



Beulah Early Learning Center

“A Child A Promise A Possibility”

Parent Handbook

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1. PHILOSOPHY

At Beulah Early Learning Center, we believe that children are special creations of God, made in His image. Because of this, we value each and every child regardless of their background, behavior, or life situation. It is our desire to help every child reach his/her full potential in life by helping the child cognitively, physically, emotionally, socially, and spiritually.

Thus, at our Center, we treat children with the dignity and respect they deserve as human beings, help give them the attention, affection, and care they need throughout the day, and work with, teach, and guide each child in a loving fashion.

We believe that God has given parents the sacred responsibility of raising children to honor the Lord, His creation, His Word, and the lives & beliefs of other people. Beulah Early Learning Center, seeks to partner with, not replace, parents to help grow their children into the people God created them to be.

Thus, at our Center, we seek to give the children the best possible care and work alongside their parents to help children develop into successful, content, and character-filled individuals.

We believe that the greatest influence for either good or bad in the life of a child is the example that others set before him/her. We believe that the character of our staff and attitude of our Center needs to be positive, dependable, and morally excellent.

Thus, at our Center, we expect all staff members to represent good Christian morals and maintain a positive attitude throughout the day. Our goal is that each staff member will set a good example for the children in attitude, speech, and actions.

We believe that anything worth doing is worth doing with excellence, and that there could be no more worthy cause than influencing young children to become the best that they can be. We believe that God expects us to give our very best to the next generation.

Thus, at our Center, we strive to maintain a spirit of excellence in our facilities, curriculum, and staff. We will always remain open-minded to suggestions on how we can improve the quality of our care.

Goals

- 1.2 The goals of Beulah Early Learning Center are:
- 1) To prepare children to be successful as they enter kindergarten in the public school system.
 - 2) To prepare children socially to cooperatively work along with others and recognize the benefits of group activities in accomplishing common goals.

Curriculum

- 1.3 The curriculum use by Beulah Early Learning Center is the High Reach Learning. High Reach Learning will be supplemented with a Christian-based curriculum.

Mission

- 1.4 The mission of Beulah Early Learning Center, is to produce the next generation of leaders through academic excellence, character development and spiritual discipline. With a focus on individualized curriculum teaching, recreation and a series of intellectually challenging programs and projects, our students will receive a strong and solid basis that prepares them for successful achievement throughout their academic careers.

Director

- 1.5 Mrs. Yolanda Bowen is the Director for the Beulah Early Learning Center. Mrs. Bowen is responsible for the day-to-day operation and management of the Beulah Early Learning Center. Please see Lead Teacher with any questions or concerns when Mrs. Bowen is unavailable.

Service

- 2.1 Beulah Early Learning Center will service children between the ages of six weeks and 4 years old, with before and after school care available for children six to twelve years of age.
- 2.2 Beulah Early Learning Center will provide service to participants twelve months a year, January to December.
- 2.3 The days of operation will be Monday through Friday.
- 2.4 Beulah Early Learning Center will provide service between the hours of 6:30 a.m. and 6:30 p.m.

Beulah Early Learning Center closes at 6:30 p.m. At 6:31 p.m., any child who remains at Beulah Early Learning Center is late being picked up.

- The fee for late pick up is \$10.00 every fifteen (15) minutes per child. This fee is due before the end of the next service day. Payment must be made in the form of a personal check, money order or cashier's check. No cash will be accepted.
- After the second (2nd) late pick-up within one year, a telephone conference will be scheduled between the parent/guardian and director.
- After the third (3rd) late pick-up within one year, and office conference will be scheduled between the parent/guardian and the director, at the convenience of the director.
- After the fourth (4th) late pick-up within a year, the child(ren) will be suspended from Beulah Early Learning Center for a period of one (1) program day.

- 2.5 Beulah Early Learning Center will be open each weekday with the exception of the following:

Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King Jr.
Good Friday
Memorial Day
Independence Day

Emergency Closings

- 2.6 The School will use DeKalb County's closing status as a guide for severe weather closings. If parents hear that DeKalb Schools are closed, they should listen to Channel 5 WAGA for Beulah Early Learning Center school status. Many times DeKalb Schools close because of transportation concerns. Beulah Early Learning Center will always be announced on the above station.

Records and Information

- 3.1 Application to Beulah Early Learning Center may be made by the parent/guardian of the potential student. Parents/guardians who make application are required to supply and maintain accurate record information. This includes but is not limited to the change of address, home telephone number, employment information, health insurance information, escorts, emergency contacts, and arrival and departure times.

