



The Arc.

Southwest Georgia

Parent Handbook

The Kids' Corner



Child Development Center



Mission

Our mission at the Arc of Southwest Georgia s simple: create life-changing solutions for disabilities.

Vision

We envision a world where people of all abilities can experience the same opportunities, freedoms as inclusive members of the community.

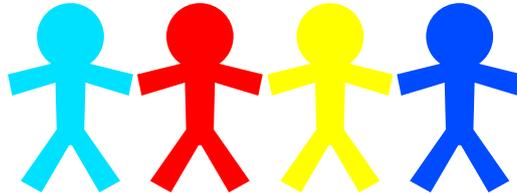
Purpose

Our purpose is dignity, personal freedom, and acceptance. Continually helping persons with disabilities is the goal of our organization.



Description of Program

Kids' Corner Child Development Center is an inclusive educational program that serves typical and atypical children ages 18 months-4 years. Our program is designed to provide families with children that may be developmentally delayed in an inclusive educational setting. The children are provided activities that will help them grow cognitively, mentally, socially, emotionally, and physically. Children with developmental disabilities and/or delays are included in all classroom activities. Our children leave our program more prepared for their next school experience.



Our Philosophy and Goals

The Kids' Corner Child Development Center staff believes that every child can learn. Our program is based on the beliefs and knowledge about children, including:

- 1.Young children are concrete learners.**
- 2.Children learn through multi-sensory involvement.**
- 3.Young children are empowered by solving problems and decision making.**
- 4.Young children's self-esteem is strengthened when they experience success**
- 5.Different children learn in different ways and in different time frames.**
- 6.Young children learn through play and hands-on experiences.**



Kids' Corner Child Development Center
Policies and Procedures



Enrollment

A child must be between the ages of eighteen months (18) and four (4) to attend the Kids' Corner Child Development Center. No child will be excluded from services due to Developmental Delay or Disability.

Children who attend Kids' Corner Child Development Center must submit the following documents.

-Application (\$15 non-refundable)

-Copy of Birth Certificate

-Copy of Social Security Card

-Copy of Medicaid Card

-Immunization record

Attendance

Children who attend Kids' Corner Child Development Center are expected to attend regularly (Monday-Friday) and arrive and depart at the Drop-off and Pick-up time listed in enrollment application

-  **·If your child is absent, please call to notify the center at least two hours (2) ahead of time.**
-  **·Notify staff with an explanation if your child will be absent for more than 3 days.**
-  **·Any child that has ten (10) or more unexcused absences will be dismissed from Kids' Corner Child Development Center.**

Fees and Schedules



•Fees are based on a weekly rate and not prorated daily. All payments are to be paid in advance.

-Weekly tuition is \$95 per week

•CAPS subsidies are accepted and to be applied for upon enrollment.

•If paying monthly, fees will be paid within the first 5 business days of the month.

•If fees are paid weekly, they are due every Monday.

-Bright wheel is now our payment portal. Tuition is to be paid using the app by setting up your preferred bank card or Account.

- If choosing to pay by money order all money orders are to be made out to "The Kids' Corner CDC"

•A \$10.00 fee will be added to accounts that are 2 weeks past due.

Fees and Schedules



The school operates year -round , Monday-Friday, except holidays and professional development days.

The school will be closed on the following day:

- > New Year's Eve**
- >New Years Day**
- >Memorial Day**
 - >MLK Day**
 - >Good Friday**
 - >Juneteenth**
- > Independence Day***
 - >Labor Day**
 - >Thanksgiving**
- >Friday after Thanksgiving***
 - >Christmas Eve**
 - >Christmas Day***

***May have additional days off dependent on holiday falls.**

Fees and Schedules



The school may close on other holidays and professional development days but will notify parents in advance of those closures.

Because tuition rates and staffing needs are calculated on a weekly basis, tuition credits or refunds are not available for holiday, professional development days, or other unscheduled school closures.

- > Closures due to inclement weather are in alignment with the Dougherty County School System (DCSS).**
- > Unexpected school closures during the day, parents will be notified using available contact information through Brightwheel.**

No Tuition waivers will be given in the event of an emergency school closure or inclement weather.

Holding Slots

If there is a situation when your child will not be in attendance for an extended amount of time, tuition will proceed as normal to maintain your child's spot.

