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## Parent Handbook

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## **Mission Statement**

The main focus and driving force behind *Back to the Basics* is to provide a quality Christian based childcare center as a service and ministry to our community. We are committed to serving your needs with excellence exceeding any standard of care available on the market today. *Back to the Basics* is dedicated to offering the building blocks necessary to develop character, integrity and self-worth challenging children to excel. It is our belief that by teaching Christian principles and leading by example we can impact your child's future and change our community.

## **Goal**

Life today is fast paced, which can leave little time to devote to the things that matter most. We realize it is a struggle, and a battle of the heart, trying to balance family with the demands of life. The staff at *Back to the Basics* recognizes and understands your unique needs. Our goal is to assist you in the care of your children by providing a safe and nurturing environment that helps to develop your child's talents while teaching morals, social skills and interaction with others in an atmosphere of love. We consider it our privilege to serve you and your children.

## **First days can be difficult**

As you and your child begin our program, you may discover that the first few days are more difficult than you anticipated. Please bear in mind that your child is adjusting to new people, a new environment, and a new routine. Our staff makes every effort to assist your child in their transition to our program. Usually after a few days, you will feel more comfortable as you see your child adjusting, and looking forward to coming to their "new school"

## **Ratios**

In order to provide quality care for your child, our goal is to keep student teacher ratios low. We provide teachers with aides or a floating teacher aide to assist where needed.

## **Parental Agreement**

Parents will be asked to sign the parental agreement form, which includes our payments and fees structure.

## **Parking**

**No parking under the awning**, the middle parking lots as well as the parking lots to the right of the building are available for parking while dropping off of picking up your child.

## **Ga. Pre-K**

We follow the Walton Co. School system, in regards to holidays and inclement weather decisions.

## **Method of Payment**

We accept credit cards, checks, or cash. Back to the Basics' has the Tuition Express program that accepts payments for tuition automatically from your checking account or credit card. Make all checks payable to Back to the Basics. Please be sure and include the child's name on the memo line. There is a \$30.00 service charge on all returned checks. If a payment is returned for any reason there will be a \$20 late fee as well as a \$30 NSF fee added to your account.

## **Late Fee**

There is a \$50 late fee applied on Tuesdays if tuition has not been paid. There is a \$1 late fee per minute if your child has not been picked up by 6:00pm.

## **Children and Parent Service Recipients**

For recipients of CAPS, **full tuition is due** even if your child has been out for the week due to illness. You may ask BTTB to contact Children & Family services to request payment for sick week. CAPS will pay for two weeks nonattendance per year. If you have used all of the weeks you will be responsible for full tuition. As a note regardless, if the child(ren) are in attendance or not full tuition is still expected.

## **Enrollment Forms**

There is a \$65 non-refundable enrollment fee. All enrollment forms, including a current immunization certificate on a 3231 form, must be on file prior to your child's first day at the center. Immunization records must have the doctor's name, office number, and a physician's signature. This file must be kept up to date in our files. No child may continue enrollment for more than 30 days without this form within the correct date.

It is the responsibility of the parents to inform the center and update your file with any changes, such as: address, phone number, job, and contact person, pick up authorization, changes in care, and changes within the household.

If someone other than a parent or legal guardian is picking up a child, picture identification is required along with a written notification from the parent or legal guardian to the center's director. Only authorized individuals will be allowed to pick up your child.

## **Conferences**

Back to the Basics' teachers host conferences twice a year with the parents or guardians of the children. These times and dates are posted by the teacher outside of their classrooms, where parents can sign up for a time best suitable for their schedules. During the conferences parents will have opportunities to discuss developmental checklists, progress reports, view portfolios, and ask questions concerning their child.

## **Transitions**

As your child grows and develops, we will begin to transition them to another class. We will begin this process starting 30 minutes a day. Once we feel the transition process has gone smooth and the child is comfortable in their new environment, you may begin dropping off in their new class. A letter will go home to make you aware when this transition will begin.

