



Indelible Impressions Learning Center

Parent Handbook 2017 - 2018

“More than a nursery, but a ministry”

Elizabeth Baptist Church

4245 Cascade Road S.W.

Atlanta, Georgia 30331

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Mrs. Serena J. Dorsey, Executive Director

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Dear Indelible Families,

Greetings and welcome to another wonderful year at Indelible Impressions Learning Center (IILC). The 2017 - 2018 academic year marks our 18th year of serving children with quality Christian Early Childhood Education. We are honored that you have selected Indelible Impressions Learning Center to partner with you during your child's exciting early child development years. We look forward to continuing to serve currently enrolled families and building great relationships with newly enrolled families.

Indelible Impressions Learning Center is a ministry of Elizabeth Baptist Church, under the vision and leadership of our Pastor, Dr. Craig L. Oliver, Sr. An indelible impression is an impression that cannot be erased or removed. We are striving to develop a life long love of learning in all of our students that will not be forgotten or changed as they matriculate in their academic careers and deal with the worldly issues of life. We are also striving to develop a fundamental core value system in each child that builds character, confidence, and leadership.

Indelible Impressions Learning Center is committed to providing quality educational programs that challenge and encourage children to reach their full potential with a spirit of **EXCELLENCE**. *Our mission is to lay a Christian environment for children to develop into productive and contributing members of a global society.* The Center will provide a safe and nurturing environment that is supported by parental involvement. A Christian based curriculum and planned activities will be used to enhance the spiritual, intellectual, emotional, physical, and social and aspects of each child's life. All learning tasks will take into consideration the learning styles of all children to assure that excellence will be achieved. Indelible Impressions Learning Center believes that by fostering positive interactions and relationships among staff, children, parents and the church community.

Several volunteer opportunities will be offered to you at the center throughout the academic year. We value and appreciate your patronage and look forward to an exciting, fun-filled, and enriching academic year!

In His Service,
Center Administrative Team

PROGRAM GOALS

1. Provide opportunities for children to develop to their fullest potential

- Spiritual growth and development
- Intellectual growth and development
- Physical development
- Interpersonal development with adults and other children (social-emotional)
- Develop awareness of self and respect for others
- Develop self-confidence and appreciation of one's self-worth

2. Provide a program that is safe and supportive of children and adults

- Provide an environment where children feel safe
- Adults display positive and nurturing attitudes and provide guidance
- Children are encouraged to take risks and are not afraid to try new things

3. Provide support to families

- Parents are encouraged to participate in program activities
- Provide parents with child development materials
- Provide opportunities where families can share with other families

4. Provide opportunities for spiritual growth

- Daily praise and worship in each classroom
- Daily devotion and biblical stories
- Center wide Chapel services weekly
- Teaching bible verses
- Incorporating prayer throughout our day
- Providing opportunities for students and adults to accept Jesus Christ as their personal Lord and Savior at center programs.

OPERATIONAL INFORMATION

Address: 4245 Cascade Road, S.W.
Atlanta, GA 30331
Phone: 404-505-7754
Fax: 404-564-8509
Website: www.indelibleimpressionslearning.com
Ages served: 6 weeks – 4years

Executive Director: Serena J. Dorsey
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Executive Administrator: Ganice Nelms
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Curriculum Coordinator: Vernita F. Lowe
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ACCREDITATION

Indelible Impressions Learning Center achieved “Accreditation with Quality” by the Georgia Accrediting Commission (GAC) in 2004. We continue to maintain a standard of excellence and renew our accreditation annually. Additional information about GAC can be retrieved at <http://www.coe.uga.edu/gac> .

We are committed to continual growth and strive to give you the best service; therefore we also voluntarily entered into the beginning phase of the new Quality Rated Program that the state of Georgia rolled out in 2014.

ADMISSION REQUIREMENTS

- We serve children between the ages of six weeks and 4 years old (Birth-Pre K).
- K-3 children must be three years old by September 1st and fully potty trained.
- K-4 children must be four years old by September 1st and fully potty trained.
- Notification of any illness, medication, or special needs that impair or impede a child’s academic success.
- Indelible Impressions admits students without regard to race, color, religion, national origin, economic status, sex or ability.

BIRTHDAY PARTIES

Administration must approve birthday activities at least one week in advance. Parents are not permitted to bring large sheet cakes with heavy icing. Individual store bought cupcakes are permitted; however they must be in the original container with labels attached. **We are not permitted to serve homemade food items and all food items must be nut free.** When providing party favors please do not give balloons. Georgia Code# 290-2-2.12(gg) states that balloons shall not be accessible to preschool children. Treat bags are not to be given directly to the children. The teachers will distribute all treat bags to parents upon pick-up. **Invitations for outside parties may not be given directly to the children.** All invitations must be given to the teacher to place in the child’s cubby for parent pick-up.

Parties for children ages 0-2 are held at 2:30 p.m. and at 3:00 p.m. for ages 3-4. Parties in kindergarten are held at 3:00 p.m. during afterschool care. We encourage cooperative play and positive relationships with all of the children therefore please prepare for the whole age department.

BITING

Because infants and toddlers are often unable to communicate verbally, they may bite one another to obtain objects, gain attention, express frustration, and sometimes just out of curiosity as they explore. Even though biting is developmentally appropriate behavior and learning not to bite is a part of the socialization process we will do everything in our power to prevent biting. If a child is bitten, staff will treat the bite and notify the parent of the bitten child via accident report. The parents of the child who has done the biting will be notified via incident report. The name of the child who has bitten or who has been bitten will not be released and is kept confidential. This center reserves the right to dismiss your child if redirection and intervention does not correct the behavior after the third biting occurrence.

