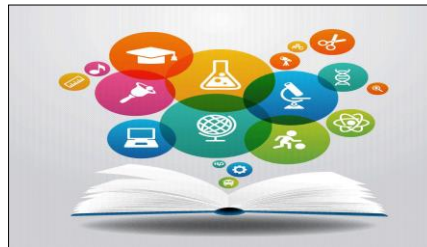


# MORROW

EARLY LEARNING CENTER



## Parent Handbook



A Quality Early Childcare Center  
*"Science centered"*

**Morrow Early Learning Center, LLC**  
**5881 Phillips Drive, Building #2**  
**Forest Park, GA 30297**  
**Office (678) 422-0222**  
**Fax (678) 884-5250**

## TABLE OF CONTENTS

WELCOME TO MORROW EARLY LEARNING CENTER .....	3
VISION .....	4
MISSION .....	4
VALUES .....	4
ELIGIBILITY .....	4
NON-DISCRIMINATION.....	5
WORKING TOGETHER TO BUILD A PARTNERSHIP THROUGH CARING & SHARING .....	5
PARENTS RIGHTS AND RESPONSIBILITIES .....	6
MELC PROGRAM POLICIES, PROCEDURES AND GUIDELINES.....	6
EARLY CHILDHOOD EDUCATION .....	6
<i>Center Schedule</i> .....	6
<i>Center Closings</i> .....	6
<i>Holiday Schedule</i> .....	7
<i>Cell Phones/Hands Free Zones</i> .....	7
<i>Parking Lot/Car Safety</i> .....	7
<i>Developmental Screenings</i> .....	7
<i>Special Services</i> .....	7
<i>Parent/Teacher Conferences</i> .....	8
<i>Daily Schedule</i> .....	8
<i>Parental Visits</i> .....	8
<i>Attendance &amp; Fees/ Schedule</i> .....	8
<i>Late Arrivals/Late Pick Up Policy</i> .....	9
<i>Release of Children</i> .....	9
<i>Volunteers</i> .....	10
<i>Guidance and Discipline</i> .....	10
<i>Nutrition &amp; Feeding Procedures</i> .....	11
<i>Clothing Policies</i> .....	12
<i>In-House Transitions &amp; Toilet training procedures</i> .....	12
HEALTH AND SAFETY .....	12
COVID-19 GUIDANCE (APPENDIX C).....	
<i>Health Requirements</i> .....	12
<i>Immunizations</i> .....	12
<i>Food Allergies</i> .....	13
<i>Incident Reports and Emergency Medical Treatment/ General Transport</i> .....	13 /14
<i>Illness and Injury &amp; Safe Sleep</i> .....	14
<i>Administering Medications On-Site</i> .....	14
<i>On-Site Health Providers</i> .....	14
<i>Smoke Free Zones</i> .....	14
<i>Diapering &amp; Toileting</i> .....	14
FAMILY SERVICES .....	15
<i>Family Support Services</i> .....	15
<i>Agency Activities</i> .....	16
<i>Parent Education Meetings</i> .....	16
<i>Parent Committee</i> .....	16
<i>Bulletin Boards</i> .....	16
REPORTING CHILD ABUSE OR NEGLECT .....	17
HARASSMENT POLICY .....	17
WORKPLACE VIOLENCE .....	18
GRIEVANCE PROCEDURE .....	19
APPENDIX A: SICK CHILD POLICY .....	20-21
APPENDIX B: SAFE SLEEP POLICY .....	22
APPENDIX C: COVID-19 POLICY .....	23-24
CONFIDENTIALITY & ACKNOWLEDGEMENT.....	25

## Welcome to Morrow Early Learning Center

*This handbook will provide the answers to parents' most frequently asked questions, general information about the program, its daily functions and guidelines.*

Morrow Early Learning Center is a full-day developmentally appropriate early care and education program. We are licensed by the Georgia Department of Early Care and Learning (DECAL) and abide by all state licensing guidelines.

Parents are an important part of Morrow Early Learning Center. Our hope is to establish a partnership with the parents of Morrow Early Learning Center students to ensure that we provide the best possible learning environment for your child or children.

Emergency plans are developed specifically for Morrow Early Learning Center and are posted throughout the center as well as the parent board.

Morrow Early Learning Center guiding principles for your child's learning is clearly defined in the curriculum that Morrow Early Learning Center has chosen for its program. Morrow Early Learning Center uses the WINGS Curriculum, which embraces the belief that educating young children means providing them with ongoing opportunities for active learning. In addition, we believe children learning strongly through the exploration of science and technology. Young children in an active, supportive learning environment develop initiative, curiosity, resourcefulness, and self confidence-tools that will serve them well throughout their lives. It is the purpose of the Morrow Early Learning Center program to provide every child they serve with the foundation they need for a good start and a bright future. In addition, we welcome all religions and cultures at Morrow Early Learning Center. We celebrate diversity by recognizing various holidays (Hanukah, St. Patrick's Day, Cinco de Mayo, etc.) with classroom activities and center decorations.

Morrow Early Learning Center staff is looking forward to working with you in partnership on behalf of your child.

## **Vision**

Morrow Early Learning Center will set precedence over other local centers because of our innovative methods of teaching and unique learning atmosphere. It is our vision to be a prominent leader in providing quality care for infants, preschool and school age children. We pride ourselves on enhancing children's learning with a high emphasis on the introduction of science and technology at an early age.

## **Mission**

Morrow Early Learning Center will provide quality early childhood education focusing on learning through science and technology.

## **Values**

Morrow Early Learning Center established a value system that is reflective of what we believe. Because of these beliefs we will follow the **M.E.L.C. (Morrow Early Learning Center)** code of conduct model;

- **M = MAINTAIN** a healthy, safe and fun learning environment for all children and parents to be empowered and successful
- **E = Uphold** the highest standards of **EXCELLENCE** in educating our young minds
- **L = LOVE** and respect each child and give positive guidance and support
- **C = Show COMPASSION** in our teaching and all we do

## **Eligibility**

All NEW families must complete all admission forms and provide the required paperwork prior to the first day of attendance.