Information pertaining to the children enrolled at Beulah Early Learning Center is considered confidential and may not be released by School staff without first obtaining written permission signed by parents except in the following situations:

Relevant information relating to the children's family situations, medical status and behavioral characteristics on the children enrolled at Beulah Early Learning Center at any time shall be shared by School staff among caregivers on the School caregiver staff, with members of the Department of Human Resources or with other persons authorized by the rules and regulations for day care centers or the law to receive such information, or with other persons in an emergency situation involving the enrolled child.

- 3.2 Escorts are responsible for signing students in and out of the school. Escorts must be at least eighteen (18) years of age. No parent or person authorized by the parents to pick up or drop off their child(ren) will allow their child(ren) to enter or leave the School without being escorted. The School will not permit the child to enter or exit the School without an escort. Parents/guardians are required to submit the names of all escorts at the time of the intake interview. All changes must be submitted in writing prior to being effective. No child will be released to persons not on authorized list. Parents/guardians must submit names in person in writing for our files.
- 3.3 Parents are responsible for providing a minimum of three emergency contacts other than the parents. Names, addresses, home and work telephone numbers are to be provided. These individuals must agree to be contacted to pick up your child in the event of an emergency, if the parents are not able to be contacted.
- 3.4 Parents are responsible for maintaining updated records for each child enrolled in Beulah Early Learning Center. All changes in your child's record are to be reported to the Administrative Office within three (3) working days.
- 3.5 Parents are to maintain current written medical records for each enrolled child, including the results of a complete health evaluation by an approved health care resource within six months prior to enrollment, record of immunization, and pertinent health history (such as allergies or chronic conditions). The American Academy of Pediatrics recommends regular health evaluations every six (6)

months for children under two (2), every year for children ages two (2) through six (6), and every two years for school-agers.

3.6 Written permission will be obtained from the parent in advance of your child's participation in any field trips.

Fees Costs for services at Beulah Early Learning Center are as follows:

- 4.1
- Infants (6 weeks - 1 year) - \$135.00 per week
 - Toddlers (1 year - 2 years) - \$120.00 per week
 - Preschool (3 years - 4 years) - \$115.00 per week
 - Before/After School Program - \$40.00 per week
 - Before School Program Only - \$25.00 per week
 - After School Program Only - \$35.00 per week

Payment of fees is to be made in the form of a personal check, cashier's check or money order. Payments are due on the first service day of the week. Any payment not received by the end of the service day is considered late. Late payments are assessed a fee of \$20.00. Habitual late fee payment is subject to a conference with the director and possible dismissal from the program.

Access & Visitation

5.1 Parents will be permitted access to all child care areas of the School at any time your child is in attendance. Parents must make their presence known to Beulah Early Learning Center staff before removing their child from the School.

Parents are welcome visitors in the program at all times (for example: to observe, eat lunch with a child, or volunteer to help in the classroom). Parents and other family members are encouraged to be involved in Beulah Early Learning Center's program.

Personal Belongings

- 6.1 Children are to have the following items at Beulah Early Learning Center at all times:
- A complete change of clothes, Including:
 - * Underwear, panties, pull-ups, or diapers
 - * Undershirts
 - * Pants, skirt, dress, or shorts (as appropriate for the weather)
 - * Shirt or blouse
 - * Socks
 - * A sweater (if appropriate for the weather)
 - * A twin sheet and small blanket for children one (1) year and older
 - * A crib sheet and receiving blanket for infants
- 6.2 Please have your child's belongings labeled with his/her name on the inside tag or sewn inside the garment.
- 6.3 Individual spaces for children to store their personal belongings are provided in each classroom. Please check your child's locker on a daily basis to locate soiled or wet clothing and linen. These items must be taken home on the same day and replaced with a new change of clothing and linen on the next service day.
- 6.4 Enrolled children who are not potty trained must have a minimum of twelve diapers or pull-ups at the School at all times. Please write your child's name with a permanent marker on all diapers and Pull-ups.
- 6.5 Infants and toddlers must have two complete changes of clothing at all times.

Meals

- 7.1 Food service for Beulah Early Learning Center program will be outsourced to *Richardson's A Family Affair Catering*. Meals and snacks are planned to meet the child's nutritional requirements as recommended by the Child and Adult Care Food Program of the United States Department of Agriculture in proportion to the

amount of time the child is in the program to the age of the children since toddlers require smaller amounts of food served more frequently and school-age children require much more food than preschoolers.