BOOK/SUPPLY FEES

Each preschool-aged child is required to have his or her own set of ABeka books and other curriculum supplies. Fees are due annually upon registration. The costs are as follows:

Indelible-1 is \$20; Indelible-2 is \$40; Indelible-3 is \$45; Indelible-4 is \$65

CHAIN OF COMMAND

We encourage parent-teacher communication as the first step to resolve classroom concerns. Please address classroom issues and/or concerns with the Lead Teacher first. If the issue is not resolved please see the Director or Center Administrator for assistance. However, if you have a safety concern, please see Administrative Staff for immediate assistance. We value your patronage and partnership. Please see Administrative Staff to discuss additional concerns or to provide feedback or suggestions. If the Teacher and Administrative Staff are unable to resolve your concerns, you may request a meeting with a representative from the SIMS Board of Directors through the IILC Administrative Office.

CHANGES IN INFORMATION

Parents are expected to notify the Center immediately of changes in name, address, telephone number, or family status so they can be reached in cases of emergency. Georgia Code #591-1-1-.08

CHAPEL

Chapel is held weekly on Wednesday in the Chapel. Please make sure that your child is here by 9:00 a.m. *Chapel participation is mandatory!* During that time the children have communal praise & worship and biblical lessons. We ask that parents dress their child in navy bottoms and white tops on Wednesdays during the school year.

Praise and worship is also a part of our daily curriculum. Please see your child's classroom schedule for assigned times. Parents are welcome to participate in Chapel.

CHILD ABUSE

The Administrators and Teaching Staff of Indelible Impressions Learning Center are "Mandated Reporters" and are required by law to report any suspected cases of child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services. Georgia Code #591-1-1-.29. No legal action can be taken against IILC in retaliation for reporting suspected cases of abuse. All reports are confidential.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in child care. However, we are here to serve and protect all of the children in our care. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of being of another child may require the following actions.

-Initial Consultation

The Director may require the parent(s) of any child who attends Indelible Impressions Learning Center to attend a Parent-Teacher Conference. The problem will be defined in writing. Goals will be established and the parents will be involved in creating a corrective action plan with the goal of curbing undesirable behavior.

-Second Consultation

If the initial plan for helping the child fails, the parent(s) will be required to meet with the Director. Another attempt will be made to identify the problem, revise the corrective action plan, and discuss the consequences if the undesirable behavior continues.

-Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The Director may bypass the previously outlined steps and immediately suspend a child at anytime if the child exhibits a behavior, which is harmful to themselves or others. A parent may be required to pick up their child who exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately. Suspensions from Indelible Impressions Learning Center may vary from a few hours to an indefinite period.

COMMUNICATION

Communication at Indelible Impressions Learning Center takes several different forms. We post current events, announcements, and general center information on our website which is www.indelibleimpressionslearningcenter.com. We also send activity reports home with your child daily; post information on classroom doors and bulletin boards; post information in the lobby; distribute newsletters; and send out email blast.

Please do not telephone the Center during operating hours unless it is absolutely necessary. The teachers are unable to talk on the phone while they are providing instruction and supervising the children. If you would like to speak to your child's teacher, we are more than happy to take a message. Non-emergency calls will be returned during naptime or at the end of the day. Children will not be permitted to use the telephone. In the event you need to phone the Center and there is no answer, please do not panic. Center Administrators are often away from the office conducting classroom observations and staff trainings. Please leave a message on the voicemail and your call will be returned expediently. Center Administrators also regularly check emails throughout the business day.

The following notices are posted near the front entrance of the Center or in classrooms for your information, and copies will be provided upon your request: State Daycare Center Rules and Regulations, Current Reports, Communicable Disease Chart, Statement of Parental Access, Names of Persons in Charge, Current Monthly Menu, Emergency Plans for severe weather and fire, and a statement for visitors to report to the office upon entering the center. Georgia Code #591-1-1-.27

CONFIDENTIALITY

The teachers are happy to share all information regarding your child with you. Teachers may not disclose information about the other children enrolled in the classroom. Those children will only be discussed with their parent or guardian. Information relating to your child is confidential and will not be released unless written consent is provided by the parent or legal guardian. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to Center Administrative Staff for immediate investigation and action with the appropriate authorities if needed. Georgia Code #591-1-1-.08(n) and Georgia Code #591-1-1-.29(a)

CURRICULUM

Children under the age of two are engaged in nurturing and stimulating activities such as story time, tummy time, manipulative play, dramatic play and art activities to help mold cognitive, social, emotional, and physical development while building a foundation for academic success and a lifelong love of learning.

We utilize the Abeka Curriculum, Teachers Strategies Gold, and added resources from GELDS (Georgia Early Learning Standards) as our primary curriculums along with a variety of enrichment activities to foster positive learning experiences for ages one and up. The Abeka curriculum is a Christian faith based curriculum and the Teachers Strategies Gold provides opportunities for the teachers to modify the learning environments to expand on the children's interest and meet their developmental milestones. We plan developmentally appropriate lessons that take into consideration the individual learning styles of each child to assure that excellence is achieved as well as researched based developmentally appropriate activities that stimulate learning. Additional information about the curriculum can be found at <http://www.abeka.com/> and www.teachingstrategies.com.

