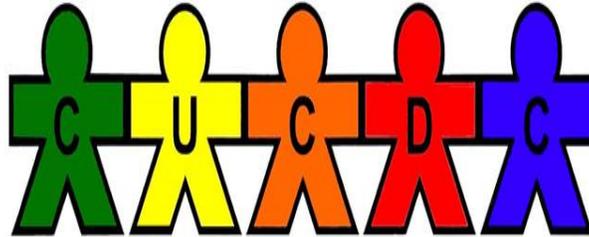


Children Unique Christian Daycare Center



Pre-K Parent Handbook 2012-2013

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Augusta, Ga. 30904
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Children Unique is committed to excellence in care, service, and education.



Our Mission

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

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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 will not be permitted on Center property thereafter. Refer to the policy regarding parents Right to Immediate Access 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.

Enrollment Policies

Proof that a child is age eligible and a Georgia resident are required to register a child for Pre-K. Acceptable proof-of-age includes birth certificate, passport, hospital record of live birth, green card, pink card or Federal I-94 card. Acceptable proof-of-residency includes a lease, utility bill or letter from a shelter or employer.

Registration for Children Unique Pre-K classrooms occurs from the time annual applications are released and occurs continuously as long as there are vacancies in the program. All students who are 4 years old before September 1 of the year in which they are registering are able to attend their zoned Pre-K.

All children enrolled in Georgia's Pre-K Program must have hearing, vision, and dental examination certificates ([Ga Form 3300](#)) on file within 90 calendar days of program entry. **Form 3300 must be signed by a private practitioner or representative of a local Department of Health.**

Immunizations ([Ga Form 3231](#)) must be up-to-date or affidavits must be on file within 10 calendar days of program entry.

Dis-enrollment of the Pre-K Program

Once a child has been enrolled, he/she cannot be dis-enrolled from the Pre-K program unless it is determined that he/she is:

- Chronically disruptive
 1. Represents a habitual pattern of behavior (as opposed to the rare or occasional outburst on the part of an acutely fatigued or stressed child)
 2. 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
 3. 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 or absent from the program
- Not enrolled in extended day program and is continually picked up late

Chronic Absenteeism or Tardiness

Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday.

Three tardies is equivalent to one absence.

Absence/Tardies Procedures

The goal of the attendance policy is to assist families in establishing and maintaining regular school attendance patterns. The following guidelines will be observed in regards to attendance.

Arrival time for student occurs between 7:50 a.m. and 8:00 a.m. Children arriving at 8:01 and beyond are considered tardy. Three tardies or early dismissals are equivalent to one absence:

- 1) Phone call to parents after one unexcused absence or three unexcused tardies (Though a courtesy call may be made at any given occurrence)
- 2) A letter to parents from the director after two unexcused or absences or six unexcused tardies;
- 3) A parent conference after three unexcused absences or six unexcused tardies
- 4) Referral to the Pre-K Consultant after four unexcused absences or twelve unexcused tardies.

Excused Absences

A student may be excused for the following reasons:

1. Personal illness
2. Serious illness or death of an immediate family member (Immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies

5. Emergencies which reasonably necessitate absences from school
6. Special events which reasonably necessitate absences from school
7. Days missed from school to visit with his or her parent or legal guardian prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.

In the case that a student's personal illness or attendance in school endangers the student's health or the health of others, Children Unique requires the student to present required documentation upon return to school for the purpose of validating the absence as excused. The school will allow up to five absences with medical excuses per year on the authority of written parent notes. Following five absences for illness per year excused by notes written by the parent or guardian, additional absences will be excused only with an original medical excuse signed by a health care professional.

In the event of a serious illness in a student's immediate family, presentation of appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.

School days missed as a result of an out-of-school suspension shall not count as unexcused days.

Fee Structure for Extended Care and Non-Pre-K Program Days

Fees are due in advance on Mondays for the week of service. Payments received after Wednesday of the week of service are considered late and assessed a \$25 late fee.

- Before Care **OR** After Care: Before 7:50 a.m. **OR** after 2:40 p.m. \$33 Weekly
- Before Care **AND** After Care: Before 7:50 a.m. **AND** after 2:40 p.m. \$43 Weekly
- Holiday Rates: (e.g. student holidays and teacher work days) **Daily:** \$32, **Weekly:** \$83
- **Late Pick-up**, after 2:40pm without prior approval is \$1 per minute due at time of pick.

Accounts will be assessed a late penalty of \$25 by close of business the next day when this fee is left unpaid.

Meals

Children Unique is on the USDA food program and provides breakfast, lunch, and afternoon snack.

We are required to serve milk for at least (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).

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

Children Unique does not permit children to bring in outside foods, except as necessitated by exceptions due to food allergies or religious purposes.