- 7.2 Children who are bottle fed must have three prepared bottles and one additional can of formula at the School at all times. Please write your child's name with a permanent marker on all bottles and containers of formula.
- 7.3 Parents of infants and young toddlers who do not eat table food must provide their own baby food in sealed containers. Each child should have two complete servings of the types of food they eat. Please write your child's name with a permanent marker on all bottles, containers of formula, and baby food.
- 7.4 Menu information is provided to families on a monthly basis. Feeding times and food consumption information will be provided to families of infants and toddlers at the end of each day.

Communication

- 8.1 A verbal and/or written system has been established for sharing day-to-day happenings that may affect children. Changes in your child's physical or emotional state will be reported regularly.
- 8.2 Families will be informed about Beulah Early Learning Center and the The High Reach Learning Curriculum; and about policy or regulatory changes and other critical issues that could potentially affect the program and/or the early childhood profession, through newsletters, newspaper articles, bulletin boards, and other appropriate means.
- 8.3 Teachers and parents will work together to make decisions about how best to support children's development and learning or to handle problems or differences of opinion as they arise.

Teachers will solicit and incorporate parents' knowledge about their children into ongoing assessment and planning. Conferences will be held once a year and at other times, as needed to discuss your child's progress, accomplishments, and challenges at home and at Beulah Early Learning

8.4 Communication between staff (teaching staff and administrators) and families will convey trust and respect. For example: Staff and parents will greet each other during arrival and departure periods. Staff will show acceptance of various structures and cultural perspectives. Staff will show sensitivity to families who are experiencing difficulties. When staff and parents discuss a child in the child's presence, the child will be included in the conversation. Teacher or room changes, special programs, and other changes in the way children are served will be discussed with families before final decisions are made. Staff will seek parents' specific ideas for dealing with the child when at the program.

8.5 Children enrolled at the Beulah Early Learning Center will receive individual attention from teachers and personnel.

Distress signals and need for comfort expressed by children will be responded to promptly by teachers.

Children will interact with children through play and verbal communication.

Teachers will provide assistance to children with personal care in manners appropriate to the child's age level, i.e., providing the child privacy in dressing, diapering and toileting functions as the chronological age of the child dictates.

Activities

- 9.1 Developmentally appropriate materials and equipment are available to infants, toddlers, preschoolers, and kindergartners. Materials and equipment that project diverse racial, gender, and age attributes are selected and used. Classrooms are supplied with books, dolls, dress-up props, photos, pictures, and music that reflect the lives of the children and families served in the classroom as well as images that accurately reflect the diversity of society. Staff will communicate with parents to ensure that they are aware of materials that are important to the children at home.
- 9.2 Age-appropriate materials and equipment of sufficient quantity, variety, and durability are readily accessible to children and arranged on low, open shelves to promote independent use by children.
- 9.3 Beulah Early Learning Center will provide a variety of daily activities appropriate for your child's chronological age and development levels. Children with special needs will be integrated into activities provided by the school unless contraindicated medically or by parental agreement.

Activities for children enrolled in the Beulah Early Learning Center shall include:

- Academic Activities
- Spiritual enrichment
- Indoor and outdoor play
- A balance of supervised free choice and caregiver-directed activities
- Individual, small group, and large group activities
 - * Note: There will be no small group or large group activities scheduled for infants
- Large muscle activities, such as, but not limited to running, riding, climbing, balancing, jumping, throwing, or digging.

- Small muscle activities, such as, but not limited to building with blocks or construction toys, use of puzzles, shapes, nesting or stacking toys, pegs, lacing, sorting beads, or clay.
- Language experiences, such as, but not limited to listening, talking, rhymes, finger plays, stories, use of recordings or flannel boards.
- Arts and crafts, such as, but not limited to painting, coloring, cutting, or pasting.
- Dramatic play such as, but not limited to play in a home center, with dolls, puppets, or dress up.
- Rhythm and music such as, but not limited to listening, singing, dancing, or making music.
- Nature and science experiences such as, but not limited to measuring, pouring, activities related to the “world around us”, such as nature walks, plants, leaves or weather, or experiences in using the five senses through sensory play.

- 9.4 Beulah Early Learning Center provides routines for toileting, eating, resting, napping (depending on the age of the child), intervals between activities, and doing school homework for school age children.
- 9.5 Children enrolled in Beulah Early Learning Center will be allowed, as they feel the need, to use the restroom and to get drinking water.
- 9.6 Supervised nap or rest periods during the day shall be provided for children under five (5) years of age. children are permitted to bring a stuffed animal for company during nap times as long as there are no distractions caused for other students.
- 9.7 Quiet activities for school-age children, and other children who are not asleep will be provided.
- 9.8 Children who do not sleep during nap or rest period will not be required to remain lying down for more than one (1) hour during the day. Parents will be notified on days when their child does not take a nap.