DISCHARGE POLICY

Indelible Impressions Learning Center reserves the right to cancel the enrollment of a child for the following reasons:

- Child intentionally injures self or others.
- Child jeopardizes the safety of self or others.
- Child damages property or equipment.
- Child has guns, knives, or weapons in his/her possession.
- Child has special needs, which we cannot adequately meet with reasonable accommodations of our current staffing pattern.
- Chronic Tardiness & Frequent Absenteeism.
- Chronic Tardiness to Chapel or frequently missing Chapel.
- Non-payment or excessive late payments of fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Parent behavior that is physically or verbally abusive or disrespectful towards staff, children, or facility.

DISCIPLINE AND GUIDANCE

Parents will be notified in writing when a child's behavior is continuously abusive, disruptive or destructive at the Center. Parents are expected to assist in controlling the child's behavior. No discipline will be associated with food, napping, or bathroom usage. Discipline problems that result in three consultations with the parent may lead to suspension and possible disenrollment.

At Indelible Impressions Learning Center, the term guidance is used for several reasons. It is a positive term, and implies working with the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices, and accepting the consequences of such choices.

GUIDANCE TAKES SEVERAL FORMS:

1. Environment- A place designed for children. The furniture is child sized, with lots of hands-on experiences.
2. Logical Rules- Such as keeping our hands to ourselves, and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum- Is developmentally appropriate, based on the children's interests and level of readiness.
4. Positive Behavior- We reinforce the behaviors we encourage. Catch them being "good!"
5. Redirection- Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder- Telling the child what we want them to do rather than using "no" or "don't".
7. Renewal Time- Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior. This is a last resort after other steps have been taken to redirect inappropriate behavior.

Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: In accordance to Georgia Code #591-1-1-.11 no corporal punishment is allowed on site be parents or staff. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

DRESS

Children learn best through play, and that play can sometimes be very active and messy. Please send your child to school in comfortable washable play clothes. Please be mindful of the fact that we are a Christian learning environment. **Clothing with obscene pictures or words, skulls, witches, and weapons are not permitted.** Please send a complete change of weather appropriate clothing and place them in the rubber maid tote assigned to your child in his/her assigned cubby. If your child uses back-up clothing, please replace them on the following day. Each child should have a full set change of clothing on site daily! Accidents of all sorts (paint, water, food, toileting, etc.) are possible in a preschool setting. In addition, please refrain from dressing your child in loose (hanging) jewelry, small jewelry and small hair bows (beads included) that could possibly be a safety hazard and easily broken/misplaced in a preschool setting. The staff will not be held responsible for misplaced items during the day.

Please dress potty training children in potty friendly clothing that they can manipulate (pull up and down). Separates, as opposed to one-piece outfits, are easier to manage and re-attachable pull ups are preferred. Please

do not dress potty training children in onsies t-shirts, overalls, or belts. This will limit frustration as they grow in independence.

Weather permitting, a minimum of one to one and half hours of daily outside activity is required by state regulations for all children. Please send weather appropriate outerwear. If your child is not allowed to go outside due to medical reasons, please send a doctor's note and arrangements will be made for them to remain inside. Outdoor restrictions are limited to three (3) days. Georgia Code #591-1-1-.03

Please make sure the shoes your child is wearing are safe for running and playing. Sandals, flip flops, and dress shoes are not safe for daycare center activities. **No open toed or open backed shoes permitted.**

DROP OFF AND PICK UP

Each child must be accompanied by a parent/guardian or authorized person into the Center each day. **Each child must be clocked in and out of the Center by the parent/guardian or authorized person.** We ask that parents physically walk their child to their assigned area (classroom, gym, or chapel). As a safety precaution please don't let your child (ren) roam the halls unattended.

Our academic day starts promptly at **9:00 a.m.** Children are expected to be in their assigned classrooms by 9:00 a.m. unless it is an emergency or they have medical appointment. Late arrivals disrupt the learning environment and distract the other students as well as your child missing key components of our curriculum. In the event that your child has to come in late please notify Center Administrative Staff no later than 9:00 a.m. Failure to notify Center Administrators may result in exclusion from the program on that day.

The Center closes promptly at 6:00 p.m. All children must be picked up by 6:00 p.m. Any child picked up after 6:00 p.m. will be assessed a **\$2.00 per minute per child** late fee, which is payable at time of pickup. If a parent is late three (3) times within a twelve month period, Indelible Impressions reserves the right to dismiss the child from the program. If a child is left in the program after 6:30 p.m. and we have not heard from the parent, the Department of Family and Children Services and the Fulton County Police Department may be called and notified that we have an abandoned child in our custody. Custody will be surrendered to the proper authorities.

The parent/guardian must provide a list of persons authorized to pick up the child. The person will need to show valid picture identification (i.e. driver's license) before the child can be released.

If parents are divorced or separated and one parent is not allowed to see or pick up the child, the Center must have a certified copy of the court order or Final Divorce Decree on file in the administrative office stating that the parent in question cannot pick-up the child. We will try to abide by all court orders, but can not legally deny a parent access to their child. If a situation arises the custodial parent and local authorities will be notified immediately.

ENROLLMENT FORMS

All enrollment forms, including a copy of a current immunization records must be on file prior to a child's first day at Indelible Impressions Learning Center (IILC) and updated as needed if your information changes. New enrollment forms must be completed every July for each student.

Georgia Code #591-1-1-.08 mandates that the following information is kept on file for every child enrolled.