## **Inclusive Environment**

At Back to the Basics, we use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and we will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities.

## **Children's Files**

All of children's records/files are confidential. Parents and guardians may access their children's files with a written request made to the Center and at reasonable periods of time. All information and documentation contained in the children's files, except for their immunization record, becomes sole property of Back to the Basics and will remain in our center files. Upon withdrawal children's files will be retained for one year as specified by the State Licensing agency. Parents and guardians have the right to make additions to or update file information as needed. Please see our center director with any questions you may have regarding this policy.

## **Immunization records and Health Screenings**

Immunizations are to be kept current and in date, also beginning at age four within ninety days of enrollment children should have the hearing, vision, dental, and nutrition screenings completed and turned in to the administrative staff.

## **Developmental Screening**

Back to the Basics uses the CDC Developmental Milestones Checklist annually with the permission of our parents. The checklist helps in the detection of health-related issues or developmental delays. Families are encouraged to complete the checklist as well. Once we have completed the checklist and have determined there are no concerns, the results are reviewed at parent-teacher conferences. If a child shows need for a professional, parents will be made aware and a referral will be made once the checklist is complete.

## **Termination of Services**

Disruptive behavior- Children who are continually disruptive or are a danger to themselves or others will be withdrawn at our discretion, with or without notice.

Failure to pay tuition and/or other fees- Accounts that have not been paid by Tuesday mornings will have childcare suspended until balance is paid in full. We will only hold your child's spot for two weeks.

### **Maximum Enrollment**

When the maximum enrollment is reached, applications will be processed on a first come basis. Acceptance depends on availability of space in the age level to which a child is assigned.

### **Discrimination Policy**

We are a non-discriminatory facility, we accept all children, including non-English speaking as well as children with disabilities.

### **Reporting Requirements**

The director or designated person-in-charge shall report or cause to be reported the Following:

- (a) Child Abuse, Neglect or Deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.
- (b) Communicable Diseases. Any cases or suspected cases of notifiable communicable diseases shall be reported to the local County Health Department as required by the rules of the Department of Human Resources regarding Notification of Disease

### **Child's Belongings**

All children's belongings must be labeled with their names. The center will not be responsible for lost items. When arriving at school, please store the child's bags and other belongings in their designated cubby in their classroom. All bottles and food in the infant classroom must be labeled with their names and the date. Please avoid sending sippy cups to school with your children. There are no diaper bags allowed in the older ones and two year old classrooms.

Children are not allowed to wear any type of necklaces around their neck. This is to include teething necklaces. Per the state regulation, as stated below.

(5) Hazardous Items. Children shall not be permitted to wear around their necks or attach to their clothing pacifiers or other hazardous items. Cite as Ga. Comp. R. & Regs. R. 591-1-1-.07 Authority: O.C.G.A. § 20-1A-1 et seq. History. Original Rule entitled "Children's Health" adopted. F. Dec. 23, 1997; eff. Mar. 1, 1998, as specified by the

### **Daily Meals and Snacks**

Our weekly menus will be posted outside each classroom and in the front and by all of the classrooms. We meet children's nutritional requirements each day. We serve breakfast, lunch, and afternoon snack daily.

## Infants and Toddlers

Our infant room operates on an individual schedule and needs of the children in that classroom. While your infant is in the infant room, we ask that you provide the following:

1. **Diapers:** We ask that you provide a minimum of 13 diapers per day. Diapers are changed hourly. Diapers which you provide will only be used for your child. You will be notified on your child's daily sheet when more supplies are needed.  
For sanitary reasons, we are unable to use cloth diapers and ask that you provide disposable diapers.
2. **Bottles: Either formula or breast milk** bottles must be brought each day already prepared. We cannot mix up water and formula. We cannot allow formula to be re-used in the event a child does not drink the entire bottle at one feeding. All bottles will be sent home every day. If you are breastfeeding, please provide us breast milk in bottles and not frozen packets. Please label bottles each day with your child's name and date.
3. **Food:** When they reach the stage of development where they have regular table food and milk, we will provide their meals and snacks from our weekly menus at your request.
4. **Clothing:** We ask that you provide at least three changes of clothing each day for your infant. Please label your child's clothing.
5. **Breast Feeding:** BTTB is a breastfeeding friendly facility. If moms would like to come throughout the day to feed their babies they may feed them in the infant room or in the adult bathroom, a chair is available.

