

# **C & E Learning Academy**

## **Child Care Learning Center**

### **Policies and Procedure**

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of the Child Care Learning Center along with the rules and regulations set forth by Bright from the Start: Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parent/guardian and the child care provider.

Quaeisha (Eisha) Oglesby Director/Owner

Child Care Provider

C & E Learning Academy

Name of Child Care Facility

871 Northside Dr East Unit 883 Statesboro Ga 30458

Address

912-225-4343

Phone #

[celachildcare@gmail.com](mailto:celachildcare@gmail.com)

Email Address

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#### **Ages Served:**

Infant (6 weeks- 14 months) Toddler (15 months-2 yrs) Preschool (3 yrs- 4 yrs)

After School (4-10)

#### **Months of Operation:**

January February March April May June July August September October November  
December

#### **Days of Operation:**

Monday Tuesday Wednesday Thursday Friday

#### **Hours of Operation:**

6am-6pm

#### **Closure Holiday's:**

**(The day before each vacation will be a half day)**

**Staff Training**

New Year Day

Martin Luther King Day

Memorial Day

Juneteenth

Labor Day

Veterans Day

Thanksgiving

Christmas Eve /Christmas Day

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#### **Admission Requirements:**

Registration fee of \$65 must be paid prior to receiving enrollment forms. All necessary enrollment forms must be completed and returned prior to admission. You must first go to our website [www.celachildcare.com](http://www.celachildcare.com) click on enroll and select appropriate class and fill out info and wait for approval and complete online information. **Georgia Immunization Record** must be obtained for children 2 months and older. **Signed curriculum fee sheet** must be turned in to be sure that the parent is aware of the **yearly curriculum fee due by the end of March**. **\*It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year.\***

#### **Adjustment Period:**

At the start of your child and family first day, is the start of the adjustment period. During this time we will see if the child/family is a good fit or if we are a good fit for your child and/or family. There will be an evaluation period of the child/family for **four weeks**. If things do not work out and the child has to be dismissed/family and/or the parent feels they need to pull the child, there will be **No Refunds!** However the child is able to finish the week if the parent is willing. During this adjustment period if there are major problems, there will be meetings with the parents to discuss and sign documents of the discussion.

#### **Arrival and Departure:**

Upon arrival at C & E Learning Academy the parent, or adult dropping off the child, must escort the child into the building, the child must be AWAKE and ensure that the staff is aware of their presence by signing the child in and ensuring they have washed their hands. **New families on your child's first day at CELA the parent or guardian MUST be present with ALL documents and ALL knowledge of the child/children.\*If the person dropping off the child is picking that child up they must be on the pick up list for that particular child, regardless if they dropped them off.\*All children MUST arrive on time no later than 8:00 am. At 8:30am you will not be able to sign your child in. With the exception of doctors appointments. If your child has any appointment they must arrive by 10am with an excuse. If for any reason you need to pick your child up early for an appointment they can not return until the next school day.** Children will be served breakfast no later than **8:15am** our day will begin at **8:45am**. Upon departure your child must leave on time **6pm**. You will be charged a late fee of **\$20.00** for every **5 minutes** you are late. If this is continuous (**more than twice a week**) your child will be dismissed from the center. Our children need structure and routine. This is why this policy is set into place.

The parent and or adult must sign the child in and out. If it is not the parent the person picking up the child **MUST** be on the pick up list and present a picture I.D. in order for the child to be released. If the adult is not on the list the parent will need to contact the center with the first and last name of the adult picking up the child. If for any reason someone or a parent has been

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removed from the pick up list, we ask that you please notify that person. Which will help with any confusion. Under no circumstances will we release your child with someone that is not listed on the current updated enrollment form. The child will **NOT** be released to anyone under the age of **18 years old or anyone who appears to be under the influence of drugs and/or alcohol**. Once the child is signed out the child is no longer the responsibility of C & E Learning Academy.