- a) Identifying information about the child to include: name, date of birth, sex, address, living arrangement if not with both parents.
- b) Identifying information about the parents to include: names of both parents, home and work address and telephone numbers.
- c) Name(s) and addresses of person(s) to whom the child can be released.
- d) Identifying information about the person(s) to contact in emergencies when the parent cannot be reached to include the name(s) and telephone number(s).
- e) Identifying information about the child's primary source of health care to include physician's or clinics' name and telephone number.
- f) Statement regarding known allergies or other physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the child's participation in the center's program and activities.
- g) Evidence of age-appropriate immunizations or a signed affidavit against such immunizations. The items shall be maintained for each child enrolled in the center on Georgia form #3231. No child shall remain in the center for more than thirty (30) days without this information.

EVACUATION PLAN

The Center's evacuation plan is available for review the administrative office. In the event that we have to leave the property the children will be transported the Southwest Regional Branch Library located at 3665 Cascade Road S.W. Atlanta, GA 30331.

EXTRA-CURRICULAR ACTIVITIES

Extra curricular activities are offered at Indelible Impressions Learning Center for an additional cost. Enrollment in extra curricular activities is optional. These classes may include: ballet, tumbling, and other activities. Classes offered are subject to change based on demand and current enrollment.

FEES & PAYMENT POLICY

Registration Fee:	\$125 annually (non-refundable/non-transferable) (ages 0-Pre-K4)	
Book/Supply Fee	One-Year-Old Department	\$20 annually
	Two-Year-Old Department	\$40 annually
	Three-Year-Old Department	\$45 annually
	Pre-K Four Department	\$65 annually
Room Rates:	Infant Department	\$185 weekly
	One-Year-Old Department	\$175 weekly
	Two-Year-Old Department	\$170 weekly
	Three-Year-Old Department	\$165 weekly
	Pre-K Four Department	\$165 weekly

A 10% discount will be given for siblings. The discount will be taken off the oldest child.

Parent Teacher Organization (PTO):	\$10.00 single child per academic year
	\$16.00 family of 2 or more children

The administrative office will receive payments in the form of checks, Visa, Master Card, or money orders for childcare services. CASH PAYMENTS ARE NOT ACCEPTED. Your account will be billed at the beginning

of the month for the entire month. Account statements are sent out via email weekly. Payments are due Friday prior to the Monday of the week of services. **Payment received after 6:00 p.m. on Monday are considered late and will incur a late fee of \$20.00.**

Please adhere to one of the two payment options below:

Weekly - due Friday prior to or Monday of the week of services.

Monthly - due on the 1st of the month for the upcoming month of service. If paying on a monthly basis, fees are accessed by the number of Mondays in the month. All K-5 tuition is due on the first of each month. If the first falls on a weekend or holiday, tuition is due on the next business day.

If payment is not made by 6:00 PM on Monday of the week of service, it is considered late. **The late payment fee is \$20.00 will be charge to your account.** After one week of non-payment, the account is classified as delinquent and the next qualified applicant will fill the slot in question. Habitual late payments may result in dismissal from the program.

Parents/Guardians are responsible for paying childcare fees. **The full weekly fee will be charged whether your child is present or absent; including holidays, teacher workdays and during inclement weather circumstances.** No allowances will be made for illness, vacation, spring break, Christmas break or summer break. Special consideration will be made for hospitalization with proper documentation.

For accounting purposes all fees for the calendar year must be paid in full by **Friday, December 22, 2017.** Itemized account statements for your childcare services which can be used as verification of service when you file your taxes will be distributed by **Monday, January 22, 2018.**

FIRE AND TORNADO DRILLS

In compliance with Georgia Child Care rules and regulations fire drills will be conducted monthly and tornado drill will be conducted at least twice per year. Children will be instructed and directed by teachers to leave the building in a quiet and orderly manner to their designated area.

HAND WASHING

Studies confirm that hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms. Our most important goal is maintaining the health, safety, and well being of all children enrolled at Indelible Impressions. Because of this, we ask that **EVERYONE** wash their hands upon entering a classroom. This includes staff, children, and parents. Parents please assist and encourage your child to wash their hands upon arrival.

HAZARDOUS MATERIALS

The health and safety of the all of the children in our care is of the utmost importance to us here at Indelible Impressions Learning Center. Please remove all hazardous items from your child's diaper bag, book bag, or cubby. Anything that is labeled "keep out of the reach of children" is considered hazardous. Everyday items that you may not think are hazardous can be very dangerous if ingested by a child. **The items listed below are some items that children should never have unsupervised access to:**

- *Baby powder, Diaper Rash Ointment, Hand Sanitizer, Insecticides, Lip Gloss, Lotion, Medications, Nail Clippers, Plastic Bags, Scissors, Sunglasses, and Sunscreen.*

The previous list is not all inclusive. In an effort to ensure that we remain in compliance with Georgia Child Care Code 591-1-1-.25 we have implemented a citation system. The teachers and administrators will continue to conduct spot checks of the children’s bags. If hazardous items are found in your child’s bag we will proceed with the following steps:

- 1st Offense: Citation Issued (warning)
- 2nd Offense: Citation Issued and Letter from Center Administration
- 3rd Offense: Citation Issued and Final Warning Letter from Center Administration
- 4th Offense: Citation Issued and Dismal from program.

In addition to the hazardous items listed above, please refrain from dressing your child in loose (hanging) jewelry, small jewelry, and small hair bows (including beads) that could possibly be a safety hazard and easily swallowed, broken, or misplaced. Open toed shoes and open backed shoes are also not permitted. Thank you for helping us to maintain a safe environment for all of the children that we serve.

