

EARLY CHILDHOOD EDUCATION AND CARE

Parents' Policies and Procedures Manual



Windy's Preschool
429 Tattnall Street
Savannah, GA 31401
(912) 234-0575

W.W. Law Learning Center
909 E. Bolton Street
Savannah, GA 31401

Greenbriar Infant Center
3709 Hopkins Street
Savannah, GA 31405

INTRODUCTION

Greenbriar Children’s Center’s child care programs exist to provide high quality and comprehensive child development services to pre-school children and their families. Their services provided are designed to give each child a well-rounded program for normal growth and development. The philosophy of the Child Development Program of Greenbriar is that children learn most when they are allowed to explore, to interact with their peers, to be creative, and to play. It is our belief that through an active learning process, children are enabled to grow physically, intellectually, socially, and emotionally.

The Georgia Lottery Pre-Kindergarten is offered at Windy’s Preschool site, for all four year olds born on or before September 1st. In addition to our regular child development services, before and after school services and summer camp program are available.

The Centers are licensed by the Georgia Bright from the Start Office of School Readiness and reviewed annually to ensure compliance. Services are provided without regard to race, color, national origin, political affiliation, sex, mental or physical handicap. In addition, the program is also accredited by the Council on Accreditation (COA).

<u>CENTER LOCATIONS</u>	<u>ENROLLMENT CAPACITY</u>	<u>AGE</u>
W.W. Law Learning Center 909 East Bolton Street Telephone: (912) 233-5230	40	6 mos. - 5 yrs.
Windy’s Preschool 429 Tattnall Street Telephone: (912) 234-0575	65	12 mos. - 5 yrs.
Greenbriar Infant Center 3709 Hopkins Street Telephone: (912) 234-3431	11	6 weeks – 18 months

CENTER HOURS OF OPERATION

All three of our centers are open Monday through Friday. Each center opens their doors at 7AM. Depending on staffing and, to ensure adequate staff/child ratios, the centers close at either 5:00PM or 6:00PM. **Children are not accepted after 9:30 a.m. unless the center director has been notified AND, arrangements have been made in advance.** If the child does not arrive by 9:30 a.m., other arrangements for child care should be made by parent(s)/guardian(s) for that day.

If your child has a doctor's appointment, he or she may arrive by 11:00 a.m. (However, parents must notify the center director in advance of the appointment and, a note from the physician must be provided.) Child/ren not picked up from the center within one hour of closing time are considered abandoned and, the Savannah-Chatham County Police Department will be notified. If parents or relatives are unable to be reached, SCCPD will transport child to Greenbriar Children's Center Emergency Shelter at 3709 Hopkins Street. After the third incident, the child will be automatically referred to Outreach/Family Preservation services of Greenbriar.

During the summer months, center hours are subject to change based on enrollment and staffing. Parents will be notified at least one week in advance if closing hours for summer will change.

DAYS OF SERVICE

All of Greenbriar’s child development centers operate year round, except for scheduled program closings. Parents are notified two weeks before closing on all dates not listed as a holiday.

Holiday closings are as follows:

New Year’s Eve	December 31*
New Year’s Day	January 1*
M.L. King Birthday	Third Monday in January
Good Friday	Friday before Easter*
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	First Monday in July
Labor Day	First Monday in September
Thanksgiving and Friday After	Fourth Thursday & Friday in November
Christmas Eve	December 24*
Christmas Day	December 25*
Staff Development Days	Two (2) per year** (If week day required)

*Date varies if holiday falls on the weekend

**Center Directors will notify parents at least five (5) days in advance of closing.

*** The Christmas holiday closure dates are subject to change. At the discretion of the Executive Director and/or, Director of Early Childhood Education, the center may follow the Chatham Co. school holiday closure dates.

SEVERE/HAZARDOUS WEATHER CONDITIONS

The centers will be closed during severe/hazardous weather conditions. Parents should consult the local radio and television stations for center closing information. The centers will also be closed for special problems or conditions that would adversely affect the health or safety of children in the program. If special arrangements are made in an emergency situation, transportation may be provided to Greenbriar’s main campus to avoid closure on a short-term emergency condition.