**NOTICE:** If for any reason your child is sent home due to illness, behavioral reasons, or center emergency closing, your child must be signed out 30 minutes after being informed by call/email. If for any reason you are unable to pick your child up within those 30 minutes you will need to make arrangements or your emergency contact will be called. **After 30 minutes you will be charged a late fee of \$25.00 and \$10.00 for every 5 minutes this fee will be due the next business day.** During this time a staff member, if they are not already present, is called in and has to sit separately with your child which causes our daily schedule and routine to be altered.

#### **Child Care Fees**

A one time non-refundable registration/application fee of **\$65.00 and first weeks tuition** is due upon enrollment. A yearly non-refundable curriculum fee of **\$85.00** is due on the last business day of March each year per child. Child care fees starting at **\$200 (fees increase yearly)** for all ages will be due at 11:59pm every Monday (beginning of the week/ end of the month) by Debit/Credit card in our KT app. **We do NOT accept checks, zelle, money order or cash**. If payment is not received by 11:59pm on Monday a late fee will be charged in the amount of **\$40.00**. Multiple late fees ( **more than three times a month**) could result in immediate termination of your contract and your child will lose their spot. The following fees will also apply: Fees for days your child is absent will still apply. Fees are based on enrollment not attendance (NO fee decreases for sick/missed days or statutory holidays). **Please note if your child is sick or you are on vacation tuition is still due. If we are closed for whatever reason, tuition is still due.** **If your child is absent and after two weeks the childcare staff have been unable to reach the parents, the child will be dismissed from the program and their spot will be filled.** Please be advised if you apply for CAPS full tuition is still due until the provider receives the approval letter. At **NO** time will any tuition be **refundable**, however if CAPS is approved and needs to be back dated (depending on date of approval) it can be transferable to other fees due throughout the year. CAPS does not exempt you from any other fees that are due. **One week of unpaid vacation is allowed each year after one year of care has been completed.** (To take advantage of this you must send an email with vacation dates leaving and returning and it must be approved)

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#### **Discipline:**

CELA staff will use positive reinforcers for behavior management purposes. Positive reinforcement, praise, redirection and one-on-one guidance will be used to help children manage their behavior. However, if these methods are unsuccessful the child will be placed on the “Calming Chair/area” in the classroom. During this time your child will take a few moments to reflect on his/her inappropriate behavior. He/She will be given the opportunity to return to the group only after he/she complies with the adult’s redirection. If your child refuses the “Calming Chair/area”, he /she will be removed from the classroom and a documented phone call will be made to the parent. Behavior warning notices and behavior referrals will be given to the parent to be signed and returned. A student-parent conference will need to be held for persisting behavior issues. ***Our goal of discipline is to help the student become a good decision maker, problem solver and communicator.*** At **NO TIME** will a child be subjected to physical punishment or shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of the family child care learning home. There will be **NO TOLERANCE FOR FIGHTING OR BITING!!** If a child bites or fights with another, they will be given a 1 warning, if this happens again then it will result in dismissal from CELA. Throwing and hitting will not be tolerated, this causes your child to be a danger to themselves and others. If throwing and hitting continues with three detailed meetings/evaluations with the parent or guardian the child will be dismissed.

#### **Parent Grievance and Formal Complaint Policy**

##### 1. Purpose:

- The purpose of this policy is to provide a structured process for parents to express concerns, grievances, or lodge formal complaints regarding any aspect of C & E Learning Academy's operations.

##### 2. Informal Grievance Resolution:

- We encourage parents to address concerns or grievances informally first by discussing the matter with the relevant staff member, teacher, or the center director. Open communication is key to resolving issues promptly.

##### 3. Formal Complaint Procedure:

- If the concern is not resolved through informal communication, parents may initiate a formal complaint by following these steps:

- a. Written Complaint: The parent should submit a written complaint via email to [kcelachildcare@gmail.com](mailto:kcelachildcare@gmail.com) detailing the nature of the grievance, the individuals involved, and any relevant details. The complaint should be addressed to the center director.