- Children accepted are ages 4 weeks to 12 years old
- Immunization Records for your child (GA Form 3231)
- Photo Identification for yourself
- Have an open mind to the various teachings methods that we use with your child and participate in the parent meetings, handbook revisions, and committees.
- Provide a valid e-mail address for teacher- parent and center communications
- Your child(ren) receive required medical and dental care as outlined by Bright from the Start guidelines, including a physical exam/well baby check; Eye, Ear, and Dental screens/exams; and immunizations.

## **Non Discrimination**

Morrow Early Learning Center is committed to providing a work environment that is free of discrimination and harassment of any type including harassment due to race, religion, sex, gender, sexual orientation, age, national origin, or disability. Discrimination is against the law and will not be tolerated at Morrow Early Learning Center. Likewise, retaliation against any person who claims or supports a claim of discrimination will not be tolerated.

## **Working Together to Build a Partnership Through Sharing and Caring**

The key to a good start is communication. We value the partnership of parents and staff. We believe it is important for parents to take an active role in the care of their children.

Parents should feel free to speak daily with teachers about their child's progress and well-being. This includes anything that might affect the child's behavior during the day. We ask that all parents inform the Lead or Assistant Teacher when the child has arrived in the classroom and to discuss any concerns. Each

morning the child must be signed in with a current phone number where we may reach the parent for the day. If a current phone number is not available, the parents are asked to call between 1:00 and 3:00 each day to check on the child. It is helpful for the teachers to know when anything new or unusual is happening in your child's life. The information you share helps us to understand and meet your child's needs. Please keep us informed of your concerns, problems, comments, and suggestions. Our partnership is built on good communication.

There are several other ways we communicate with parents at Morrow Early Learning Center. One important source of communication is your child's cubby. It houses many wonderful treasures and creations as well as written communication from Morrow Early Learning Center. There are bulletin boards throughout the classroom area, and an additional Parent Board located by the sign-in area. Please check cubbies daily and bulletin boards regularly for new and helpful information.

When there is a need to talk to the classroom teacher by phone, the best time to call is between 11-2 p.m., when the children are taking their nap. At other times, the office will be happy to take a message and make sure that the teachers receive all messages.

Morrow Early Learning Center welcomes your questions and comments concerning your child, center policies or procedures.

## Parents Rights and Responsibilities

Morrow Early Learning Center provides a full day developmentally appropriate childcare. The parents' rights and responsibilities together with this handbook are designed to provide guidance to you while your child is enrolled at Morrow Early Learning Center. We have an expected code of behavior for our staff and parents. Parents must join us in following those expectations so that this will be a safe and comfortable place for your child. We hope that your experiences as well as those of your children are positive and enriching.

<b>Rights</b>	<b>Responsibilities</b>
You have the right to a quality childcare program	You have the responsibility of communicating information about your child to staff.
You have the right to be treated courteously by all staff.	You have the responsibility of treating all staff members courteously.
You have the right to inquire about your child's day, and classroom activities.	You have the responsibility to set an example of appropriate conduct while on the premises.
You have the right to volunteer and participate in classroom activities when it is not disruptive.	You have the responsibility of getting your child to school on time, and picking your child up on time.
You have the right to withdraw your child from the program at any time.	You have the responsibility of complying with all program policies, procedures and guidelines.
You have the right to inspect your child's cubby.	You have the responsibility of checking your child's cubby for communications from staff.

## Morrow Early Learning Center Program Policies, Procedures and Guidelines

### Early Childhood Education Program

#### Center Schedule

Morrow Early Learning Center is open year round (January to December) five (5) days a week, Monday through Friday, from 6:30 a.m. until 6:30 p.m., (excluding holiday/training schedule.) Children require a consistent routine and schedule as much as possible. When children are disrupted while learning it is often difficult to get them to refocus, families that arrive late to the center often distract other students during while they are completing activities. Therefore, all children must arrive at the center by 9:00 a.m. Families arriving later than 9:00 a.m. without prior approval will not be allowed to drop off their child(ren) for the day. Events such as doctor's appointments, agency appointments, etc. require prior approval. Children arriving at the center by 12:00 noon, are subject to provide written proof of these appointments.

#### Center Closings

Due to inclement weather, or other emergencies, it may be necessary for Morrow Early Learning Center at the discretion of the Director, to close early, open late or not to open. In such an event, there will be a message on the Morrow Early Learning Center's answering machine by 6:00 a.m. OR we will contact you via text message. As a general rule we are closed due to inclement weather when Clayton County Public Schools are closed.

Other conditions may affect the Director's decision, so please call Morrow Early Learning Center before leaving home on weather emergency days. Safety is of the utmost concern.

In addition, Morrow Early Learning Center will close for scheduled staff development or in-service training. If Morrow Early Learning Center is closed for reasons other than an emergency or a date not listed in the holiday schedule, we will give at a minimum one week's notice of the closing.

## Holiday Schedule

New Year's Day

Memorial Day

Labor Day

Thanksgiving Day & the day after

Christmas Day

Martin Luther King, Jr. Day

Independence Day

The day before Thanksgiving

Christmas Eve

One additional day

## Cell Phones/Hands Free Zones

It is important to help transition your child to and from the center as you arrive and depart daily. Please note that cell phones and hands-free devices are not permitted inside of Morrow Early Learning Center. This includes the playground, sign-in area, and hallways. Please restrict your usage to the parking lot area or center office if it is available.

## Parking Lot/Car Safety

Please follow all safety precautions when parking, walking, and/or driving in/ out the lot.

- Park **only** in designated spaces.
- We do not have a loading and unloading zone. When dropping off and picking up children, you must park in a designated space.
- **NEVER**, under any circumstances, can you park in front of or near the dumpster.
- **NEVER, should a parent/ or authorized pick-up individual speed within the parking lot, always ASSUME that a child is nearby.**
- When walking through the lot, do not walk down the middle and block traffic. Please walk safely to the sides of the lot with your children.

Per the Georgia Child Passenger Safety Law (Code 40-8-76), children under age 8 must be properly secured in an approved car seat or booster seat while riding in passenger automobiles, vans, and pickup trucks. Exemptions include taxicabs and public transit vehicles. If you or a designated pick up person consistently do not have proper seating, as mandated reporters Morrow Early Learning Center will file a report to the proper authorities. Please see center staff for car and booster seat guidelines or visit <http://www.gahighwaysafety.org/childpassengersafety/ocga.html>.