In case of severe or threatening weather conditions, parents will be contacted to pick up their child/ren from the center immediately. All children who are not picked up within three (3) hours will be transported to Greenbriar’s Emergency Shelter, located at 3709 Hopkins Street, and subject to possible evacuation.

- In the event of a power failure, a staff member will contact the local power company and the Licensing Consultant, to report the power failure. If power is out for 4 hours or more, parents will be contacted to pick up children. Children will not be allowed to return to the facility until power is restored.

Additional Emergency Procedures and, a plan for evacuations has been developed and, is maintained on site for parent viewing.

FEES

Registration Fee.....	\$75.00 (one-time fee)
Infants (6 weeks – 18 months).....	\$160.00 per week
Toddlers (19 months – 2 years)	\$130.00 per week
Preschoolers (3 years – 5 years)	\$115.00 per week
Before <u>OR</u> After Care	\$45.00 per week
Before <u>AND</u> After Care	\$80.00 per week

LATE FEES

Children picked up after the center closes, will be assessed a late fee. The first time a child is picked up after 5:00PM, the parent/guardian and/or release person will receive a verbal warning that the next late pick up will result in a late fee. The second time a child is picked up late, \$1 per minute/per child, will be charged. That fee must be paid before the child/ren can return to care (the next business day.) The third time a child is picked up late, \$3 per minute/per child, will be charged. That fee must be paid before the child/ren can return to care (the next business day.) The fourth time a child is picked up late, services are subject to termination.

Child care payments are due, whether your child is present or not. If your child is absent for the week, the childcare payment for the week of absence **AND**, the current week, must be submitted that following Monday, for your child to stay in care.

Fee Payment: Fees in their full amounts will be collected weekly on Mondays (or the first day of the week, if a holiday falls on that date) for the current week. Fees paid after Monday (close of business) are considered late and are subject to a late charge.

*** It is vitally important that your child is picked up on time, each day!**

ENROLLMENT REQUIREMENTS AND PROCEDURES

Greenbriar's child development centers enroll children 6 weeks – 5 years of age. A parent or guardian interested in enrolling his/her child/ren in the program can obtain an application for enrollment from the center. Once a parent or guardian applying for childcare has been approved for enrollment, he/she must provide the center with the following documents:

1. *Completed Application*
2. *Certificate of Immunization (due within 30 days enrollment)*
3. *Income Eligibility Form*
4. *External Preparations Form*
5. *Proof of Residence (if applicable – based on availability of rate subsidies)*
6. *Safe Sleep Policies Form (if applicable)*

GEORGIA PRE-K ENROLLMENT

Windy's Preschool operates a free Georgia Pre-K program. Georgia's Pre-K Program is a state lottery funded educational program for all age eligible four-year-old children in Georgia. To participate, children must be four years of age on or before September 1 of the school year that they want to attend Georgia's Pre-K.

Registration Requirements:

- Proof the child is a Georgia resident (Ex: birth certificate, passport, hospital record of live birth, green card, pink card or Federal i-94 card.)
- Hearing, Vision, Dental and Nutrition Examination Certificate (Form 3300)
- Certificate of Immunization (Form 3231)
- Social Security Card
- Proof-of-residency (Ex: lease, utility bill or letter from a shelter or, employer if the employer provides housing.)

For additional information on Georgia Pre-K, please speak with the center director.

Hearing, Vision, Dental and Nutrition Screening

In order to ensure that the needs of each child can be met, we recommend that a developmental screening for all children 4 years of age, be completed within 90 days of your child beginning care in the program or, within 90 days of their fourth birthday. Observation and documentation of development increases the detection of learning difficulties so, in order to give you child the best individualized care, this screening is recommended. The screening will provide us with information pertaining to your child's needs. It identifies any special needs and/or learning difficulties and, it supports learning and instruction.

Georgia Pre-K (Vision, Hearing, Dental and Nutrition Screening)

All children attending Georgia's Pre-K program at Windy's Preschool must have a Certificate of Vision, Hearing, Dental and Nutrition Screening (Georgia Department of Public Health Form 3300). The vision, hearing, dental, and nutrition screenings reported on Form 3300 must have been conducted within 12 months prior to the start of the Pre-K program. The screening must be on file within 90 calendar days of the start of the Pre-K program.