·If a child needs to be absent for an extended time, please communicate with your child's teacher.



Excused Absences

>Doctors Appointment



Sick Children

·Any child that attends Kids' Corner Child Development Center will not be allowed to come to the center or to remain at the center while running a fever of 100 degrees or more.

Plus the following:

- >Severe cold w/ yellow-green discharge
 - >cough, sore throat, sneezing
 - >Swollen Glands
 - >Skin Rash
- >Red watery, or draining eye(s)
 - >Drainage from ear(s)
 - >Lice
- >Skin lesions, impetigo, ringworm, scabies etc.
- >Vomiting, Diarrhea (2 or more)

·If a child has been sick for three (3) days or more, a doctor's excuse is needed when the child returns to school.

·A child shall be fever and or symptom free for twenty-four hours (24) hours with-out the aid of medication before returning to the center.

Medication



The Kids' Corner Child Development Center personnel will not dispense prescription or non-prescription medications to any child without specific written authorization from the child's parent. An Emergency Medical Treatment consent form will be obtained from the parent in the event a child's parent cannot be reached during a medical emergency that cannot be handled at the Center.

·The Kids' Corner Child Development Center Director and Teachers will receive Proxy Training annually to give any medication to a child.

·Over the counter medications must be in the unopened original container.

·Prescription medication must be in the original prescription bottle, clearly labeled with the child's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration and dispensing pharmacy.

·The Child Development Center's staff has the right to refuse to give medication that is questionable or expired.

·Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc.) will not be given at the Center.

·No medication will be given before the hour of 9:00 a.m. and/or after 2:00 p.m. at the Center.

·The parent or guardian must complete a Medication Release Form for school staff to give medication (see attached).

·The Center shall maintain a record of all medications that was given to children by personnel to include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.

·Medications shall be kept in a locked storage cabinet or container which is not accessible to the children and stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in locked container in a refrigerator that is not accessible to the children.

·Medicines which are no longer to required shall be returned to the child's parent(s) immediately.

Medical Emergency Plan

- In case of a serious injury we ensure that enough staff are available to complete the following steps:
- Calling for emergency medical assistance
- Notifying the child's parents
- accompanying the child
- Attending to the needs of other children who witnesses the child's injury

Wellness



The Kids' Corner Child Development Center is dedicated to the development of the whole child. Nutrition and physical activity are at the core of the child's development in cognitive, gross, and motor skills and social-emotional domains.

Nutrition Guidelines

- 1. Refer to the sack lunch Policy #20.**
- 2. Drinking water will be available for children to access independently throughout the day.**
- 3. Any juice served will be 100% juice with no artificial coloring or sugar substitutes.**
- 4. Parents are encouraged to send healthy snacks to school.**

Hazardous Items to children's Health

For the safety of our children The Kids' Corner does not allow children to wear hazardous items around their necks or attached to their clothing (ie: pacifiers, teething chains, etc.).

This is to prevent possible strangulation



Nutritional Environment

- 1) Children will wash their hands before and after lunch snack.**
- 2. Children will be encouraged, but not forced, to try new or less favored foods.**
- 3. Food will never be withheld or forced as punishment.**
- 4. Healthy food and habits will be promoted through posters and planned activities.**

Nutritional Education

- 1) Nutrition education will be provided for children through books, posters, centers, and simple activities.**
- 2. Teacher and parents will be provided information via monthly newsletters, nutrition handouts and from a list of web sites offered for nutritional education.**



Physical Activity

- 1. Total physical activity time, both outside or inside for toddlers and children will be 90 minutes per day, per a six- hour day, five days a week.**
- 2. Children will begin their day with 10 minutes of teacher directed activities such as jumping, dancing, marching, touch your toes, and/or structured exercises.**
- 3. 60 minutes a day will be for outside gross motor free physical activity. This time may be split up any way the teacher can work it in her schedule. Activities will be available inside during inclement weather.**
- 4. Children will have 4, 5-10 minute “mini-mind” breaks which will include stretching, twisting, proprioceptive activities, etc.**

Instruction



Research shows that all children benefit from high-quality instruction and classroom interactions, regardless of language status, race/ethnicity, or special needs. The Kids' Corner Child Development Center focuses on the quality of classroom interactional processes rather than content of the physical environment, available equipment, or a specific curriculum. The staff at The Kids' Corner Child Development Center must be competent or willing to go through training to gain competency in three broad domains. These three domains of interactions among teachers and children are: Emotional Support, Classroom Organization, and Instructional Support. Below, the domains are broken down further into dimensions of each domain.