## Developmental Screenings

After parental consent is granted, Morrow Early Learning Center staff can assist parents by referring children for developmental screenings. Parents' are a necessary partner in this effort, sscreening outcomes and information are always shared with parents. If concerns are noted during the screening or if parents have concerns further testing and/or evaluations may be needed. Parents will be asked to give consent for any additional testing as well; and, of course, parents are invited to be a part of this process as well.

## Special Services

As an added service, Morrow Early Learning Center will offer on sight developmental screenings and services through partner agencies. Upon enrollment for child education services, parents can complete an authorization form to allow assessments in the classroom. You will be informed of other evaluations, such as speech/ language and ooccupational therapy, and requested to sign an authorization form as needed. Children identified with special needs are eligible to receive services. If you have concerns about your child's development please speak with your child's teacher or the center's Director.

## **Parent/Teacher Conferences**

Teachers will schedule meetings with parents as needed or at the parent request to discuss each of their children's progress. However, conferences can also be scheduled at any time during the school year at the request of parents and/or staff.

## **Daily Schedule**

Morrow Early Learning Center offers activities which stimulate language, physical, social-emotional, and cognitive growth, as part of our daily developmental curriculum. We strive to enhance skills such as motor ability, problem solving, creative expression, cognition and positive social interaction. Children work and play hard, so daily rest periods are scheduled. Mats or cots and sheets are provided by the center. An outdoor activity time is planned for each age group. Due to staffing limitations, children may not stay indoors without a doctor's excuse. For more information please see the daily schedules for each class, posted in each classroom.

## **Parental Visits**

You may visit your child during the day. Please check with the Director, and/or your child's classroom teacher before planning such a visit, as each teacher's policy differs based on the different emotional stages a child goes through during development. If a parent's presence causes overwhelming distress for the child, visits will be reassessed. You are welcome to come and volunteer in the classrooms after making arrangements with the Director.

## **Attendance**

Upon arrival parents must escort their child into the classroom. **Never** leave your child unattended in Morrow Early Learning Center. Parents are required to sign children in and out each day. Forms are available at each classroom for this purpose. **Please make sure that you leave a valid phone number where you may be reached on the sign in sheet.**

In order for your child to feel a part of the Morrow Early Learning Center community it is important that s/he attend every day. This will ensure that s/he receives the best experience and develops social relationships with his/her peers and teachers. If your child is absent due to illness, a doctor's note is required before (s)he can return to the center. It is the responsibility of the parent to contact the center when your child will be absent. If your child has a scheduled medical appointment, he or she can return to the center by 12noon with proper documentation.

Morrow Early Learning Center recognizes the importance of family time and traditions. **After nine (9) months** of enrollment, each parent will be allowed to have one week of childcare at half off a year. Half off tuition is to assist in securing the child's space and provide the parent a reduce fee one time a year. Please note that this must be communicated with the Director in one month in advance.

## **Center Fees and Payment Schedule**

Morrow Early Learning Center provides top-notch care to its children in attendance. To maintain such quality care, our fees are competitive to other local centers in the area. Fees for services are due every Friday by 6:30pm for the following week of care. We charge the following weekly fees for our services.

Infants (4 weeks to 12 months): 180.00

Pre-Toddlers (12 months to 24 months): 175.00

Toddlers (24 months to 36 months): \$175.00

Pre-Schoolers (36 months to 48 months): \$165.00

After-School Age Children (5 and up): \$145.00 (2:30 pm to 6:30 pm), Summer Camp \$175 per week

Drop-In Care: \$ 55.00 (10- hour max)

Late Fee: \$3.00 per minute



## **Late Arrivals/Late Pick-Up Policy**

Upon enrollment, you will sign an agreement that outlines our Late Arrival & Pick-Up Policy. Arrival and Pick-Up times **must be arranged with the Director**. Morrow Early Learning Center hours are 6:30am – 6:30 pm. *All children must arrive at by 9:00 am. All children must be picked up by 6:30 pm when Morrow Early Learning Center officially closes, no exceptions. Parents will be charged a late fee of \$1.00 per minute after 6:30pm.*

Upon arrival, parents of infants and toddlers must change their child's diaper. Parents are asked to leave a substantial amount of diapers, wipes and any other personal care items that your child requires at the center for their use. Parents of all other classrooms will help their children use the bathroom and wash hands.

- If parents have multiple children, please sign in the oldest child first and each successive child from oldest to youngest.
- When picking up multiple children, parents are asked to sign out the youngest child first and each successive child from youngest to oldest.

***\*\*At no time should a child be left unattended, regardless of age.***

Parents arriving late are still required to assist children with washing hands and diapers/bathroom needs. The child can join breakfast with the classroom if it is still in session. If breakfast has been completed, the teacher can assist the parent and child in securing a breakfast item.

Parents are requested to inform the teacher for late arrivals for such events as doctor's appointments, agency appointments, etc. When this occurs, children must arrive at Morrow Early Learning Center by 12:00 noon. Written proof of these appointments maybe required.

Three late arrivals or Three late pick-ups will result in the child(ren) 1-day suspension and a \$50.00 fine. Any additional late arrivals/pick-ups within a 90-day timeframe will result in 2-day suspensions and could result in termination of services. A meeting with the center Director will be required before the child can return.

In the event that your child is not picked up by his/her designated pick-up time, Morrow Early Learning Center will first contact the parent, followed by the emergency contacts listed on your enrollment forms. If Morrow Early Learning Center has not heard from a parent and has been unable to contact anyone with permission to take the child by 7:30p.m.; we will call the Forest Park Police Department at 320 Cash Memorial Blvd. Forest Park, GA 30297,(404)366-7280. The Forest Park Police will call the appropriate authorities and arrange for the child to be transported. When a child is taken away from Morrow Early Learning Center, Morrow Early Learning Center staff will leave a voicemail message with the parent stating where the child is (address and phone #) and the staff supervisor's phone # for the parent to call if he/she comes later. Because the phone service may be out, we will also post a note prominently on the outside door.

## **Release of Children**

For the protection of your children, Morrow Early Learning Center will not allow any person to take any child away from Morrow Early Learning Center without written permission. Upon enrollment, you are required to complete this information for each child on the application and enrollment forms. Parents can make changes to persons authorized to pick up your children from school, whether it be a family member, friend, or childcare provider/transporter. When this occurs, parents **MUST** put the change in writing stating the full name of the person, the relationship, and a contact phone number. When a designated person is to pick up a child, parents must notify Morrow Early Learning Center in advance. Any person authorized to pick up or drop off your child must be age 16 years or older and present a photo I.D. to verify their identity.