In addition to the required screenings for children 4 years of age, we conduct developmental assessments of the children in care, 6 weeks – three years of age. The developmental

assessments we use are called the Developmental Milestone Checklists and, they can be found on the CDC website at www.cdc.gov. The milestone checklists are a way to track your child's development and, it helps us as your child's caregiver to identify and share developmental accomplishments and/or concerns with you.

In the event that a delay and/or concern with your child's development is identified, we will share this information with you and provide you resources and/or a referral so that you can make an informed decision as to whether outside support from your child's physician or, developmental specialist is needed.

Current data must be maintained on all children in care; therefore, parents should notify the center director of any changes in home, work telephones, addresses and emergency contacts.

Failure to comply could result in termination of child care service.

CONFIDENTIALITY

All children's records and or documentation related to the child and/or their parent/guardian, will be maintained confidential unless otherwise requested by regulatory services and/or partnering agencies such as but, not limited to Bright from the Start: Department of Early Care and Learning, Child and Parent Services (CAPS) or, the food program.

INCLUSION

It is our goal to ensure that every child with or without a disability or other special need, is the given the opportunity to fully and actively participate in the day-to-day activities, routines and transitions that occur at the center. We will make every reasonable effort to support and/or accommodate your child/ren and provide appropriate resources when necessary to ensure full, active participation for all children and their families.

ATTENDANCE

Parents are strongly encouraged to ensure regular attendance of their child. Excessive absenteeism will result in a conference with the Center Director and, possible termination.

Pre-K Attendance Requirements

When your child is enrolled in the Lottery Funded Pre-K program, you as the parent agree to send your child to the Pre-K program for 6.5-hours of instructional time for the full school year. A child who is chronically tardy or absent without a reasonable excuse may be disenrolled from the program. A child who is not enrolled in the extended day program and, is not picked up at the end of the Pre-K day on a regular basis may be disenrolled. Late Fee policies are also implemented for Pre-K children.

Children should attend the program on a regular basis and, arrive and leave according to the program's approved schedule. Teachers will document attendance issues including, but not limited to: a child being absent more than two days per month without medical or other reasonable explanation, late arrival more than once per week, early departure more than once a week, late pick up more than once per week when child is not enrolled in after care. Pre-K staff are required to document their efforts to assist you and help resolve attendance and/or tardy issues. A meeting with the parent/guardian will occur to determine the reason(s) for the attendance issues and identify ways to resolve the problem. Inability to resolve the problem after documented interventions may result in termination. Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation will be removed from the roster.

See the Pre-K manual for additional information and/or requirements.

AUTHORIZED ESCORTS

Parents must give in writing the names of those persons authorized to pick up child/ren from the center. Whenever a name is to be added or removed from the list of authorized escorts, the center must be notified in writing. **Escorts cannot be younger than 16 years old.**

In the event your child must be picked up by an unauthorized escort, the center must receive written permission from the parent with the unauthorized person's name. Additionally, the unauthorized person **MUST present valid picture ID matching the written parental authorization.

If these requirements are not met, the center WILL NOT release the child to the unauthorized escort.**

This policy is for the safety of your child/ren as well as for the center's protection.

SIGNING IN AND OUT

Parents/guardian or authorized escorts **must** sign the child in each morning and out each afternoon. For your convenience, a sign in and out sheet is posted in each center. If child/ren are engaged in outdoor activities, a parent/guardian is still required to go inside the center and sign the form. Individuals younger than 16 years of age, are not permitted to sign children in or out.

HEALTH

While the primary purpose of Greenbriar's Early Childhood Development Program is to provide comprehensive child care services that enable individual parents/guardian to seek or maintain employment and educational pursuits, it is at the same time the responsibility of the center to protect the health and well-being of all children enrolled in the program.

A certificate of immunization is required. These forms may be completed by a physician, the County Health Department or, the Curtis V. Cooper Urban Health Center. New enrollees should have medical certification 6 to 12 months prior to enrollment that verifies child's health status is such that he/she may enroll in a public program free of communicable diseases.

Once a child is enrolled in the child care center, ***it is the responsibility of the parent/guardian to ensure that immunizations are kept current*** and, that program records are updated. Failure to comply with this requirement may result in the termination of child care services.