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- b. Submission Deadline: Formal complaints should be submitted within 5 days from the occurrence of the incident or concern.

- c. Investigation: Upon receiving the written complaint, the center director will initiate an impartial investigation to gather relevant information and perspectives.

#### 4. Resolution Meeting:

- The center director will schedule a meeting with the involved parties to discuss the concerns and explore possible resolutions. This meeting aims to address the issue collaboratively and find a satisfactory resolution.

#### 5. Written Response:

- Following the resolution meeting, the center director will provide a written response to the parent outlining the outcome of the investigation, any actions taken, and steps for resolution, if applicable. This response will be provided within 10 days of the formal complaint submission.

#### 6. Escalation:

- If the parent is not satisfied with the resolution, they may escalate the matter to the owner within 5 days of receiving the written response.

#### 7. Board Review:

- The owner will review the formal complaint, investigation process, and resolution steps to ensure fairness and adherence to policies. A written response will be provided to the parent within 21 days of the escalation.

#### 8. External Resources:

- If the parent remains dissatisfied, they may seek external mediation or guidance from local regulatory agencies as applicable.

#### 9. Confidentiality:

- All information related to the grievance and complaint process will be handled confidentially, respecting the privacy of all parties involved.

#### 10. Policy Communication:

- This policy will be communicated to all parents upon enrollment, and any updates or changes will be promptly communicated to ensure awareness.

#### 11. Continuous Improvement:

- C & E Learning Academy is committed to continuous improvement and welcomes feedback from parents to enhance the overall experience for children and families.

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#### **ZERO TOLERANCE POLICY**

Tobacco, drugs, alcohol and weapons will not be allowed on the center's premises. Students found with the same will be automatically dropped from the program. Obscene language, fights, and/or assaults will not be tolerated. Any student that violates this policy may be subject to a full one day suspension from the center. Staff and parents under the influence of drugs and/or alcohol will not be allowed on the premises and, if necessary, the local law enforcement will be called.

#### **SOCIAL MEDIA AND INTERNET POLICY**

At C & E Learning Academy, teachers, students, staff, and other center community members use social networking/media/internet (Twitter, Facebook, blogs, IG, Snapchat, Tiktok etc.) as a way to connect with others, share educational resources, log experiences, create educational content, enhance the classroom experience, and network within and outside of the center community.

While social networking and the internet is fun and valuable, there are some risks we need to keep in mind when using these tools. We expect good judgment in all situations and behave in a way that will make you and others proud and reflect well on the school. At no time will CELA tolerate negative entertainment, mockery, and shaming of CELA on social media. If these things occur your child/family will be dismissed from CELA immediately. If these things continue there may be legal action taken.

#### **EMERGENCY MEDICAL CARE:**

In the event of an emergency with your child, parents will be called, and if necessary the child will be transported by ambulance to the nearest hospital.

#### **ADMINISTRATION OF MEDICATION:**

No child will be given any medication, prescription or over-the-counter, unless the child has asthma (needing inhaler or nebulizer) and the parent gives written permission. Permission to Administer Medication forms are to be filled out each time your child will need medicine to be administered. Prescription medication (Albuterol) shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication (Albuterol inhaler) must be in the original container as dispensed by the pharmacy. \*Please note we will not give a nebulizer with saline solution only albuterol\*

#### **ADVERSE REACTIONS TO MEDICATION:**

Parents will be notified immediately of any adverse reactions to medication.

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#### **PARENT NOTIFICATION:**

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

#### **Moral Conduct**

##### **1. Purpose:**

- The purpose of this policy is to establish guidelines for moral conduct and ethical behavior for all individuals associated with C & E Learning Academy, including staff, parents, volunteers, and visitors.

##### **2. Respect and Inclusion:**

- C & E Learning Academy is committed to fostering an environment of respect and inclusion. All individuals are expected to treat one another with dignity and kindness, regardless of differences in background, beliefs, or characteristics.