For the protection of both you and your children, Morrow Early Learning Center will not release a child to an authorized pick up person who appears to be in an intoxicated or altered condition. If in the opinion of the staff present any authorized pick up person appears to be in an intoxicated or drugged condition, the staff must notify the parent, guardian or emergency contact of the situation. The child will remain

with the teacher at all times. Assistance will be offered to get the child home. For the safety of the child(ren), Morrow Early Learning Center may deem it necessary to contact the police.

If a parent arrives in an apparent intoxicated or altered condition, Morrow Early Learning Center will work to identify assistance in getting the child home safely. If the parent has arrived to the center by use of a motor vehicle, Morrow Early Learning Center staff and the parent will work together to arrange alternate transportation home that does not include the parent driving the motor vehicle. If the parent attempts to leave the premises in the motor vehicle, the police department will be contacted. If the parent has arrived to the center by way of public transportation, the parent will be asked to remain on the premises in an attempt to allow time to pass, and the effects of the substance to wear off. Depending upon the severity of the impairment, the parent may not be able to take the child home at 6:30 p.m. Upon learning of the situation, and prior to 6:30 p.m., the parent's emergency contacts will be contacted, in an effort to ensure that the child arrives home safely.

In any event that a parent arrives to the center visibly intoxicated to pick up a child, a report will be made to Department of Family and Children Services (DFCS). If a parent repeatedly arrives at Morrow Early Learning Center in a drugged or intoxicated condition, this will result in Morrow Early Learning Center filing a report with the DFCS child protective services division.

***Those obviously impaired who refuse assistance will be subject to police investigation or arrest.***

### **Volunteers**

Competent, caring staff and volunteers are among the most important factors which make Morrow Early Learning Center function effectively. These wonderful volunteers bring special skills and talents to share with the children and assist us in many ways. All volunteers will complete an application, receive a background check, and attend an orientation. Volunteers are prohibited from taking children off the premises of the Morrow Early Learning Center. Any and all such conduct is beyond the scope the Morrow Early Learning Center services and outside the scope of the duties and responsibilities of its employees and volunteers. Such behavior could expose the agency, its employees, volunteers, and our families to unnecessary risks. Parents are encouraged to volunteer in their child's classroom. Please make prior arrangements with the Director and your child's teacher.

### **Guidance and Discipline**

One of the key components of a successful, well-organized curriculum is effective, enlightened discipline and classroom management. Our programs are designed to be consistent, well organized and allow for individualized flexibility. As developmental needs change, the teacher will adapt activities to ensure a challenging curriculum for each child. Every child needs positive adult guidance from teachers and parents to achieve the goal of self-control. A consistent set of limits and realistic expectations make the child feel secure, safe and in control. Teachers set the appropriate classroom framework for a variety of activities, which allow each child freedom to choose his activities. This provides for a happy, nurturing and inviting environment.

We believe that children learn positive behavior through education and redirection. The most effective way to achieve positive outcomes is to reinforce positive behaviors so that the child will want to repeat them. The concept is simple. We focus our attention on teaching children what behaviors are acceptable and offer positive alternatives to unacceptable behaviors. Our reinforcement system (a kind word, verbal phrase and positive human contact) communicates, "You are a valued person." We also encourage positive behavior by structuring the child's day to give ample opportunity for quiet and stimulating activities, outdoor play and a rest period.

Corporal punishment by a staff member or parent is not allowed at Morrow Early Learning Center under any circumstances. Corporal punishment is not only spanking, but also slapping, biting, pinching, jerking or “popping” hands or any other part of the body. None of these behaviors are allowed on Morrow Early Learning Center premises at any time or by anyone. Inappropriate discipline of a child includes but is not limited to isolation, verbal abuse, and spanking, pulling hair or any other rough or inappropriate handling. Any staff member or parent witnessing inappropriate discipline must notify the supervisor on duty immediately.

We never use physical discipline and will not use it at the parent’s request. The parent will be contacted to assist in resolving consistent disruptive or destructive behavior. We reserve the right to terminate services when we feel that a child’s behavior is detrimental to others in the class and does not respond to enlightened discipline techniques.

Most teachers typically regard discipline as one of the most challenging areas in working with young children. It is often difficult to follow consistent disciplinary techniques because each child and situation is different. It is important to distinguish between what discipline is and what it is not. Discipline is a process that involves encouraging the child to make appropriate choices; it is not spanking, shaming or punishing. Morrow Early Learning Center’s discipline philosophy requires that the child feel genuinely loved, respected and valued. It requires that you actively listen to the child in such a way that (s) he is sure that you know what (s)he is trying to communicate to you. Even when you are pressed, it requires you to control your anger and other negative feelings.

### **Nutrition & Infant/ Toddler Feeding Procedures**

Morrow Early Learning Center provides fresh and healthy foods to children in our care. Our menu never consists of fried foods, pork or foods with refined sugars. The center provides breakfast, a well-balanced lunch and a nutritious snack each day. Breakfast is served from 7:45 a.m. until 8:30 a.m. Lunch is served between 10:45 a.m. and 11:30 a.m. depending upon age group and an afternoon snack is provided following naptime. Dinner will be served at 5:00 to 6:00 p.m. All menus and servings meet USDA childcare food requirements. Menus will be posted and are available in your child’s classroom at the beginning of each month.

A very important part of our program is providing good nutrition and developing healthy eating habits. There is ample nutritious, wholesome food available to every child each day. Because all children at the center should have the same food choices, children are not allowed to bring food or snacks from home except when a restricted diet is prescribed by a physician. In such cases a doctor’s note will be required. Morrow Early Learning Center will provide appropriate food substitutions on the days that the planned meal does not meet the needs of the child. In all other cases, if a child arrives with food, it will be taken away from them and returned at the end of the day.