- 9.9 Outdoor activities will be provided everyday, weather permitting, under the following conditions:
- Children, with the exception of infants, will participate in at least one and one half (1-1/2) hours of outdoor activity per day.
 - Infants will spend at least one (1) hour outside each day.
 - Children may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated or there is an occasional written request by the parent that the child be excused from outdoor activities for a very limited amount of time because of special circumstances.

Individual and Special Circumstances

- 10.1 Teachers employed by Beulah Early Learning Center will have clearly defined goals for individual children that guide curriculum planning. teachers will accurately assess the skills and progress of each child in the program (for example, through the use observations, The High Reach Curriculum assessment tools, and activity records). Teachers will identify children who experience difficulties in behavior or development, and develop a plan to help children acquire acceptable behavior or develop skills as needed. Teachers will adapt plans in response to the needs, strengths, or interests of individual children. Teachers are prepared to meet identified special learning or developmental needs of individual children, including children with disabilities.
- 10.2 Beulah Early Learning Center is designed to be inclusive of all children, including children with identified disabilities and special learning and developmental needs. Staff will be made aware of the indentified/diagnosed special needs of individual children and are trained to follow through on specific intervention plans. Individualized Education Plans (IEPs) or Individualized Family Service Plans (IFSPs) as required by the Individuals with Disabiliteis Education Act will be developed and implemented in a developmentally appropriate manner. Modifications will be made in the environment and staffing patterns for children with special needs based on IEPS or IFSPs.

- 10.3 The following disciplinary actions will be used to correct a child's behavior:
- a) The teacher will model the appropriate behavior for the child. The teacher will explain to the child what he/she is doing wrong and why it is an inappropriate behavior.
 - b) The child will receive a verbal warning about his/her activity. The child will explain to the teacher what he/she has done wrong and why his/her behavior was inappropriate.
 - c) The child will be redirected and encouraged to engage in another activity.
 - d) The child will be redirected to engage in a quiet activity.
 - e) The child will receive a time-out. The number of minutes will equal the child's age.
- 10.4 Whenever there is a reasonable cause to believe that a child has been physically injured or has suffered death by a parent or guardian other than by accidental means; provided, however, that physical forms of discipline need not be reported where the same does not result in injury to the child; or a child has been neglected, exploited or deprived or sexually assaulted or sexually exploited, it will be reported. Sexual exploitation occurs when a parent or guardian allows, permits, encourages or requires a child to engage in prostitution or when the parent or guardian allows, permits encourages or requires a child to engage in other sexually explicit conduct for the purpose of producing any visual or print medium.
- 10.5 Any suspected incident of child abuse, neglect or deprivation will be reported to the Dekalb County Department of Family and Children Services.
- 10.6 Teachers will interact with infants and toddlers throughout the day. Teachers will sing to the children, read books and Bible stories, and verbally communicate with the children while they are in the care of the Beulah Early Learning Center.

- 10.7 Infants and toddlers will have opportunities to play on the floor daily.
- 10.8 Teachers will not routinely leave infants in their cribs except for rest or sleep.

Medical

- 11.1 In the event off a life threatening emergency, all children will be escorted by ambulance to the DeKalb Medical Center at Hillandale. A teacher who is in possession of the child's file will travel with the child to the medical center and await the arrival of the parent/guardian.
- 11.2 No medication will be administered to students without written instructions from the child's doctor. Parents must sign a release form to administer medication at the time of intake. Whenever medication is administered, it will be recorded in the medication log book located in the administrative office.
- 11.3 It is the reponsibility of the parent to have the doctor's office contact the School with specific instructions regarding the dispensing of medication to the child. It is only at this time that medication may be administered to any participants of Beulah Early Learning Center. No prescription or non-prescription medication will be administered to the child until the doctor provides written authorization on office letterhead. Information faxed to the School will be accepted.
- 11.4 Authorization to dispense medications shall be limited to two (2) weeks, unless otherwise prescribed by a physician.
- 11.5 Beulah Early Learning Center personnel will only dispense medications that are provided by the parent and meet the following criteria:
- The medication is in the original labeled container
 - The medication container is labeled with the child's full name
 - medicines that are no longer to be dispensed will be returned to the parent immediately.