ILLNESS AND COMMUNICABLE DISEASES

Disease	Guidelines to Return to Center
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink Eye)	24 hours after treatment starts and if drainage and tearing have stopped
Ringworm	After medication, wash clothing and bedding
Diarrhea-Gastro Enteritis	24 hours after last episode or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever of 101* F or higher	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	48 hours after start of treatment
Poison ivy	After lesions have dried up
Pneumonia or epiglottitis	Written note from physician
Mumps	14 days after swelling begins
Bacterial (spinal) meningitis	When Health Department gives OK

This chart does not reflect all communicable diseases. If you are uncertain, please give us a call.

If your child is ill, please keep him/her at home. In the event your child becomes ill or injured while at the center, you will be notified immediately. Parents are expected to pick-up sick children within one and half hours of being notified. Children who are absent because of a contagious disease, may not return without a signed doctor’s statement. ***Children sent home with any illness will not be allowed to return until 24 hours after the last episode of the symptom; unless they have a medical release.*** Parents will be notified if their child has been exposed to a communicable disease. If a child has any one of the following conditions, your child will not be allowed to stay at the center:

- Contagious disease
- Runny nose with colored discharge
- Fever of 101° F or higher

- Excessive coughing
- Vomiting or diarrhea
- Accident requiring medical attention

Keeping all of the children safe and healthy is of the utmost importance to us. In accordance with Georgia Code #591-1-1-.07(5) Hazardous Items; children shall not be permitted to wear around their necks or attach to their clothing pacifiers or other hazardous items. These items include but are not limited to pacifier attachments, necklaces, hanging jewelry, and bibs with sting ties.

Parents are requested to notify the Center immediately if their child contracts a communicable disease. Epidemics and outbreaks of communicable diseases will be reported to the Fulton County Health Department.

INCLEMENT WEATHER CONDITIONS

If the Atlanta City Public Schools close because of inclement weather, the Center will also close. In the event of inclement weather, Indelible Impressions Learning Center will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close, or open later due to natural disasters (i.e. Snow, ice, power outages, etc. ...) Indelible Impressions Families will be notified of the decision, prior to 6:00am, in the following ways: WSBTV Channel 2, Procure Email System, RemindMe App, and Indelible Impressions Learning Center Facebook Page. In the event of severe weather and/or road conditions, Administration decides to close early, families will be notified by phone, in addition to the other communication devices. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

INFANT CARE

We understand that placing your newborn in childcare can be an emotionally stressful process. We want to reassure you that your infant will be given lots of loving care while you are working. Daily reports will be completed detailing your child's meals, moods, naps, diaper changes, and supply needs.

A written feeding plan must be completed at enrollment; it is the parent's responsibility to update this form, as the child's needs change and new items are introduced into the child's diet. State regulations require bottles to be prepared, capped, and brought into the center by parents. Each prepared bottle and cap must be *labeled with the child's first and last name and the date*. We are not permitted to mix formula in the center. Unused bottles will be returned at the end of the day. Georgia Code #591-1-1-.15. In the event that a bottle is left over night, it will be discarded and will not be served to the infant.

Parents are responsible for providing diapers and wipes, baby food, formula, bibs (Velcro or pull-over only), and at least two changes of clothes. No tie bibs or pacifier attachments are permitted due to choking hazards and state regulations.

All infants will be placed on their backs to sleep with their feet touching the bottom of the crib. No toys, pillows, or fuzzy blankets may be placed in the cribs with the infants. Those items potentially can cause Sudden Infant Death Syndrome (SIDS). If you would like your infant to be covered up in the crib please supply a thin receiving blanket that will be pulled up to the infant's chest and securely tucked into the side of the crib. Georgia Code #591-1-1-.45

IMMUNIZATION REQUIREMENTS

In accordance to Georgia Code #591-1-1-0.8(g) evidence of age-appropriate immunizations or a signed affidavit against such immunizations. The items shall be maintained for each child enrolled in the center on Georgia form #3231. *No child shall continue enrollment in the center for more than thirty (30) days without such evidence.*

LESSON PLANS

In accordance to Georgia Code #591-1-1-.03(2) current lesson plans shall be kept on site and reflect appropriate instruction practices and activities to support children's development. Here at Indelible Impressions lesson plans are posted in every classroom and kept on file for at least one year.

MEAL SERVICE

In order for students to have breakfast *they must be in the facility by 8:35 a.m.* Breakfast ends at 8:45 a.m. Students must be in the facility by **9:00** a.m. in order to be included in the lunch count. If your child will be late due to a doctor's appointment please call the center to be included in the lunch count.

The center will provide breakfast, lunch and an afternoon snack. Menus are posted monthly. Children will be encouraged but not forced to eat. Children shall be given necessary assistance in feeding and encouraged to develop good nutritional habits. If there are menu components that you do not want served to your child you are responsible for providing alternate components. No junk food, fast food, or its containing nuts are permitted.

In accordance with Georgia Code #591-1-1-.15 when a child requires a modified diet for medical reasons, a written statement from a medical authority shall be on file. When a child requires a modified diet for religious reasons, a written statement to that effect from the child's parents shall be on file. **Parents are responsible for providing alternate meal components if your child has allergies or dietary restrictions.** All sack lunches must be nutritious and follow licensing sack lunch requirements. Sack lunch requirements are posted on the lobby parent board and copies are available upon request.

Food such as formula, juice or solid food must be clearly labeled with the child's name. Parents must complete the Infant Feeding Plan Form, which gives directions for heating and feeding along with a schedule of use. Georgia Code #591-1-1-.15.

This center participates in the CACFP; which is federally funded food program that provides funding for us to provide quality meal service. *Due to our non-profit status all of the children enrolled at the Center automatically qualify to participate in the program.* However, we are required to collect income eligibility forms on each student annually for data purposes only. Income eligibility forms are securely kept in your child's file and are confidential. Completing the forms helps to reduce our food expenses which ultimately help keep tuition cost affordable.