This procedure will be always followed when bottle-feeding infants: Infants will be fed "on demand." Flexible feeding schedules must be maintained. No less than the daily food requirement for children less than one year of age will be offered unless otherwise indicated in writing by a physician, in consultation with the parents. The teacher will inspect sanitized bottle and nipple for cleanliness and child's name. There should be enough bottles (at least three [3] per infant) to ensure a sterilized one is always available and only plastic bottles. Also, ensure that nipples (bottle and pacifier) are clear silicone, not plastic. Bottles will be sanitized washing in a dishwasher or by boiling for five minutes or more just before refilling.

Identify the child's formula or breast milk. (No other foods than these, except water, will be placed in a bottle for infant feeding.)

Formula provided by the center will be pre-mixed liquid only and they will be refrigerated until immediately until feeding. Bottles will be warmed in a bowl of hot water until formula or milk is lukewarm or placed in a crop pot. After they are removed, the outside of the bottle will be wiped with a clean cloth. The temperature of bottle contents will be checked before feeding the child. Babies that cannot hold their bottles will be held when being bottle fed and burped occasionally during the feeding to bring up air swallowed while sucking. A child that can sit up and hold his

own bottle, she or he may be placed in a highchair for feeding. Any remaining fluids in the bottle will be destroyed. The bottle and nipple will be washed thoroughly with soap and water and rinsed well. Bottle and nipples will be placed in a receptacle to be returned to the kitchen for sterilizing. Feeding time and amount consumed will be documented on the Daily Infant Feeding/ Activity Form. Staff will wash hands between feeding each child.

**STORAGE:** Opened containers of unmixed concentrate, formula prepared from powder or concentrate, and open containers of ready-to-feed formula must be labeled to identify the contents, dated and refrigerated. Containers and/or bottles of breast milk and individual bottles of prepared formula must also be labeled with the child's name. Prepared formula not used within 24 hours must be discarded. Breast milk may be stored up to 48 hours in the refrigerator or up to two weeks in the freezer before discarding.

### **Solid Foods and Juices**

- Infants will not be fed solid foods or juices until the age of four months or older.
- Introduce solid foods and juices according to the child's nutritional and developmental ability, in consultation with the child's parents and with the recommendation of the child's doctor. Foods should be introduced gradually, generally, rice cereal baby food, mixed with formula or breast milk, is the first food to be introduced. Only one new food, including juice, should be introduced at a time. At least two days should elapse before the introduction of a different new food. If signs of intolerance (such as vomiting, skin rash, diarrhea, or wheezing) occur, inform the child's parents. If a reaction is severe, the program's Medical Emergency procedures will be followed to get immediate assistance. If a reaction develops, this will make it easier to identify the possible offending food.
- Juices should be introduced when the child is developmentally ready to drink from a cup, usually after seven months.
- Leftovers will be discarded from the serving dish. Leftovers in the jar should be labeled with the infant's name, dated, refrigerated and served with 24 hours or discarded.
- When the child is developmentally ready to feed self, generally around eight months, place him in a high chair and assist him with his feeding. Staff will begin to offer finger foods such as small soft pieces of peeled fruits and vegetables, soft cheese cubes, unsalted crackers, toast squares, etc.
- By the age of 12 months, a child should be eating most of his food from the table. Foods from the menu will be cut and prepared to meet the child's developmental needs by the cook before delivery to the classroom.
- Children less than two years of age will not receive whole small berries, candies, raisins, corn kernels, raw carrots, whole grapes, hot dogs, nuts, seeds, popcorn, raw peas or peanut butter, as these foods may cause choking. Also, honey to a child less than one year. Pureed or mashed berries, cooked carrots, corn and peas can be given. Whole cow's milk can be introduced to a child in a cup after the age of 12 months, when recommended by the child's physician.

### **Clothing Policies**

We have an active program! Morrow Early Learning Center is a science centered, our program invites children to explore and manipulate the environment without inhibition. We venture out in all weather. Because of this we encourage parents to dress children accordingly.

Some of our work (play) often involves “messy” activities. We encourage the use of smocks but we do not always require them if they prevent children from participating. The use of smocks won't guarantee that clothing won't get soiled or strained. We recommend clothing that is washable and durable.

Parents are encouraged to dress children in weather appropriate clothes that allow free movement and play without worry, shoes should be comfortable and practical for running climbing and walking. Open toed shoes are strongly discouraged. Please label your child's outerwear (hats, coats, etc.) so that they are easily identified. An extra set of clean clothes including socks and underwear should be kept in the cubby at **all times** in case of accidents. If your child is sent home in their change of clothes, please be sure to replace them on the following school day.

## **In-House Transitions & Toilet Training Procedures**

Upon reaching the appropriate age and level of development, your child may be ready to move to the next class. This process is called transitioning. Your child's teacher will notify you when your child is ready to transition. Each child transitions for a period of one week, beginning on a Monday. On Friday of the transitioning week your child will stay in the new classroom for the entire day. Your child will need your support and encouragement at this time and our teachers are available to support your family. At MELC, we believe children will ultimately begin using the potty when they "are ready." However, to prepare toddlers for toileting we will take them to the bathroom to potty, after breakfast, before and after lunch, and after naptime. We will prompt/ encourage toddlers to potty in the toilet during these times.

## **Health and Safety**

### **Health Requirements**

Within 20 days of enrollment, each child must have on file an up-to-date annual physical; Ear, Eye, and Dental Screening; and a 3231 Georgia Certificate of Immunization signed by a physician.

All children, staff members, and volunteers must have documentation that they are free from communicable disease and able to work/participate in a group setting.

### **Immunizations**

Each child is required to be up-to-date with all immunizations. If a child is unable to receive immunizations due to medical waiver, religious belief, or medical condition, the parent must provide documentation as to why the child is not current on immunizations. If a family is unable to meet the immunization requirements within a designated time frame, the child will be removed from the classroom until immunization requirements are met.

### **Food Allergies**

Early Childhood Centers are finding more and more children with very severe allergies, which can be life threatening. In many cases, these allergies are to items considered as staples in our food program, such as peanuts, peanut butter, or peanut-related items such as muffins, cookies, candies, and trail mixes. Other allergies include milk and milk products, wheat, eggs, soy, shellfish, and tree nuts. Parents are responsible for completing the appropriate Health History/ Allergy and Nutrition forms during enrollment to determine if a child has a history of food allergies. Communication is VITAL to ensuring the health and safety of you child.