I. Emotional Support

- a. Positive climate
- b. Teacher sensitivity
- c. Regard for Student Perspectives

II. Classroom Organization

- a. Behavior Management
- b. Productivity
- c. Instructional Learning Formats

III. Instructional Support

- a. Concept Development
- b. Quality of Feedback
- c. Language Modeling

·Lesson plans will be turned in by noon on Friday of each week for the next week.

·Special consideration will be given to each child's individual goals as they are outlined on his/her IFSP.

Mandated Reporting



Any teacher and/or case manager that is employed by The Kids' Corner Child Development Center is required by law to notify the Education Director, who will report the following.

- 1. Suspected incidents of child abuse, neglect or deprivation will be reported to the local County Department of Family and Children Services.**
- 2. Any cases or suspected cases of communicable diseases will be reported to the local County Health Department.**
- 3. Incident Reports. The following incidents must be reported to the Bright from the Start: Georgia Department of Early Care and Learning within twenty-four (24) or the next workday:**
 - (a.) Any deaths of a child while in the care of the Center.**
 - (b.) Any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in care of the Center.**
 - (c.) Any situation when a child in care becomes missing, such as, but not limited to, a child who is left in a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip.**
 - (d.) Any fire**
 - (e.) Any structural damage**
 - (f.) Any emergency that requires relocating of children.**
- 4. The name of any Personnel, Employee, or Provisional Employee who acquires a Criminal Record, if the Director knows, of the individual's arrest or change in Criminal Record will be reported to Bright from the Start: Georgia Department of Early Care and Learning**



Confidentiality

Individual records and personal information, either written or verbal, regarding individuals is regarded as privileged information and is held and maintained in strict confidence.

I. Releasing Individual Information

A. Personally, identifying information about a child, which is collected for purposes of service delivery or program administration, may be released, or disclosed to anyone for any purpose, if the child's parent or guardian has consented in writing to the disclosure.

B. Request for information from other agencies regarding a child enrolled in the Kids' Corner Child Development Center shall be made using The Arc of Southwest Ga. Release forms and signed by the child's parent(s) or his/her legal guardian.

C. Confidential information may be released without the child's parent(s) or legal guardian's written consent only under the following conditions:

- 1. Confidential information about a child may be disclosed without the child's parent(s) or legal guardian's written consent to employees of the Arc who request the information, demonstrating their need for the information in the performance of their regular duties.**
- 2. All staff within the Arc who are providing direct services to a given child or child's family shall be authorized access to that child's records as a routine procedure whenever this is not specifically prohibited by law, Federal regulation, or professional ethics. Such sharing of records, between**

II. Maintenance of Records

A. All Children's records are maintained in metal file cabinets and are locked during non-office hours.

B. All records regarding children and/or their families shall be retained on file for a minimum of seven (7) years

III. Photograph of Children

A. Photographs of children, except for the specific purpose of individual identification, which is maintained in children's' files, may not be taken without the children' parent(s) or legal guardian's written consent and knowledge of the intended use of the photograph.

Emergency Forms



All children must have an emergency form on file with current phone numbers where parents can be reached. It is the parents' responsibility to provide updated numbers and emergency contacts. If you move or change your phone numbers, please notify the center immediately. Please provide names and phone numbers of persons who can pick up your child in case of illness or accident if you are unavailable. All information is confidential and is used only by the center's staff in case of emergency. In case of divorce or other incidents, parents should provide a copy of a court order if there is a situation of restricted pick up.



Our School Day

- 1. Instruction at our center begins at 9 am and ends at 2:30 pm.**
- 2. Children may be dropped off at 8:15 am.**
- 3. Children are to be present and had breakfast by 9:00 am, no later. If you find yourself running late please give proper notification to your child's teacher.**



Transition Policy

The Kids' Corner Child Development Center staff are aware of how difficult it is for many of our children to transition to a new classroom and teacher and how to transfer into a Head start program or the public-school system. Therefore, each year a Transition Plan is made for each child.

Contacts

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