MEDICAL EMERGENCY

If a medical emergency arises, 911 will be called. The parent will be notified as soon as the child is stabilized. The child will be taken to *Atlanta Medical Center located at 1170 Cleveland Avenue, East Point, GA 30344.*

Parents/Guardians are fully responsible for all medical expenses incurred during the treatment of the child. A staff member will stay with the child until the parent or designee arrives at the hospital.

Please note that Georgia Code #591-1-1-.14 mandates that at least 50% of staff be First Aid and CPR certified. Here at Indelible Impressions Learning Center 100% of our staff is First Aid and CPR certified. Staff certification is renewed bi-annually.

MEDICATION POLICY

Parents must complete, date, and sign a permission form in order for the Center to dispense medication to a child. Georgia Code # 591-1-1-.20. Medication will be given twice a day at **11:00 a.m.** and **3:00 p.m.** Please adjust home dispensing times accordingly. Due to our high enrollment we cannot dispense medications at other times.

Do not leave medication in your child's bag or cubby. All medication must be in its original container with the prescription labels attached. We reserve the right to only dispense prescription medications. Any over the counter medications that need dispensing must have orders provided from a physician. All medication shall be returned to the parent when the child is picked up.

In the event of an adverse reaction to medication, the Director or designee will call 911. If your child has to be transported to the hospital, he/she will be taken to Atlanta Medical Center located at 1170 Cleveland Avenue, East Point, GA 30344. The parent or guardian will be notified by phone as soon as the child is stabilized. Children who are asthmatic are required to have an inhaler or nebulizer machine on site in case the child has an asthma attack during daycare hours.

OPERATION HOURS

The Center is open from 6:30 a.m. until 6:00 p.m., Monday through Friday, January through December; except for the dates listed below.

Professional Development Day	July 31, 2017
Labor Day	September 4, 2017
Professional Development Day	October 9, 2017
Thanksgiving Vacation	November 23 – 24, 2017
Christmas Holiday	December 25 – 27, 2017
New Year's Holiday	January 1 – 2, 2018
Martin Luther King, Jr's Birthday	January 15, 2018
Professional Development Day	February 16, 2018
President's Day	February 19, 2018
Good Friday	March 30, 2018
Mini Spring Break	April 5 -6, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018

*****Although the Center is closed during the above-designated holidays and training workdays, fee charges will continue.**

OUT DOOR PLAY

State law requires that all preschool children are to play outdoors one and a half hours daily, except in cases of inclement weather (40 degrees or below or 90 degrees or above). Please be sure children are dressed appropriately and has seasonally appropriate outerwear if needed. Georgia Code #591-1-1-.03 Limited exceptions (1 to 2 days) will be made for medical conditions when parents submits a written request. Extended requests require a doctor's note, but are limited to three (3) days.

PARENT PARTICIPATION

Parents are a vital component for our program. Your child's academic success depends on parents and teachers partnering together to ensure that each child's needs are being met. Parents are welcome to visit the program at any time that their child is present. Please sign in at the front desk upon arrival. We encourage all parents to attend the bi-monthly Parent-Teacher Organization Meetings during the academic year. Parent conferences are also scheduled bi-annually with the classroom teacher, and as needed or requested. We have several volunteer opportunities throughout the year, such as: being a room parent, reading to the children, assisting the teachers, helping with special events, classroom coverage during staff trainings, and fund raising. We encourage your participation...it will mean the world to your child. Setting the example and showing your child that education is a priority to you is a lesson that will transcend as your child matriculates to different levels of higher education. The children's attitudes about education start right now!

PARENTAL RIGHTS

In accordance to Georgia Code #591-1-1-.22 The custodial parent(s)of the child shall at any time the child is in attendance be permitted access to all child care areas of the center and shall make his or her presence known to center staff prior to removing the child from the center.

Parents are encouraged to openly communicate with your child's teachers. The teachers as well as administrative staff at IILC view education as a partnership. Instilling a life-long of learning starts from birth. Regular communication is key in establishing cohesive routines that make the transition from home to school smooth and less stressful for the child.

The administrative office has an open door policy. The Administrative Team welcomes your feedback and wants to know your concerns. You may visit the center and observe via video monitor any time that your child is in attendance. Please inform the administrative staff of your arrival before proceeding to your child's classroom. Please note that due to privacy laws videos may not be taken off-site and copies will not be provided.

PARKING LOT SAFETY

Our parking lot can be a busy area at certain times of the day. Please help us maintain a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.

- Please make sure that your child doesn't run ahead of you or behind you upon arrival and departure.
- Never leave your vehicle running or the keys in the ignition.
- Please drive slowly in the parking lot.
- Please park in designated parking spaces.
- **Never leave children unattended in a parked or idling car.** We are required to report this kind of neglect/child endangerment to the Department of Family and Children Services.
- At times security will block off portions of the parking lot for church events and funerals. Please do not remove the cones or park in unauthorized parking spaces.
- Please do not leave valuables in your vehicle.
- Please do not play loud music on site.
- Please report any suspicious activities to Center Administrators or EBC Security.

POTTY TRAINING

Potty training here at Indelible Impressions Learning Center is primarily done in the two-year-old department. However if a child enrolled in the one-year-old department is showing signs of readiness, potty training may be introduced. In an effort to make the potty training process as successful and stress free as possible for the children consistent routines must be established between home and school. We ask that parents follow the guidelines below that we utilize in our two-year-old department.