Please see the Director for any of the following health needs:

- If your child has an allergy, an **Individual Nutrition Care Plan (INCP)** must be completed by the child's pediatrician and signed by the parent.
- Children with a milk intolerance or special dietary restriction must have a valid **Individual Nutrition Care Plan (INCP)** on file. Children with a *religious dietary restriction* must also have an **INCP** on file including a notarized letter from their religious leader.
- Children with an identified and or diagnosed health condition that requires an accommodation must have a valid **Individualized Health Care Plan (IHCP)** on file. Examples of conditions that require an **IHCP** include but are not limited to: diabetes, seizures, sickle cell anemia etc.

### **Incident Reports and Emergency & Non-Emergency Medical Treatment/ Transport**

When an accident or other unusual incident occurs at the center, an Morrow Early Learning Center staff member will complete an Incident Report and provide a copy to you. Morrow Early Learning Center will dial 911 for emergency medical transportation. Upon admission to Morrow Early Learning Center each parent must sign an Emergency Medical Treatment/ Transport form. This form gives Morrow Early Learning Center permission to release your child to the ambulance personnel for transport to the hospital.

In the event of an emergency, to transport your child to the nearest hospital, which is Southern Regional Medical Center, 11 Upper Riverdale Rd, SW, Riverdale, GA 30274 or nearest Children's Hospital where they will be given treatment. In case of any medical non-emergency requiring medical attention, we will attempt to reach the parents and /or emergency contact first. If we are not able to reach either, we will take the child to the hospital as previously indicated. MELC staff will attempt to utilize first aid/ CPR procedures on-site first.

*NOTE: At management's discretion, child may be taken directly to the hospital emergency room.*

### **General Transportation (School Pick-up and Field Trips)**

Morrow Early Learning Center will use staff vehicles, company vans or rental car vehicles when going on field trips and picking up after-school children. We will transport children from their prospective schools and utilize the transportation log to record which child was picked up and dropped off at the childcare center.

### **Illness and Injury**

Children are checked daily by their classroom teachers for signs of illness or injury upon their arrival to the center. If a child's health is in doubt, s/he will not be admitted. Should a child appear ill during the day s/he may be taken to the Director's office and the parents contacted. As parents, you know your child best - please check your child for wellness before bringing him/her to center. If your child is ill and will be absent. A description of the illness or any health precautions recommended by the physician will assist in the prevention of illness to other children. For further details concerning illness, see *Appendix A: Sick Procedures* in this handbook. Response to any signs of abuse are dictated by the *Child Neglect and Abuse Policy* in this handbook.

*All parents are required to notify Morrow Early Learning Center staff whenever a child has been exposed to a contagious disease. If an exposure has occurred within the center, the center will post a sign of the communicable disease on doors and/or bulletin boards and sent emails to inform parents.*

### **Protection of Children: Emergency plans have been developed and are posted for parent viewing**

### **Safe Sleep Policy**

Infants will be placed to sleep on their backs when laying in the crib. If the infant begins to roll while sleeping, the infant teacher will post a sign above the crib indicating that this "child rolls while sleeping."

### **Administering Medications On-site**

Morrow Early Learning Center will only administer prescribed medication when the dosing requirements make it impossible for a parent to effectively administer all required doses at home. Morrow Early Learning Center will only administer prescribed medications with a completed **Medication Administration Form**, which has been signed by the parent and a Morrow Early Learning Center staff member. This form must be updated every 2 weeks. Medication must be in its original containers and clearly labeled with the child's complete name, the date it was prescribed, expiration date, the name and dosage of the medication, length of time for administration, and instructions on administration and storage from a medical provider. Medication is to be dropped off with the center office each morning so that it may be stored properly. If the child has any adverse reactions to the medications, staff will document the reaction(s) and the parent will be notified promptly so that they may report the reaction to the child's medical provider.

Morrow Early Learning Center will not administer any over the counter medication unless it is required by a physician and a Medication Administration form is completed by the parent. Morrow Early Learning Center does not accept medication administering instructions over the phone; all instructions must be in written form.

### **On-Site Health Service Providers**

Occasionally, we will also arrange for a DDS to visit on-site in a dental van at the beginning of each school year.

### **Smoke Free Zone**

Morrow Early Learning Center is a smoke-free zone. This includes all outdoor areas of the building and the parking lot.

### **Diapering & Toileting Procedures**

- Staff will use disposable paper slips or a non-porous surface on the changing table
- Staff will move diapers and clothing immediately after they are soiled
- Staff will wash hands before and after diapering and toileting
- Clean and sanitize surfaces before and after diapering and toileting
- Staff will attempt to recognize signs that a child is developmentally ready for toilet training, and if so, Staff will cue or prompt toddlers to potty in the toilet

### **Family Services**

#### **Family Support Services**

Upon your child's entry in our early childhood program, if your family is need of any supportive services that is offered within the community. The Director will meet with the family to complete a needs assessment in order to provide the family with referrals to community service providers. The goal is to assist with four major components: Housing, Employment/Education, Health/Mental Health, and Personal/Family Stabilization.

Morrow Early Learning Center will assist with translation services for non-English speaking families and upon request of the parent.

#### **Agency Activities**

Throughout the year, Morrow Early Learning Center offers various parent activities and groups. These activities may include field trips, educational workshops, or volunteering in the classroom.

#### **Parent Education Meetings**

Parent meetings will be held once a quarter and announcements will be posted throughout Morrow Early Learning Center. This is your opportunity to have input into what happens with your child at the center as well as to benefit from the experiences and knowledge of other parents, and invited speakers.

#### **Parent Advisory Committee**

Morrow Early Learning Center will form a Parent Committee each August to involve families as active partners in the community planning process and to provide knowledge of how policy changes at the national, state, and local levels affect services and resource for children and families. As a member of the Parent Committee, you will be requested to meet monthly with fellow committee members, assist in planning agency events, and encourage parent participation in Morrow Early Learning Center programs. The staff will support the Parent Committee in these endeavors.

Officers include:

- *President of Parent Committee:* work with the parent officers to plan and carry out center-wide events and involve other parents in center activities;
- *Vice President of Parent Committee:* Committee: work with the parent officers to plan and carry out center-wide events and involve other parents in center activities
- *Secretary of Parent Committee:* Work with the other parent officers and responsible for recording notes during the meetings and making any necessary flyers/ posters.