##### **3. Positive Role Modeling:**

- Staff members at C & E Learning Academy will serve as positive role models for children by demonstrating ethical behavior, integrity, and kindness in their interactions with others.

##### **4. Professionalism:**

- All staff members, parents, and volunteers are expected to conduct themselves in a professional manner when interacting with each other, children, and visitors to the childcare center.

##### **5. Confidentiality:**

- Confidential information about children, families, and staff obtained through work at C & E Learning Academy is to be treated with the utmost confidentiality. Sharing of sensitive information without proper authorization is strictly prohibited.

##### **6. Communication and Collaboration:**

- Open and Honest Communication: Individuals associated with C & E Learning Academy are encouraged to communicate openly and honestly while maintaining respect and tact.

- Collaboration: Collaborative efforts and teamwork are essential for creating a positive and supportive atmosphere. Individuals are encouraged to work together for the benefit of the children and the childcare center.

##### **7. Child-Centered Approach:**

- All decisions and actions at C & E Learning Academy will prioritize the well-being and best interests of the children. Every effort will be made to create an environment that is safe, nurturing, and conducive to learning.

##### **8. Conflict Resolution:**

- Conflict Resolution Process: In the event of conflicts, individuals are encouraged to utilize the established conflict resolution process to address issues respectfully and collaboratively.

- Reporting Unethical Behavior: Any individual who becomes aware of unethical behavior or a breach of moral conduct is encouraged to report it to the appropriate authority.



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#### 9. Non-Discrimination:

- C & E Learning Academy is committed to providing equal opportunities and will not tolerate discrimination based on race, color, religion, gender, sexual orientation, national origin, or any other protected status.

#### 10. Safety and Well-Being:

- Ensuring the safety and well-being of children is a top priority. Any behavior that compromises the safety or well-being of children will not be tolerated.

#### 11. Compliance with Policies and Regulations:

- All individuals associated with C & E Learning Academy are expected to comply with the center's policies, regulations, and applicable laws. Ignorance of policies will not be considered an excuse for non-compliance.

#### 12. Continuous Improvement:

- C & E Learning Academy is committed to continuous improvement. Feedback from parents, staff, and the community is valued and will be considered for enhancing the center's policies and practices.

#### 13. Communication with Parents:

- This moral conduct policy will be communicated to parents upon enrollment, and any updates or changes will be communicated promptly.

#### 14. Continuous Evaluation:

- This policy will be subject to continuous evaluation to ensure its effectiveness and alignment with the values and mission of C & E Learning Academy.

### **Water Policy**

#### 1. Hydration Guidelines:

- Encouraging Hydration: At C & E Learning Academy, we emphasize the importance of hydration for the well-being of our students. Children will be encouraged to drink water regularly throughout the day to stay hydrated.

#### 2. Water Source:

- Drinking Fountain: We have designated drinking fountains within our facility for children to use.

- Bottled Water: Parents are welcome to provide labeled water bottles for their children, which will be kept in a designated area.

#### 3. Supervision:

- Staff Responsibility: Our dedicated staff members will monitor and encourage children to drink water during scheduled breaks and activities.

- Age-Appropriate Assistance: Younger children may require assistance in accessing and drinking water. Staff will provide age-appropriate support.

#### 4. Water Breaks:

- Scheduled Breaks: Water breaks will be scheduled during outdoor play, physical activities, and other appropriate times.

- Weather Consideration: During hot weather, additional water breaks may be implemented to

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prevent dehydration.

#### 5. Water Bottle Labeling:

- All water bottles brought from home should be clearly labeled with the child's name.
- Regular Checks: Our staff will conduct regular checks to ensure water bottles are clean and in good condition.

#### 6. Special Considerations:

- Medical Conditions: If your child has any medical conditions affecting their water intake, please inform our staff so that we can provide the necessary accommodations.
- Individual Needs: We understand that each child is unique, and we are committed to accommodating specific hydration needs.