**Naps/Sleeping:** Our infants will sleep according to the schedules their parents have them on when they enroll. As they grow and develop, their sleep schedules will change. The center will supply all bedding and will clean the linens on a daily basis or more frequently if needed. Infants will be placed on their backs to sleep unless parents provide a medical statement from their physician stating that the child should sleep in an alternate position. We do not use blankets in cribs. Sleepers may be worn while in the classroom as needed.

## Meals and Snacks

Menus will be posted weekly. If your child has a special diet, please provide a doctor's note. The center provides breakfast, lunch, and an afternoon snack daily that meet state's USDA guidelines. If your child has any allergies please notify the center with a doctor's note, an EPI PEN must be kept on hand as well as Benadryl. We will make accommodations when needed to include your child in each meal. If meals are brought

in they must also meet the state requirements please see front office for those requirements, or they can be viewed on [www.decal.ga.us](http://www.decal.ga.us) Please do not allow children to bring candy or chewing gum to the center.

### **Absences**

There is no reduction in the center's weekly tuition fee due to absences, illness or holidays. Please notify the center if your child is going to be absent. If the absence is due to illness, please inform us of the nature of the illness so we can inform the teacher to look for additional outbreaks.

### **Vacation**

Once you have been enrolled for a year, you will receive one free week for vacation. Tuition for this week will not be required and the children will not be in attendance. Please notify the directors of the week in which you will take vacation.

### **Training**

Our staff participates in annual training each year to better provide the care your children need. We also participate in webcasts and webinars that support Dual Language Learners, twice a year. Other trainings such as First Aid, CPR, and Fire Safety are also kept current.

### **Medications**

We will only administer prescribed medications with written permission from the parents. We will administer medication that has been prescribed **to be given 3 to 4 times a day**. If your child has a medication that has to be given once or twice a day, we ask that you give those dosages at home. There will be an exception for inhalers or breathing treatments.

Medicine forms are available at the front desk. Medication will be given at 11am and 3pm. Before any medication can be administered to your child, you must provide a written authorization which includes: dates to be given, name of child, name of medication, prescription number, and dosage. Medicine is to be in the original container with your child's name on the bottle. No over the counter medicine will be given this includes Tylenol and cough syrup.

### **Food Allergies**

No outside food will be brought in with child at drop off. If the enrollment form lists allergies, the office staff, kitchen, and classroom teachers are notified. The child's name along with the allergy and instructions are listed on the class master allergy list. The child's name, classroom, and allergy are listed on the master allergy list

in the kitchen. If needed, parents will provide an action plan along with medications to administer that are listed on the plan Epi-Pen, Benadryl, etc.

Signs will be posted outside and inside on the class board indicating that a child(ren) in the classroom has a food allergy.

If an allergy occurs 911 will be called, the action plan will be followed, and parents will be called.

If we suspect an allergy has occurred and there is no indication on the enrollment form of an allergy, we will call 911 and call parents.

### **Emergency Medical Plan**

In the case of an emergency we will call 911. Parents will be notified immediately of a child's injury. It is your responsibility to keep us advised of a current contact number. In case of a fire or structural damage, children will be evacuated via buses to the Lighthouse World Outreach Center on Gene Bell Rd, parents will be notified immediately. In case of severe weather, children will be evacuated to the hallways until conditions warrant normal operations.