### **Bulletin Boards**

Please consult the various Bulletin Boards located throughout our site to locate information on job leads, community events, service referrals, parenting/childhood development information, and school/agency events.

### **Report Requirements for Child Abuse or Neglect**

*The staff members at Morrow Early Learning Center are all mandated reporters to the State of Georgia when child abuse or neglect is witnessed or if a child reports abuse. We must immediately document what the child has told us or what we have witnessed, and then report immediately to appropriate state officials.*

Every staff member who has reason to suspect that a child has been neglected or abused, through contact with the child or family members, through examination of the child, or through attending to/or treating the child, this includes verbalizations by the child, is required by law to:

- (1) Inform the Director of Morrow Early Learning Center or her designee.
- (2) Notify the Department of Family and Child Services

The report may be oral or written and must be done as soon as possible. Written reports must be made to the authorities no later than 48 hours after the contact, treatment, examination etc. that caused suspicion that the child was neglected or abused.

The report shall include the following:

- (1) Name, age and home address or last known home address of the child.
- (2) The name and home address or last known home address of the child's parent or other person who is responsible for the child's care.
- (3) The child's whereabouts.
- (4) The name and age of every other child in the household.
- (5) The nature of the incident or condition which prompted the call.

### **Harassment Policy**

Morrow Early Learning Center is committed to providing an environment that is free of harassment of any type including harassment due to race, color, disability, age, gender, religion, or national origin. Harassment is against the law and will not be tolerated at Morrow Early Learning Center.

Morrow Early Learning Center's no harassment policy includes sexual harassment. This policy prohibits behavior that makes our work environment hostile psychologically or physically. Our sexual harassment policy prohibits the following, or any action defined as unwelcome:

- Repeated sexual flirtations, advances or propositions.
- Continued or repeated verbal abuse of a sexual nature, sexually related comments to include joking, graphic or degrading comments, and the display of sexually graphic objects or pictures.
- Any uninvited physical touching, such as patting, hugging, pinching, kissing or intended brushing against another's body

Morrow Early Learning Center's prohibition on harassment extends not only to that of/by employees, but also of/by non-employees such as vendors, suppliers, parents, and visitors to our property. Employees are



entitled to work in an atmosphere free of harassment from any source. Parents are entitled to receive services in an atmosphere free of harassment from any source.

In support of this policy, the agency expressly prohibits any form of employee or parent harassment. Improper interference with the ability of employees to perform their expected job duties will not be tolerated. This specifically includes:

1. Unwelcome sexual advances;
2. Requests for sexual favors; and
3. All other verbal or physical conduct of a sexual or otherwise offensive nature where:
  - Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
  - Submission to or rejection of such conduct by any individual is used as a basis for employment decisions affecting the individual; and
  - Such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

All management personnel, as part of their job duties, will be responsible for preventing and eliminating harassment in their work areas. Maintaining a work environment free of any type of harassment is an affirmative obligation of Morrow Early Learning Center.

Any parent who believes they are being harassed, witnesses harassment or is told of harassment occurring at Morrow Early Learning Center will immediately report the matter to the Director. Parents will not be retaliated against in any way because they have complained about or reported harassment. If the parent is not satisfied with the resolution imposed by the Director, then she/he may follow the procedures outlined in the Grievance Procedure section of this handbook.

All complaints of harassment will be carefully and thoroughly investigated. The cooperation of all in such investigations is expected. All steps will be taken to ensure that the complaint is handled in a confidential manner.

### **Work Place Violence**

Morrow Early Learning Center values a supportive and harmonious work environment. Morrow Early Learning Center will not tolerate any type of threat, verbal or otherwise, that occurs in the workplace. For the purpose of this statement, a threat includes, but is not limited to, any statement or action by an individual that indicates intent to cause present and/or future danger to:

- Morrow Early Learning Center physical property or items in the property
- A parent or a child
- Another employee
- A contractor or vendor
- The property of any of any of the persons listed above
- Any related person or entity of those listed above

All parents have the responsibility to report any type of threatening statements or actions to the Director. Management's responsibility will be to promptly investigate any reports of such behavior and take the appropriate corrective action.

### **Grievance Procedure**

Parents may address any concerns or issues with the application of policies, procedures or practices outlined in this handbook in the following manner:

1. The issue should first be discussed with the appropriate program personnel (center Lead Teacher or Assistant Director). If the issue is not resolved, the parent may proceed to step 2.
2. The parent should request a meeting with the Director. The Director will work with all parties to find a resolution.
3. Within 7-14 working days the Director will address the concern and issue a decision to all parties.

The decision of the Director is final.

## **Appendix A**

### **Sick Child Procedure**

*The purpose of this policy is to outline the proper procedure of handling illnesses, in order to protect all children enrolled in the program.*

It is the responsibility of the staff to contact the parents and send home any child who shows signs of the following:

1. **Fever** - When there are no other symptoms accompanying the fever, the temperature reading must be taken twice during a twenty-minute interval and remain consistent for both readings.
  - a. Temperature of 100 or above for infants 6 weeks to 4 months.
  - b. Temperature of 101 or above for children over 6 months accompanied by sore throat, rash, vomiting, diarrhea, earache, irritability, lethargy or confusion.  
*\*\*The child must be fever free for 24 hours or have a doctor's statement that the child is ok to return to school.*
2. **Conjunctivitis** - which is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning and there is typically a discharge.  
*\*\*The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.*
3. **Active Bronchitis**- this can be hoarseness, cough and a slight elevation in the temperature. The cough may be dry and painful, but gradually becomes productive.  
*\*\* The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.*
4. **Rashes** - that cannot be identified or have been diagnosed by a physician.  
*\*\*A doctor's note must be presented in order for the child to return.*
5. **Impetigo** of the skin which shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and weeping. The lesions occur in moist areas of the body such as the creases of the neck, groin, and under the arms, face, hands, or edge of the diaper.  
*\*\* The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.*
6. **Diarrhea** - Three or more episodes of watery or greenish bowel movement that look different and are much more frequent than usual, especially those which contain blood or mucus.  
*\*\*Child must be diarrhea free for 24 hours or have a doctor's statement that the child is ok to return to school.*
7. **Vomiting** - Two or more episodes (more than the usual "spitting up") or one episode when accompanied by a fever, diarrhea, lethargy, or irritability.  
*\*\*Child must remain at home for a period of 24 hours or have a doctor's statement that the child is ok to return to school.*
8. **Severe cold** with fever, sneezing, and nose drainage.  
*\*\*Child must be temperature free for 24 hours or have a doctor's statement that the child is ok to return to school.*
9. **Contagious disease** of any kind, including, but not limited to:
  - Ring worm- (small raised bumps that grow in size to form a circle) **For ringworm appearing on the head, the child may not return for at least 48 hours after the oral medication has been administered and clearance has been given by the doctor. For ringworm appearing on other areas of the body, the child may not return for 24 hours after the topical cream has been administered and clearance has been given by the doctor. In both cases the ringworm must be covered while the child is in school.**
  - Strep throat- **The child may return no sooner than 48 hours after the medication has been administered and a physician has given clearance.**
  - Chicken Pox- **The child may return only after a physician has given clearance. Documentation will be required.**