#### 7. Water Policy Communication:

- Parental Notification: Parents will be provided with a copy of the water policy upon enrollment, and any updates or changes will be communicated promptly.
- Staff Training: Our staff members are trained on the importance of hydration and the implementation of the water policy.

#### 8. Water Quality and Safety:

- Ensuring Clean Water: C & E Learning Academy takes measures to ensure that the water provided is clean, safe, and meets relevant health standards.
- Regular Inspections: Our water sources and facilities are regularly inspected to maintain quality and safety standards.

#### 9. Record Keeping:

- Tracking Hydration: As part of our commitment to your child's well-being, staff may keep records of children's water intake, especially for those with specific hydration needs.

#### 10. Review and Updates:

- Regular Evaluation: The water policy will be periodically reviewed to assess its effectiveness, and any necessary updates will be made in consultation with parents and staff.

### **Water Play Policy**

#### 1. Purpose:

- The purpose of this policy is to establish guidelines for safe and enjoyable water play activities for children at C & E Learning Academy.

#### 2. Supervision and Staffing:

- All water play activities will be conducted under the supervision of trained and qualified staff members.
- Staff-to-Child Ratio: Adequate staff-to-child ratios will be maintained during water play activities to ensure close supervision and safety.

#### 3. Water Play Areas:

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- Designated Areas: Water play will take place in designated areas that are specifically designed and equipped for such activities.

- Safety Features: Water play areas will have safety features such as non-slip surfaces, appropriate depth, and secure fencing.

#### 4. Age-Appropriate Activities:

- Activities will be age-appropriate, taking into consideration the developmental stages and abilities of the children.

- Differentiation: Water play activities may be differentiated to accommodate the diverse needs and preferences of the children.

#### 5. Hygiene and Health:

- Children must be dressed appropriately for water play activities, including swimwear or water-resistant clothing/shoes.

- Hand Hygiene: Before and after water play, children and staff will practice thorough hand hygiene.

- Sun Protection: Sunscreen will be applied to exposed skin before outdoor water play to protect against sunburn.

#### 6. Water Quality and Safety:

- Water sources will be regularly inspected to ensure cleanliness and appropriate water quality.

- Water Temperature: The temperature of water used in water play activities will be monitored to ensure it is within a safe and comfortable range for children.

#### 7. Emergency Procedures:

- Staff will be trained in emergency procedures related to water play, including responding to incidents such as slips, trips, and falls.

- Emergency Contacts: Emergency contact information for each child will be readily available during water play activities.

#### 8. Parental Consent:

- Parental consent will be obtained for children to participate in water play activities. This consent will include any specific instructions or restrictions provided by parents regarding their child's participation.

#### 9. Communication with Parents:

- Parents will be informed in advance of scheduled water play activities, providing details about the nature of the activities and any specific requirements for children's participation.

#### 10. Clothing and Personal Items:

- Parents should provide a change of clothing for their child to ensure comfort and dryness after water play activities.

- All personal items brought by children, such as towels and swim gear, should be labeled with the child's name.

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#### 11. Continuous Monitoring and Evaluation:

- This policy will be subject to continuous monitoring and evaluation to ensure its effectiveness and relevance to the needs of C & E Learning Academy.

#### 12. Staff Training:

- Staff members involved in water play activities will undergo regular training on safety protocols, emergency procedures, and age-appropriate engagement.

#### **Lice Policy:**

At C & E Learning Academy, the health and well-being of our students and staff are our top priorities. In order to maintain a clean and safe learning environment, we have implemented the following lice policy:

##### 1. Prevention Education:

a. We will regularly educate students, parents, and staff about lice prevention measures, including proper hygiene practices and ways to minimize the risk of infestation.

##### 2. Regular Check-ups:

a. Our staff will conduct routine visual inspections of students' hair to detect any signs of lice or nits (lice eggs).

b. Inspections will be conducted discreetly and with respect for the privacy of the student.

c. School staff or other qualified personnel will be responsible for performing the check-ups.