Children Unique Evans Town Center does not participate in the USDA Federal food program. Because Pre-K does not provide funds to sites for meal service for all children, a nominal fee is charged to assist with the costs associated with the purchase and service of food for Category Two families. The weekly cost of meals is \$20 for paying parents (see category one fees below), and is paid in advance by Monday of the week of service. Accounts remaining unpaid by Wednesday will result in a \$5 late fee being applied. Accounts remaining unpaid on Friday will be referred to the Pre-K Consultant.

Food costs will be charged to the Pre-K program for parents who are determined to be Category One eligible according to the roster information sheet and appropriate documentation.

An IES (Income Eligibility Statement) form from the USDA government will be made available to see if our center may qualify for funds for all children this year. Your support in filling these out and returning them promptly is needed.

Category One-

If your child/children receives any of the following services-

Child and Parent Services (CAPS) Program

Food Stamps

SSI

Medicaid

Temporary Assistance to Needy Families (TANF)

PeachCare for Kids

Category Two-

If your child/children/family receives none of the services listed above

Category One Fees

Pre-K providers may **not** charge Category One children fees for food services. **Except, if the child is deemed eligible for Category One because of PeachCare then the family can be charged for meals. This policy is effective as of the 2011-2012 school years. The impact of the change in policy for families and providers will be reviewed and then will be re-evaluated for continued implementation in future school years.** Pre-K funds may be used to purchase food if no Child and Adult Care Food Program (CACFP) funding is received.

Arrival Procedures

Pre-K begins each day promptly at 8:00 a.m. Students are expected to arrive on time and be received between 7:50 a.m. and 8:00. **Note:** Parents are assessed a \$10 hourly fee per child for Pre-K students who arrive prior to 7:50 (7:49 or earlier) and are not registered for Before/After Care Services.

Students shall be signed in by delivering adult with time and signature on the daily sign-in roster. At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. Parents are also asked to notify child's teacher or the Director if any medications including fever reduction medications has been administered prior to arrival at center.

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.

Pick-Up Procedures

Pre-K ends each day at 2:30 p.m. Students are expected to be picked up on time and the parents are given a 10 minute grace period without being charged a fee. However if the child is picked up after 2:40 p.m. an hourly fee of \$10 will be charged.

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. Regular status updates may be obtained by visiting the website at www.childrenunique.com .

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.

Toys from Home

Due to the risk of age-safety requirements, 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 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). **Closed-in shoes are required.**

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 jewelry of any kind except for age appropriate earrings, (post) no hoops. Other types of jewelry can be 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.

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. **High-backed booster seats are required for field trips**

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.

Parent Involvement

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 can only 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

Pre-Enrollment Requirements

All children are required to have a complete up-to-date immunization record on file at Children Unique. This rule is per the county health and regulatory board and our licensing regulations.

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 (45) forty-five minutes of notification by phone. If a parent is reached, but cannot pick his or her child up within (45) forty-five 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 note 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 (24) twenty-four 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 (101.0) one-hundred and one degrees Fahrenheit or more as taken under the arm.

Children are required to excluded from the program for loose bowels or diarrhea which occurs (3) three or more times with (24) twenty-four 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.

Children, who become ill and are in need of early dismissal, are asked to be picked up within 45 minutes of notifying parent/guardian/emergency contact. Children remaining in care one hour after contact will be charged an hourly rate of \$10 per hour for sick care. Children determined to be too ill to remain in care or are suspected of having a communicable disease that remain in care more than two hours after contact is made are subject to DFACS notification and/or dismissal from program.

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 Ga. DECAL

Dispensing Medication

The administration of over-the-counter medications is strictly prohibited. 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 for a specified time frame. **If the Medication Authorization Form is not completed entirely, to include prescription numbers, medication will not be given.** 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.

Each child's administration of medication will be documented on the Medication Administration Form.

Fire/Emergency 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 with (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 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.

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.

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, 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

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.

Court Orders Affecting Enrolled Children

In cases where an enrolled child is the subject of a court order (ex...Custody Order, Restraining Order, or Protection from Abuse Order) Children Unique Christian Daycare 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.

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.

1. **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.
2. **Threatening of Employees, Children, Other Parents, or Adults Associated with Children Unique Christian Daycare Center, Inc.:** 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.

- 3. Physical /Verbal Punishment of Your Child or Other Children at Children Unique Christian Daycare Center, Inc.:** While Children Unique does not necessarily 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.

- 4. 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.
- 5. Violations of the 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.

6. **Confrontational Interactions with Employees, Other Parents, and/or Associates of Children Unique Christian Daycare Centers, Inc.:** 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.
7. **Violations of the 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.
8. **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 to be under the influence of drugs and/or alcohol. The parent's 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.