It is the responsibility of the staff to report any symptoms of illness to the parent at the end of the day. If a child seems sick without obvious symptoms, this should be reported as well. In this case a child may look or act differently. This may mean unusual paleness, irritability, unusual tiredness, or general lack of interest. A teacher may request that a physician see the child if these symptoms persist for several days.

It is the responsibility of the parents to keep their children home if the above symptoms occur before leaving home. Generally, the child may return to Morrow Early Learning Center when they have been on medication for 24 to 48 hours, however some illnesses require a longer period of exclusion.

A note from the doctor will be required for all conditions requiring medication. Morrow Early Learning Center staff will administer doctor prescribed medications at school; however, we must have a *Medication Administration* form completed. These forms may be obtained from the staff. All medicine brought to Morrow Early Learning Center must be in its original packaging and clearly labeled with the child's name, physician information and dosing.

## Safe Sleep Practices Policy

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

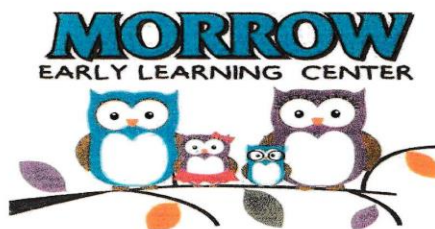
Parent/Guardian name: \_\_\_\_\_

### Safe Sleep Practices/Policies:

- 1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- 4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
- 5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice: \_\_\_\_\_
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- 9) Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

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



## Letter Notifying Families Regarding Health & Safety Policy Changes in a Child Care Program

Dear Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will continue to operate MELC to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Effective May 18, 2020 and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:

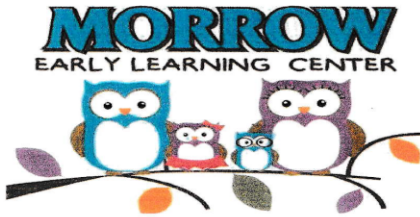
### Check-In and Pick-Up

- Families will be greeted at the **DOOR** where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the childcare program. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/child care area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

### Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.

Page 1 of 3



- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No program tours will be given until further notice to reduce the number of visitors in the building.

#### **Meal Preparation & Service**

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

#### **Child Health**

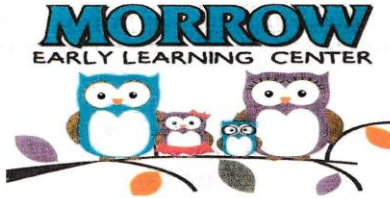
- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips will be suspended.

#### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

#### **Tuition**

- No unpaid vacation weeks will be allowed to be used by families during this time period.
- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.



- If you are able to work from home and choose to keep your children at home, you will be required to pay all of your normal weekly tuition to retain your spot.
- If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you will be required to pay part of your normal weekly tuition. We will require proof of reduction from your employer.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, part tuition will still be due to retain a spot for your child.

#### **Communication**

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email.
- You may follow our social media page @MELCctr or [morrowearlylearning.com](http://morrowearlylearning.com) for late-breaking program updates.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,

S. Johnson, Administrator



## Confidentiality Notice

Childcare professionals at Morrow Early Learning Center respect the privacy of enrolled children and their parents. Substitutes and volunteers who participate in our program are expected to do the same. We believe that violating privacy may damage the positive self-esteem of parents and that of their child. We believe that all information concerning children and their families is of an extremely sensitive nature and should be respected. We expect that all substitutes and volunteers in our program will do likewise and keep all personal and sensitive information about our children and families completely confidential. In addition, we expect all volunteers and substitutes to report only pertinent information to the proper Morrow Early Learning Center staff.

### Confidentiality Agreement for Morrow Early Learning Center

WHEREAS, childcare professionals respect the privacy of enrolled children and their parents and,

WHEREAS, violating his/her privacy may damage the positive self-esteem of parents and that of their developing child,

WHEREAS, all information concerning children and their families shared is of a very sensitive nature and should be respected,

I agree to keep ALL INFORMATION discussed in private in total confidence,

I further agree that I will keep all personal and sensitive information disclosed by adults completely confidential and will report only pertinent information to the proper authorities.

## Acknowledgement of Orientation and Receipt of Parent Handbook

The Parent Handbook is the official handbook for enrollment policies and procedures for Morrow Early Learning Center. In it we have attempted to cover situations normally expected to arise during your child's enrollment with us. Because Morrow Early Learning Center is not able to anticipate all situations that might arise, nor anticipate all the questions that would be raised regarding policy, this handbook was designed to be fluid and meet needs as they arise. Management reserves the right to amend these policies, as necessary. Any amendments will be made in writing and distributed to parents and staff.

### **Parent's Acknowledgement**

I have read and understand the Parent Handbook. I understand that any departure from the policies, rules, and procedures will be considered a violation of program policy and could result in disciplinary action up to and including termination of my participation in this program. I understand that I will be notified of any changes in policies, rules, and procedures, and that it is my responsibility to read and maintain copies of any such changes.

The current version of the Parent Handbook was revised in October 2020. This is the version that I am receiving. This handbook contains the Parent Rights and Responsibilities, as well as the Confidentiality policy.

The parent's signature acknowledges receipt of a copy of the Parent Handbook and indicates an agreement to uphold the policies of Morrow Early Learning Center.

Print Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_