##### 3. Notification:

a. In the event that a student is found to have lice or nits, the parents or guardians will be notified immediately.

b. There must be medical treatment. Over the counter medication is not an option for getting rid of lice effectively. However, your child must have a doctor's excuse to return.

c. Confidentiality will be maintained at all times in order to protect the privacy of the affected student.

##### 4. Student Isolation and Pick-up:

a. It is important that parents or guardians pick up their child from the CELA as soon as they are notified of a lice infestation.

b. The affected student will be temporarily isolated from other students until they can be picked up and receive medical treatment.

c. We ask that parents or guardians consult a healthcare professional for guidance on treatment and when the student can return to the center.

##### 5. Cleaning and Preventive Measures:

a. In the case of lice detection, the immediate environment, including classrooms, furniture, and shared items, will be thoroughly cleaned and sanitized.

b. We will ensure that all bedding, pillows, stuffed animals, and other soft materials are

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appropriately washed and dried at high temperatures to prevent any potential re-infestation.

#### **COMMUNICABLE DISEASE CHART:**

The current communicable disease chart of recommendations for exclusion of sick children from the home and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parent's of all enrolled children will be notified of the occurrence either by a phone call, posted notice or a written letter home.

If a child has diarrhea your child can not return until the bowels are whole and have a doctor's excuse.

Ill children may return to care 24 hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications with a doctor's excuse.

**\*Note: This also includes the COVID-19 procedure. Any child that presents with a runny nose that is not clear, coughing, sneezing and/or fever MUST have a COVID test and a doctor's excuse and a negative COVID test result to return. The center will continue to follow COVID protocol as the CDC updates the site.**

#### **Child Abuse Policy:**

##### 1. Purpose:

- The purpose of this policy is to establish guidelines for preventing and responding to child abuse, ensuring the safety and protection of children attending C & E Learning Academy.

##### 2. Definition of Child Abuse:

- Child abuse includes, but is not limited to, physical abuse, emotional abuse, sexual abuse, neglect, and exploitation. All forms of child abuse are strictly prohibited within our childcare center.

##### 3. Prevention Measures:

- Staff Training: All staff members will undergo training on recognizing signs of child abuse, understanding reporting procedures, and preventing abusive behavior.

- Code of Conduct: A clear code of conduct will be established for staff, volunteers, and anyone associated with C & E Learning Academy, outlining expectations regarding appropriate behavior with children.

##### 4. Reporting Procedures:

- Reporting Suspected Abuse: Any staff member who suspects or has reason to believe that a child is a victim of abuse must report it immediately to the designated Child Protection Officer.

As childcare providers we are Mandated Reporters

- Designated Child Protection Officer: The Child Protection Officer is responsible for receiving and handling reports of suspected child abuse.

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#### 5. Confidentiality:

- All reports of suspected child abuse will be treated with the utmost confidentiality.

Information will only be shared with individuals directly involved in the investigation and reporting process.

#### 6. Child Protection Officer Responsibilities:

- The Child Protection Officer will:
  - Document the reported incident, including details of the concern.
  - Report the incident to the appropriate child protection authorities as required by law.
  - Collaborate with external agencies as necessary.
  - Maintain confidentiality while ensuring that appropriate individuals are informed for the protection of the child.

#### 7. Cooperation with Authorities:

- C & E Learning Academy is committed to fully cooperating with child protection authorities and law enforcement agencies during investigations into suspected child abuse.

#### 8. Staff Screening:

- All staff and volunteers will undergo thorough background checks and screening procedures before being employed or allowed to work with children.

#### 9. Communication with Parents:

- Parents will be informed of the child abuse prevention policy upon enrollment, and any updates or changes will be communicated promptly.

#### 10. Continuous Training and Evaluation:

- Staff members will receive regular training on child abuse prevention, recognition, and reporting to ensure ongoing awareness and competence.