### **Visiting**

We encourage parents to take an active interest in our preschool and Daycare. Although we request cooperation in not disrupting our program, parents are permitted access to all parts of the center at any time their child is present. We also ask that when bringing a child into school, please give quick goodbyes so as to not disturb the classroom or delay teaching. Please make a director aware that you are in the facility upon your arrival.

### **Expectations**

All parents and children should expect to be greeted with a smile and friendly acknowledgements from teachers and staff members at Back to the Basics with no personal distractions. All teachers will be identified by their uniforms at all times.

### **Information**

The following information will be posted at the front desk for you to view:

- License of Operation
- Copy Bright from the Start's Rules and Regulations
- Communicable Disease Chart

### **Dismissal**

Tuition is due upon each week of attendance. If tuition has not been received on the second week of no payment childcare will be suspended until account is current.



### **Field Trip Guidelines**

The center provides a licensed and properly maintained vehicle and a properly licensed driver for transportation of children to and from local elementary schools, and on planned field trips. ONLY SCHOOL AGE CHILDREN ARE TRANSPORTED. Parents must sign a vehicle transportation form before a child can be transported. Parents must also sign a field trip form before a child will be able to participate. Forms must be signed no verbal approval or approval by fax must can be received as permission for the child to go on the trip. If the permission slip form is not signed by the parents the child will not be permitted to go. Three year olds through school age children will participate in field trips. They will be transported by the bus to and from field trips.

### **Withdrawals**

A two week notice must be given in writing to the office in the event it is necessary to withdraw a child during the year. This notice should be received two weeks prior to the child's last day. If after two full weeks of absence and no notification or arrangement of fees has been made, enrollment will be discontinued and two weeks tuition payment will be required.

Every effort will be made to insure that each child has a happy and beneficial experience at Back to the Basics. If the faculty should determine that your child has not satisfactorily adjusted and would profit from a different program, the parents will be notified so other arrangements can be made for the child's care.

### **Center Closings**

The center will make every effort to be open in the case of snow or other bad weather. Please call the center regarding closings if severe weather should arise, the answering service will provide you with the information needed.

### **Biting Policy**

Biting is an age appropriate practice and our teachers work hand in hand with your children to discourage biting and encourage using our words. Once our staff has exasperated all help such as shadowing, redirection, orajel, teething rings, dismissal could occur at the discretion of the directors. If a child bites more than once in a day, they will be sent home.

### **Hours and Holidays**

Back to the Basics operates year round. The center opens at 6:30 a.m. and closes at 6:00 p.m. Monday thru Friday. Center closings for Holidays are as follows:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

### **Afterschool/Summer Class Electronic Policy**

There are no outside electronic devices allowed in our classrooms. We ask that you keep electronics at home. If a child mistakenly brings an electronic device, we will take it up and hold it in the office until pick up. This policy includes cell phones as well.

### **Toys**

Children are provided with toys at the center and toys should not be brought from home. This is solely for the protection of your child's belongings.

### **Birthdays**

Birthdays may be celebrated at the center with your child's class. Parents may send specials refreshments, but are asked to notify the teacher in advance if they plan to do so. These refreshments must meet the allergy standards for that classroom.

### **Weather**

Children will play outside every day unless there is inclement weather or it is below 34 degrees. Please dress your child accordingly. Make sure all articles of clothing are labeled with your child's name.

### **Potty Training**

Every effort will be made to coordinate potty training in the classroom once the program has been initiated by the parents at home. No effort will be made to potty train until the teacher is told to do so by the parents. Teachers send the children to the potty every thirty minutes. The teachers will work hand in hand with the parents and do exactly what they are doing at home to make this process as smooth as possible. Children will master toileting skills with positive encouragements and consistent help from adults.

### **Extra Clothing**

Each child must have a change of clothes including socks and shoes identified with his/her name labeled. There may be times when two or more changes are necessary, such as potty training. When a child is picked up in clothes loaned by BTTB, please remember to return them as soon as possible.

### **Picking children up**

Children should be signed out by the person picking them up using their finger print at the computer in the front. Children should be placed in the proper child restraints according to the law if not children will not be released to leave the facility.