- 1) Be consistent and establish routines
- 2) Absolutely "NO DIAPERS"
- 3) Pull-ups only!
- 4) Take me to potty often (every 1 to 1 ½ hours and after meals)
- 5) The children will need a lot of praise, encouragement, patience, and understanding...we want to make potty training a stress-free positive experience for the children.
- 6) Dress your child in potty friendly clothing
 - a. No full body undershirts
 - b. No overalls
 - c. No belts
 - d. No one piece outfits
 - e. Elastic wadded pants are preferred
- 7) Encourage and teach self dressing and self help skills
- 8) Bring in several full changes of clothing including an extra pair of shoes.
- 9) Talk to the teachers often about your child's progress.
- 10) Once your child starts to regularly stay dry and accident free during the day his or her teacher will consult with you about transitioning from pull-ups to underwear.

All children must be fully potty trained (not in pull-ups or the equivalent) before matriculating to the three-year-old department. This means that they must be totally independent in the restroom and in underwear. There will no longer be set restroom breaks. Children will be able to use the classroom restroom independently as needed.

PROGRESS REPORTS

Teachers will keep parents informed of their child's progress. Teachers communicate with parents through written daily reports, conferences, and classroom postings. Teachers will provide verbal and written feedback as anything noteworthy happens with a child.

The teachers also track your child's development throughout the school year. The Teachers Strategy Assessments are completed twice per year. They will be reviewed with parents during our bi-annual Parent-Teacher Conferences in the fall and spring of each year. You will be provided with a copy for your records.

REFUNDS

There are no tuition deductions, credits, refunds, or transfer of payments given for absences, suspension, or dismissal from the program. Tuition payment is due regardless of your child's actual daily attendance. Tuition is based on enrollment.

RETURNED CHECKS

After the return of two checks marked "NSF" (Non-Sufficient Funds), the Center requires all future payments to be made by money orders, cashier's checks, or credit cards. Georgia law requires returned checks to be paid in full amount within ten (10) days from the receipt of notice to render payment. A **\$35** fee will be charged for each returned check.

TAX STATEMENTS

Indelible Impressions Learning Center will distribute itemized account statements of your childcare expenses for the 2016 calendar year on **January 22, 2018**. For accounting purposes all 2015 calendar year fees must be paid in full by close of business on **December 22, 2017**.

TOYS FROM HOME

Our classrooms are stocked with age and developmentally appropriate learning materials and props that are utilized to daily to expand on your child's learning. Indelible Impressions Learning Center does not assume responsibility for loss or damage to personal property, therefore children should not bring money, toys, or anything else of value. Parents are strongly discouraged from bringing in toys from home. To avoid hurt feelings, breakage, or loss of children's treasures, we need your cooperation! Please only bring in toys from home on designated "Show-n-Tell" days. At no time are children permitted to bring in any items associated with violence including toy guns, knives, swords, etc.

TRANSITIONS

Here at Indelible Impressions Learning Center we do not transition children to the next classroom automatically on their birthday. **Please note we do not do mid-year transitions.** Our program curriculum runs for forty (40) weeks running from August to May. The children remain in their current class during the summer and transition to their new classroom during the month of July so they can prepare for the new academic year.

Please note that Georgia Code #591-1-1-.32 states that children under three (3) and over three (3) shall be housed in separate areas except for the first and last hour of the business day. An exception is made for two year olds who turn three during the academic year. If your child is enrolled in the two year old class, he or she will not transition into the three year class automatically on his or her third birthday. He or she will remain with his or her classmates that are two and three years old for the remainder of the school year. This allows my child to complete the Abeka two year old curriculum which is a developmental building block to the three year old curriculum. Also, all children must be fully potty trained (not in pull-ups or the equivalent) before matriculating to the three year old classroom.

VOLUNTEER OPPORTUNITIES

We value parent participation as well community volunteers. Our Parent Teacher Organization (PTO) is one way that you can actively stay engaged in school activities. Other volunteer opportunities include but are not limited to storytelling, reading, leading cooking & art projects, rocking the babies, and fundraising. Please see your child's teachers or administrative staff to get involved.

WAITING LIST

Families are placed on the waiting list on a first come first serve basis. Entrance is awarded according to space and availability. As a courtesy families currently enrolled in the center will be granted priority over incoming families. Current families are not guaranteed a slot; entrance is awarded according to space and availability. Parents are required to pay the annual registration fee for the new child within one week of the space being offered to them. If a space becomes available before a family desires the space the family has **three** options.

1. **Pay for the space to secure a slot in the classroom.** Failure to pay will forfeit your space and priority status. Refunds will not be given if a family chooses to secure services at another facility.
2. **Relinquish the space,** if a family chooses to relinquish their space they will be removed from the waiting list
3. **Wait to see if another space will become available closer to their desired enrollment date.** If a family chooses to wait to see if another space will come available closer to their desired enrollment date they will remain on the list. Please note that placement is not guaranteed on your desired date. Entrance is awarded according to space and availability.

WITHDRAWALS

To withdraw a child from Indelible Impressions Learning Center a two-week written notice of intent to withdraw the child is required, with all fees being paid in full through the date of withdrawal. However, if you wish for the child to return, all weekly back fees will be due upon return subject to availability.