Children who are ill or who have a contagious disease cannot be accepted according to Bright from the Start: Department of Early Care and Learning, child care center licensing requirements.

If a child becomes ill while at the center, the designated parent/guardian will be contacted and asked to pick up the child immediately. The sick child will be isolated from other children while waiting to be picked up. The center Director's office is used as a place of isolation. Supervision by an adult will be maintained at all times.

Illnesses necessitating temporary removal from the child care center include but, are not limited to:

1. *Cold or flu*
2. *Running noses with mucous and persistent cough*
3. *Impetigo*
4. *Chicken pox*
5. *Pink eye*
6. *Skin rashes*
7. *Ring worm*

It is required that a child with diarrhea or, fever exceeding 101° (degrees) be picked up immediately and remain away from the center for at least 24 hours. These are often symptoms of other illnesses that can be passed onto other children.

COVID-19

Policies and procedures have been outlined to mitigate COVID related risks in the centers. The policies and procedures are available at your request and, have been posted in the centers for parent viewing.

MEDICATION

Only prescription medication will be administered to children. In the event that a child experiences an adverse reaction to the prescription medication, the parent(s)/guardian(s) will be immediately notified phone.

For any prescription medication that is administered to a child while at the Center, a Medication Permission Form must be signed by the parent/guardian. Parents must record the date, time medication is to be given to the child and, sign the permission form. Medication shall only be

dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. Medicines which are no longer to be dispensed will be returned to the parent/guardian, immediately.

WAIVER OF LIABILITY

A parent/guardian must sign waiver of liability forms before children enroll in the child care center for the following reasons:

1. To give consent for center staff to obtain medical attention in an emergency situation while the child is at the center. Every effort will be made to contact parents/guardian if an accident or illness requires professional attention.
2. To permit staff to give prescribed medication
3. To relieve the center of responsibility for any danger or harm to your child/ren while in our care.

TERMINATIONS

The Center reserves the right to terminate service to families for the following reasons:

(PLEASE READ CAREFULLY)

1. Consistent or excessive unexcused absenteeism of child/ren;
2. The parent/guardian or child is destructive to the program, including but, not limited to: physical or verbal abuse of center staff or other children;
3. The parent/guardian does not maintain up-to-date health check-ups and immunizations;
4. Failure of parent/guardian to pay fees in accordance with Center Policies
5. Failure of parent/guardian to keep the center director informed of changes (new address, telephone, employment, etc.)
6. The parent/guardian voluntarily requests termination
7. Three instances of parent/guardian failing to pick up child/ren by 5:00 p.m.

If for any reason a parent/guardian disagrees with the center's decision to terminate services, he/she may request a review of this decision by using the center's grievance procedure.

GRIEVANCE PROCEDURE

Greenbriar provides parents/guardians with a means of expressing and resolving a complaint or appeal. The agency will provide basic information to the parent/guardian to lodge the complaint or appeal. At the time a complaint occurs, the parent/guardian is provided a copy of the agencies written grievance procedures. Greenbriar acts on any complaint in accordance with its stated procedures and timeliness and, documents that it does so. The parent/guardian is informed of the resolution of any complaint and, a copy of the notification is maintained.

TRANSPORTATION

Parents/guardians of child/ren enrolled in the child care centers are responsible for providing transportation for their child/ren to and from the center.

EMERGENCY MEDICAL PROCEDURES

In the event that a child is involved in an accident that warrants medical attention, every effort will be made to contact the designated parent/guardian to secure instructions for appropriate medical care. In the event the parent is not immediately available, the center is authorized to secure medical care as the situation may reasonably warrant.

SAFE SLEEP PRACTICES

We utilize 'safe sleep' practices at the centers, which facilitates each child's individual need for sleep/rest. While parents are consulted on their child's sleep routines, we ask you to remember that we are responsible for each child in our care and we will always follow recommended safe practice as provided by Bright from the Start: Department of Early Care and Learning.