- 11.6 Non-emergency injections will only be administered by appropriately licensed persons.
- 11.7 Beulah Early Learning Center will keep all prescription and non-prescription medications in a locked storage cabinet or a container that is not accessible to the children and stored separately from cleaning chemicals, supplies or poisons.
- 11.8 Medications requiring refrigeration will be kept in a leak-proof container in a refrigerator that is not accessible to the children.
- 11.9 Policies regarding illness and injury:
- a) A child will not be accepted nor allowed to remain at the School if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature and another contagious symptom, such as, but not limited to a rash or diarrhea or a sore throat.
 - b) Parents will be notified immediately of any child's illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to any of the following:
 - c) elevated temperature, vomiting or diarrhea.
 - d) Instructions will be obtained and followed by parents if appropriate, until the child is picked up or is able to return to their group.
 - e) If a child becomes ill while at Beulah Early Learning Center, they will be evaluated by the classroom teacher. If further evaluation is necessary, the child will be escorted to the director. If the director determines that it is necessary, the child's parents will be contacted and asked to pick the child up for further evaluation. If the parent cannot be reached, the emergency contact will be called and asked to pick the child up until the parents can be reached.

- e) If a child becomes injured while at Beulah Early Learning Center the following procedures will be followed:
1. If minor first aid is necessary the classroom teacher will administer it to the child. All first aid procedures will be documented on the classroom and office first aid log. Parents will be notified in writing of any accidents or necessary first aid treatments.
 2. If more extensive first aid is necessary the above procedures (1) will be followed. The only exception will be that the parents will be notified and instructed to pick the child up from the School. If the parent(s) cannot be contacted, the emergency contact will be called and requested to pick the child up until the parents can be reached.
- f) When a student has been exposed to a notifiable communicable disease, the following procedure will be followed:
- A letter written by the director will be hand delivered to each parent. This letter will explain the disease, the signs and symptoms to look for, recommendations on how to care for the symptoms, and the length of time a child must be excluded from the School when it has been determined that the/she has the said disease.
- g) When a student experiences an adverse reaction to any medication, first aid procedures will be immediately put in place.
1. If the reaction is life threatening, 911 will be called and the student will be escorted to the DeKalb Medical Center. Parents will be contacted immediately after 911 has been called and told where to meet the child. If a parent cannot be contacted, the child's emergency contact will be notified. Constant and continuous calls will be made until the parent is located.
 2. If the reaction is not life threatening, the parent will be contacted and asked to pick the child up from the School. The parent will be instructed to take the child to their personal pediatrician for further evaluation and care. The child may not return to Beulah Early Learning Center until he/she has been evaluated by a physician.

A written note from the doctor must accompany the child on their first day back to the School.

- h) The following is the policy on the exclusion of sick children with communicable diseases:

Students who actively have the following diseases must remain excluded from Beulah Early Learning Center for the accompanying number of days.

<u>Disease</u>	<u>Number of Days Excluded</u>
Campylobacter	May return with a written release from a physician.
Chicken Pox	5 to 7 days after first lesion- (all lesions crusted)
Conjunctivitis	When active infection discharge (pink eye) and redness no longer present.
Diphtheria	May return with a written release from physician.
Giardiasis	Exclusion will occur only if disease is accompanied with diarrhea. May return when symptoms have ceased.
Hepatitis A	1 week after onset of Jaundice.
H. Flu Meningitis	May return with a written release from the physician.
Impetigo	After all lesions have crusted.
Influenza	3rd day from onset.
Lice	After medicated shampoo

Measles	5th day after rash appears.
Meningococcal	May return with a written release from the physician.
Meningitis	May return with a written release from the physician.
Septicemia/ Mumps	7 days after start of parotid swelling.
Other viral gastroenteritis	After diarrhea stops
Ringworm (fungus)	If the ringworm cannot be covered with dressing or clothing, the student may return after medication treatment, clothing and bedding have been washed in hot water.
Rotavirus	After diarrhea stops
Rubella	5th day after rash first appears.
Salmonella	After diarrhea stops.
Scabies	24 hours after treated with medicated lotion.
Shigellosis	After diarrhea stops
Strep throat	Until 24 hours after start of antibiotic therapy and no fever.

Policies on protecting children in the event of emergencies have been developed and are posted for parent viewing on bulletin board.

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PARENT/GUARDIAN AGREEMENT

My signature certifies that I have read and understand the contents of this handbook and agree to abide by it. It also certifies that I have made a pre-placement visit and that I have been given a copy of the parent handbook.

Parent/Guardian Signature

Print Name

Child's Name

Date

Witness - Center director or assistant director



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www.beulahlearningcenter.com

***“ Train up a child in the way he should go:
and when he is old, he will not depart from it”
Proverbs 22:6***