### **EMERGENCY PLANS:**

The following procedures will be followed in the circumstances listed below:

**Fire:** Get the children out of the center, meet at the designated safe place as far away from the house as possible, and conduct a head count to ensure all children are safely out. Call the fire department, call the parents, and call Bright from the Start - Child Care Services within 24 hours.

**Severe Weather:** Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

**Loss of Electrical Power:** Remain calm. Call the power company to report power loss. If it is hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.

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**Loss of Water:** Have bottled water available for drinking purposes. Call the water department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

**Serious Injury to a Child:** Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Bright from the Start - Child Care Services within 24 hours.

**Loss of a Child:** Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area.

**Death of a Child:** Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to Bright from the Start - Child Care Services within 24 hours.

#### **PARENTAL ACCESS:**

Parents may visit the child care learning center unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the child care learning center or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with infants, toddlers, and nonverbal children

#### **\*NOTIFICATION OF THE EXISTENCE OF FIREARMS IN THE HOME:**

Notification of the existence of a firearm in the family child care learning home will be communicated to parents. Firearms shall be stored so they are not accessible to children.

#### **NOTIFICATION OF OTHERS PROVIDING CARE:**

Parents will be given notification of the names of any other caregiver, their responsibilities, and the names of the persons who would be called upon in an emergency. Additional staff will receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs.

#### **PROHIBITED SUBSTANCES:**

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

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#### **INFANT SLEEP POSITION PRACTICES:**

Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the center has been provided with a physician's written statement authorizing another sleep position for that particular infant. All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib. The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season. When an infant can easily turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers. Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided for that particular infant.

#### **Breastfeeding Policy:**

##### 1. Purpose:

- The purpose of this policy is to support breastfeeding mothers and create an inclusive environment that promotes the health and well-being of both infants and mothers at C & E Learning Academy.

##### 2. Support for Breastfeeding Mothers:

- C & E Learning Academy is committed to providing a supportive environment for mothers who choose to breastfeed. We recognize breastfeeding as a natural and healthy way to nourish infants.

##### 4. Flexible Feeding Schedule:

- C & E Learning Academy will accommodate infants' feeding schedules, including breastfeeding, based on the individual needs of each child. Mothers are encouraged to communicate their infants' feeding routines to caregivers.

##### 5. Storage of Breast Milk:

- Refrigeration/Freezing: C & E Learning Academy will provide a refrigerator for the storage of expressed breast milk. Mothers are encouraged to label and date the milk containers.

- Handling and Warming: Caregivers will follow proper handling procedures and warm breast milk as per mothers' instructions.

##### 6. Communication with Mothers:

- Open Communication: C & E Learning Academy encourages open communication between caregivers and breastfeeding mothers. Mothers are welcome to share their preferences, feeding schedules, and any other relevant information. At **NO** time will anyone other than the mother be able to breastfeed the child you can not be just a relative or guardian.

- Daily Updates: Caregivers will provide daily updates to mothers regarding their infants' feeding and well-being, including information about breastfeeding sessions.

##### 7. Education and Awareness:

- Staff Training: Caregivers and staff members will receive training on the benefits of breastfeeding, handling expressed breast milk, and creating a supportive environment for



# C & E Learning Academy

## Child Care Learning Center

### Policies and Procedure

breastfeeding mothers.

- Inclusion in Curriculum: Age-appropriate education on the importance of breastfeeding may be incorporated into the curriculum to promote awareness among children.

9. Transition to Solid Foods:

- Caregivers will work with mothers to support a smooth transition to solid foods while respecting individual breastfeeding preferences.

10. Confidentiality:

- Breastfeeding mothers' privacy and confidentiality will be respected at all times. Any information related to breastfeeding will be treated with the utmost discretion.

#### **CHANGES IN POLICIES**

If there are any changes in policy or handbook, parents will be notified of the changes through the parent app. It will be the parents responsibility to see updated changes through our website [www.celachildcare.com](http://www.celachildcare.com) under the Parent Circle tab.

**REQUIRED REPORTING:** The child care provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

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I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_