event the Director of Quality Assurance is unavailable or the issue remains unresolved, the Corporate Advisory Board is the next appropriate contact and can be reached at the Corporate Office. Please do not contact the Director of Quality Assurance or the Corporate Advisory Board until you have communicated first with the Center Director.

Center Policy on Staff 'Babysitting'

Children Unique does not endorse the hiring of center employees for the purpose of providing childcare services outside of its facilities, and does not accept any responsibility or liability for teachers watching children outside of the supervised setting of the Center. Employees are prohibited from accepting babysitting jobs from the families of children enrolled in the center. This practice is strictly forbidden by Children Unique; therefore employees who fail to comply do so at the risk of termination of employment and the assumption of any liability that may occur as a result.

Please note that any hiring of Children Unique employees for such purposes are both highly discouraged and is done at the risk of the family. Children Unique cannot and does

not validate the professionalism of the individual or the private environments of our employees outside of the center. Therefore any such agreements shall be considered as an disapproved private arrangement between sitter and parent and should never be arranged within the Center or during center hours.