Indelible Impressions Learning Center
**2017 – 2018 Preschool
 Academic Calendar**

July 31 (Mon.)	Professional Development Day (Center Closed)
August 1 (Tues.)	First Day of School
August 8 (Tues.)	Open House
September 4 (Mon.)	Labor Day (Center Closed)
September 22 (Fri.)	Fall Pictures
October 9 (Mon.)	Professional Development Day (Center Closed)
October 23 – 27	Fall Festival Week
November 21 (Tues.)	IILC Thanksgiving Luncheon & Program (10:00am)
November 23 - 24 (Thurs. & Fri.)	Thanksgiving Holiday (Center Closed)
December 4 - 8	Parent / Teacher Conferences
December 12 (Tues.)	IILC Christmas Program (10:00 am)
December 22 (Fri.)	2017 Account Balances Must Be Paid in Full

December 25 - 27 (Mon. – Wed.)	Christmas Break (Center Closed)
January 1 – 2 (Mon. & Tues.)	New Year’s Day Break (Center Closed)
January 15 (Mon.)	MLK Holiday (Center Closed)
January 22 (Mon.)	2017 Tax Statement Distribution
February 16 (Fri.)	Professional Development Day (Center Closed)
February 19 (Mon.)	President’s Day Holiday (Center Closed)
February 22 (Thurs.)	Black History Program (10:00am)
March 2 (Fri.)	Dr. Seuss Birthday
March 5 - 9	Read Across America Day
March 1 (Wed.)	Spring Pictures
March 27 (Tues.)	Easter Program (10:00am)
March 30 (Fri.)	Good Friday (Center Closed)
April 5 – 6 (Thurs. & Fri.)	Mini Spring Break
May 7 - 11	National Teacher Appreciation Week
May 11 (Fri.)	Muffins for Mom (6:30am – 9:30am)
May 14 - 18	Parent / Teacher Conferences
May 21 - 23	Pre-K Spirit Week
May 24 (Thurs.)	Pre-K Graduation (10:00am)
May 28 (Mon.)	Memorial Day Holiday (Center Closed)
June 4 (Mon.)	Summer Curriculum Begins

June 15 (Fri.)	Donuts for Dad (6:30am – 9:30am)
July 4 (Mon.)	Independence Day (Center Closed)
July 23 - 27	Transition Week

ABC BIBLE VERSES

A ll have sinned, and come short of the glory of God.	(Romans 3:23)
B elieve on the Lord Jesus Christ, and thou shalt be saved.	(Acts 16:31)
C hildren, obey your parents in the Lord: for this is right.	(Ephesians 6:1)
D epart from evil, and do good.	(Psalm 34:14)
E ven a child is known by his doings.	(Proverbs 20:11)
F ear not for I am with thee.	(Isaiah 43:5)
G od is Love.	(1 John 4:8)
H onor thy father and thy mother.	(Exodus 20:12)
I f ye shall ask anything in my name, I will do it.	(John 14:14)
J esus saith unto him, I am the way, the truth and the life: no man cometh unto the Father, but by me.	(John 14:6)
K eep thy tongue from evil.	(Psalm 34:13)
L ook unto me and be ye saved.	(Isaiah 45:22)
M y son, give me thine heart.	(Proverbs 23:26)
N o man can serve two masters.	(Mathew 6:24)
O give thanks unto the Lord: for he is good.	(Psalm 118:1)
P raise ye the Lord: for it is good to sing praises unto our God.	(Psalm 147:1)
Q uit you like men, be strong.	(1Corinthians16:13)
R emember the Sabbath day to keep it holy.	(Exodus 20:8)
S eek ye the Lord while he may be found.	(Isaiah 55:6)
T hou God seest me.	(Genesis 16:13)
U nto thee O God, do we give thanks.	(Psalm 75:1)
V erily, verily, I say unto you, Whatsoever ye shall ask the Father in my name, he will give it you	(John 16:23)
W hat time I am afraid, I will trust in thee.	(Psalm 56:3)
e Xceeding great and precious promises are given unto us.	(2 Peter 1:4)
Y e are the light of the world.	(Matthew 5:14)
Z ion heard and was glad.	(Psalm 97:8)

BASIC CLASSROOM SUPPLY LIST

<p>INFANTS</p> <ul style="list-style-type: none"> ▪ Baby formula or breast milk (in bottles with full name & date) ▪ Baby food ▪ Bibs (Velcro or pull-over only, no ties) ▪ Diapers ▪ Extra clothing ▪ Pacifier (if used) ▪ Receiving blanket (if desired...no fuzzy blankets allowed) ▪ Wipes 	<p>ONES</p> <ul style="list-style-type: none"> ▪ Blanket ▪ Diapers ▪ Full change of clothing ▪ Wipes ▪ Sippy cup
<p>TWOS</p> <ul style="list-style-type: none"> ▪ Blanket ▪ Pull-ups (attachable sides preferred) ▪ Flushable baby wipes ▪ Full change of clothing ▪ Extra pair of shoes (potty accidents) ▪ No diapers ▪ No sippy cups ▪ No pacifiers 	<p>THREES</p> <ul style="list-style-type: none"> ▪ Blanket ▪ Pencil box ▪ Box of crayons ▪ Erasers ▪ Full change of clothing ▪ Glue Sticks ▪ Large pencils (thicker than #2 pencils) ▪ Scissors ▪ Two pocket folder
<p>FOURS (K-4)</p> <ul style="list-style-type: none"> ▪ Pencil Box ▪ Crayons 8 or 16 pack ▪ 1 Eraser ▪ 2 Glue Sticks ▪ 2 Paintbrushes ▪ 2 #2 Pencils ▪ Scissors ▪ 2 Two Pocket Folders ▪ Blanket 	

<ul style="list-style-type: none">▪ 1 container of Baby Wipes	
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**Teachers may request additional supplies.*