### **Discipline Policy**

Discipline and guidance at our center are consistent and based on individual needs and development. We will promote self-discipline. Physical punishment is not permitted under any condition. Instead, we use positive redirection, or a brief supervised "Time-Out" (Time away from other children for one minute per year of age-only for ages 3 and up.).

Our discipline policy is as follows:

- All children will be treated with love and respect

- A child shall not be subjected to unusual, severe, or physical punishment inflicted upon them or the family. Parents are not allowed to physically punish their children on the premises of the facility.

- Additionally, a child shall not be subjected to extended isolation from the rest of the group. If a child is isolated, they shall always be within eye contact of the staff member.

- Food (lunch or snacks), as well as outside play time shall never be withheld from a child for any reason.

### **Accident/Incident Policy**

Every accident and incident are recorded by the teacher and a report has been filled out to go home with the child. Back to the Basics does not carry liability insurance.

### **Dropping Children Off**

Parents are expected to bring their children into the center and to their classroom. Each child should be signed in and out by the person dropping them off using their finger print at the computer in the front as well as by a staff member in the classroom.

Children are not allowed to walk themselves in the center or to their classrooms by themselves. Children are not allowed to leave their classrooms without a parent or guardian.

Children are not allowed to leave the center unless they are escorted by a parent or an authorized adult within their registration information.

No child will be released to anyone if the person is under the influence of drugs or alcohol. Please do not let your children run in the halls or the parking lot.

### **Daily Schedule**

Daily schedules will be posted outside each classroom for parents to view. We teach using *GA Early Learning and Development Standards (GELDS)* and *High Reach Curriculum*. We start curriculum in our infant room and continue to our Ga. Pre-K Classrooms

Back to the Basics agrees to obtain written authorization from parents before any routine transportation, field trip, special activity way from the facility, and water related activity occurring in water that is more than two feet deep.

### **After School Care**

A price for the after-school program will be provided for all school aged children. After school care will be provided for all children after each school day, students will be transported to Back to the Basics on Back to the Basics' school bus. Care will also be provided on all school holidays that Back to the Basics will be open. Prices change accordingly based on times children will be cared for. Back to the Basics also provides a Summer Camp for school aged children. Children will go on two field trips a week and also go swimming twice a week.

### **Nap Time**

Children nap for 2 hours on a daily basis. Back to the Basics provides each child with a nap mat and sheet for nap time. Blankets and sleeping buddies may be brought from home but will be the child's responsibility. Nap mats and sheets are washed by the center weekly. Blankets and sleeping buddies will need to be taken home and washed as well.

### **Parent Survey**

Every spring we do a parent survey with questions and concerns you may have about the facility. Please know that anytime you have a concern you can bring it to the director's attention. The survey is just an opportunity for feedback on how we are doing as a whole.

## Health/Illness

- A. In order for your child to attend their program and get the most out of his/her day, your child needs to be healthy. If your child should arrive at school ill or appear to not be feeling well, he/she may not be allowed to remain at school that day.
- B. In the event your child becomes ill at school, parents will be contacted to pick up their child. It is necessary that you arrive at the center no more than 2 hours after being contacted.
- C. Children will be sent home/cannot attend if:
  - a. Have a temperature of 101°F or higher
  - b. They have diarrhea, 3 times or more
  - c. Sore throat
  - d. Infestation
  - e. Respiratory distress
  - f. Upset stomach
  - g. Severe coughing
  - h. Vomiting
- D. After being ill, children cannot return to school until they have been symptom free for 24hrs.
- E. A signed, physician's statement may be required in some instances prior to the child being allowed to return to school.
- F. The center will post a notice for parents to advise when exposure to a communicable disease has occurred and report to local authorities as appropriate. The communicable disease chart is posted in the adult bathroom.
- G. This facility does not carry liability insurance coverage sufficient to protect your children in the event of an injury.

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