Policies and Practices:

- As deemed appropriate for their age and development, all children will have access to a crib, mat and/or cot. All sleeping/resting equipment must meet the required CPSC and ASTM safety standards.
- Children under 2 years of age are not permitted to use pillows.
- All infants will be placed on their back to sleep in a crib unless a physicians' written statement authorizing another sleep position is provided.
- No objects will be placed in or on the crib with an infant. This includes, but is not limited to covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys or, other soft items.
- No objects will be attached to a crib with a sleeping infant, such as but not limited to crib gyms, toys, mirrors and mobiles.
- Individual crib bedding will be changed daily or, more often as needed according to state rules/regulations.
- Swaddling is not permitted unless a physicians' written statement is provided that authorizes swaddling for a particular infant.
- Wedges, or other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.
- Infants who arrive to the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep. Infants are not permitted to sleep in car seats.
- Linen is not shared – individual crib bedding will be changed daily or, as needed according to the rules/regulations. Bedding for cots/mats is also marked for individual use and will be laundered weekly or, when soiled.
- Cots/Mats are cleaned and disinfected daily after use.

DIAPERING /TOILETING

It is our policy to ensure that in the best interest of the children's health and safety, that staff follow the diapering/toileting procedures as required by state rule and regulations and, in accordance with best practices as identified by *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs, 4th edition.*

DIAPERING PRACTICES:

1. Before diapering a child, staff will washed their hands with soap and water.
2. Staff will prepare for the diapering procedure by getting out all supplies that will be needed ahead of time. Those items may include but, are not limited to:
 - Changing paper
 - Wipes (removed from their container)
 - New diaper
 - Plastic bag for dirty clothes and change of clothes, if needed
 - Disposable gloves, if used (gloves are not required)
3. Staff will bring the child to the diapering table and remove clothing as needed to access the diaper. If clothes are dirty, it will be placed in the plastic bag and tied up.
4. Staff will open the child's diaper, but leave the diaper under the child's bottom while cleaning.
5. Staff will clean the child's bottom, wiping front to back, using the soiled side of the wipe only once. Staff will throw away the diaper and wipes in a hands-free lined and covered trash container.
6. If the changing paper is soiled, staff will fold it over to create a clean surface.
7. Staff will remove and throw away gloves (if used) and then, wipe their hands with a clean wipe, followed by wiping the child's hands with a second clean wipe. Wipes will then be thrown away.
8. Staff will place the clean diaper under the child and use clean gloves or tissue to apply diaper cream if needed, and throw it away.
9. Staff will then redress the child.

10. Staff will wash the child's hands following the proper handwashing procedure and return the child to the play area without touching any other surfaces.
11. If used, the paper liner will be thrown away and the changing surface will be cleaned with a soapy water solution, a wet soapy paper towel, or a cleaning wipe.
12. The changing surface will be thoroughly cleaned with an appropriate disinfecting solution, following manufacturer instructions for use.
13. Staff will then wash their hands with soap and water following proper hand washing procedures.

TOILETING PRACTICES

We are here to support you and your child as they begin the transition from diapers to toileting. We believe that a child should begin toilet training when he/she is physically and psychologically ready. You and your child/ren's teacher should be alert to signs of readiness, and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must be ready to participate willingly if the process of toilet learning is to be a positive one. The center cannot and will not force a child to use the toilet. Parents/guardians, please remember, potty training takes a joint effort. Using the same techniques with your child at home, will ensure a successful transition.

DISCIPLINE

The child care centers do not use physical punishment or verbal abuse in disciplining children. The staff endeavors to teach children how to resolve problems with their peers using words rather than physical action.

When a child exhibits persistent behavioral problems, he or she will be referred to the Center Director. The Center Director, in conjunction with the parent/guardian, will then work to develop an appropriate behavior management intervention program for the child. A referral to the Outreach/Family Preservation component of the agency may be required for intervention, support, and guidance.

BITING POLICY

Biting is a developmentally appropriate behavior for some toddlers. They may use this as a way to communicate with others. Although we understand that biting is unfortunately a part of the child care setting, we have identified a few ways to support and/or resolve the issue. If the issue cannot be resolved, this policy serves to protect the child/ren that are bitten. If biting occurs, we will contact the parent of the child that was bitten AND, the parent/guardian of the child that did the biting. Names of the children will not be shared, in order to maintain confidentiality.

It is the goal of our staff to keep all of the children safe and, provide our children with appropriate ways to express their feelings and/or emotions so as not to hurt, alarm or, frighten other children.

- If your child is bitten and the skin **not** broken, it will be cleaned with soap and water. An incident report will be provided and, you the parent/guardian will be notified that your child was bitten but, the skin was not broken.
- If the skin is broken, the area will be cleaned with soap and water and, the bite will be covered with a bandage. The parent/guardian will be notified and, an incident report will be completed for the parent/guardian to sign.

For the child that bites:

1. The teacher will firmly tell the child “We do not bite our friends.”
2. The child will discuss with the teacher how the other child may feel that was bitten and, what other ways there are to let our friends know we are upset and/or unhappy.
3. The parent/guardian of the child that bit, will be notified and, an incident report will be completed that must be signed by the parent/guardian.

If biting continues:

1. A conference will be held with the parent/guardian to discuss the child’s behavior and, resources and/or techniques will be shared on how to modify the behavior.

2. If a child again inflicts a bite wherein the skin of another child is broken or bruised, the parent/guardian will be contacted to immediately pick the child up from care. The parent/guardian will be asked not to return the child to care until the next business day.
3. Additional biting by a child may be terms for termination of care. Termination will be made at the discretion of the site director, Director of Early Childhood Education and/or, the Executive Director of Greenbriar Children's Center.

TOYS

Children are not permitted to bring toys such as stuffed animals, figurines, cars, etc., into the centers, unless otherwise noted by the site director for special events, such as *Show and Tell*, etc.

DRESS POLICIES

Parents are asked to dress their children in clothing suitable for participation in planned, daily indoors and out-of-doors playground activities. Clothing should be appropriate to weather conditions and, particular seasons of the year. Children must wear shoes that allow them to participate safely in all center activities. Flip-flops, crocs, thongs, and most sandals are not appropriate shoes for play on our playgrounds, due to the mulch, used as resilient surface. Please do not send your child in backless sandals or flip-flops. Open toe shoes can increase the risk of injury when children are playing and running. Provide two changes of clothes to be maintained in your child's cubby, for incidents and/or accidents wherein your child needs to be changed.

You are strongly encouraged to label your child's clothing to avoid mix-ups. Although mix ups do happen wherein one child may take home another child's jacket, coat, etc., Greenbriar Children's Center (Windy's Preschool, W.W. Law and, Greenbriar Infant Center) are not liable for your child's missing clothing and/or supplies.

Child care is a place where your children will learn, play and, engage in a wealth of experiences to enhance their learning and development. Please do not sent your child with items that are sentimental and/or would create an issue if they were lost or, became dirty due to normal wear and tear during child care use.

TRANSITIONS

When advancing children to the next class, we will notify the parents and provide the information of what the parents and children can expect from the new class. We know that transitioning from one class to another and, as a new child coming into a center can be difficult. We will make every effort to ensure that the transition is smooth. Transitions from one classroom to another may not always happen by a change in the child's age (birthday) but, rather when developmental changes and advances occur and , the child is comfortable developmentally and emotionally with the changes. Parents will have the opportunity to discuss transitions in advance, so that the most appropriate decision can be made.

PHOTO/VIDEO RELEASE

Parents/guardians are asked to sign a photo and/or video release at the time of your child/ren's enrollment. Please be advised that this release is so that we have permission to publically use the photos for print publications, online publications, websites and/or social media.

FOOD AND NUTRITION

The Center provides nutritious meals that meet standards set by the Food and Nutrition Service of the United States Department of Education to all children enrolled in the Center's program.

Breakfast, lunch and an afternoon snack are available to all children daily. Breakfast is served from 8:00 a.m.-8:30 a.m. Parents/guardians who bring their child/ren to the Center after 8:30 a.m. are expected to feed their child/ren before coming to the Center. Lunch is served from 11:00 a.m. until 1:00 p.m. The afternoon snack is served 2:30 p.m. until 3:00 p.m. Children may not bring food or snacks to the center. Weekly menus are posted on the bulletin board for parent information.

SPECIAL DIETS

It is the responsibility of the parent to inform the center Director of any food allergies or special diet, when the allergies and diets are documented in writing by an appropriate health care professional. The centers will make a reasonable effort to provide menu substitutions that meet the needs of the allergic child. However, the centers do reserve the right to require parents to provide special foods for an allergic child or, a child with specific dietary restrictions.

INFANT FEEDING PROCEDURES

We support breastfeeding and/or milk expression for our parents/guardians, and staff. In recognition of the well documented health advantages and benefits for young children who are breast fed, we will intentionally provide you and your child/ren with a supportive environment which will include a clean, designated area (other than a bathroom) for staff, families, and visitors to breastfeed and/or express milk. For breastfeeding, this would be a comfortable chair. For milk expression, this would be a designated lactation area, shielded from view or free from intrusion with an electrical outlet. Breastfeeding parents may breastfeed or express milk on site.

Parents must provide breast milk and/or formula daily for those children that are still being bottle fed. All bottles must be clearly labeled with the individual child's name. Only the current day's formula or breast milk can be served. Bottles shall be refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Refrigerated or frozen breast milk will only be heated or thawed under warm running water or by using the crock pot located in the classroom.

Additional guidelines include the following:

- Parents must review and update their infant feeding instructions every 30 days until the child is twelve months.
- Infants starting a new food for the first time must try the food at home for at least three days before we can introduce that food at the Center.

- Staff will document daily the type and quantity of food a child consumes. This information will be provided to the parent/guardian.

Infants unable to sit unassisted are held for bottle-feedings. All others sit or are held to be fed. Infants and toddlers do not have bottles while in a crib or bed and do not eat from propped bottles at any time.

PARENT INVOLVEMENT AND COMMUNICATIONS

Our Centers are open to parents/guardians at all times. All parents/guardians are encouraged to become actively involved in the Center's activities and to volunteer in the classroom. Good communication is key to the success of a child's preschool experience. Parents/guardians are encouraged to request a conference with teachers regarding matters concerning their child/ren.

Parents/guardians are also encouraged to attend quarterly parent meetings. Attendance at these meetings keeps parents informed of the progress of their child/ren and the activities of the center, while also providing an opportunity for parents and teachers to share information through group discussions and workshops. Parents are invited to visit their child's class. These visits must be discussed with the site director in advance. Weekly notes and/or progress reports will be given to parents/guardians as a way of communicating their child's progress and activities during that week.

CONFERENCES

Opportunities to discuss your child's progress, along with open times to express questions/concerns are available on a regular basis. Formal conference date are also offered twice a year. As a parent/guardian, please feel free to reach out to the director to schedule a meeting.

QUALIFICATIONS OF STAFF AND STAFFING PATTERNS

It is the policy of Greenbriar Children's Center to recruit, hire, and retain well qualified and trained staff. Each Center has a director, who assumes responsibility for the day-to-day management and operations of the Center. These individuals are required to have at least an Associate's Degree in Early Childhood Development, with a minimum of three (3) years' experience as a classroom teacher and supervisor. In the absence of the Center Director, a designee is assigned to his or her responsibilities, in order to ensure that the Center is well managed and supervised at all times.

Lead teachers are required to have a certification, as required by Bright from the Start and, at least one-year of classroom experience. Child/staff classroom ratios are maintained in compliance with Georgia State licensing standards. Training and on-going staff development is essential to a quality child care environment. All child development staff are required to maintain a minimum of 10 hours of state approved training.

ABUSE AND NEGLECT

All staff of Greenbriar Children's Center are mandated reporters. Any reasonable suspicion of abuse or neglect will be reported. Within twenty-four (24) hours or the next work day, the Director or designated person-in-charge will report or cause to be reported any suspected incidents of child abuse, neglect or deprivation to the local County Department of Family and Children Services in accordance with state law. It will also be reported to Bright from the Start: Department of Early Care and learning, that such a report was made.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I _____ (Parent / Guardian Name) have received and read Greenbriar Children’s Center Handbook. I understand the policies and procedures given to me and, agree to adhere to all policies. **Please note:** Greenbriar Children’s Center policies and procedures are subject to change to reflect the needs of the program, children and, the families we serve. We may also make changes or modifications in our policies if required by child care licensing and/or, any other regulatory service provider. When policies are changed, an amendment notice will be placed on the door and/or, in a conspicuous place for parents/guardians to see. Parents/Guardians will be notified of changes taking place whenever possible, in a timely fashion.

Signature _____ Date _____