

Harmony Learning Academy

Parent Handbook



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Welcome

Harmony Learning Academy

Dear Parents,

We are excited that your child is attending Harmony Learning Academy. We feel our environment will be a very meaningful experience for your child. All the activities are designed to teach and reinforce skills such as listening, speaking, thinking, reading, writing and creating with a focus on S(Science). T(Technology). E(Engineering). A(Arts). M(Math). Your child(ren) will be learning in a loving nurturing educational environment. Your commitment and support will enhance your child's preschool experience. We appreciate the opportunity to partner with you in the development of your child. We honor and respect everyone involved in our program, and we hope this will be a fun and exciting experience for you and your child.

Our primary goal is to ensure that every child is lovingly nurtured in an environment that he/she will thrive in and start the journey on road to great success. Our educational approach to learning allows each child to develop his/her own strengths while addressing challenges as they may arise, thereby maximizing your child's learning potential. Our school atmosphere is a very warm and loving environment with professionally trained qualified teachers who express genuine love for all children. A loving atmosphere promotes socialization, which enhances learning, playing and sharing, thereby instilling self-confidence in each child. Our goal is to build character, self-esteem, independence, respect and self-control all while focusing on the various aspects of a STEAM program. We recognize the need for children to have a positive self-image and helping to develop that image will contribute to a child's success as an adult.

At HLA your child's success and well-being is paramount. We are dedicated to a program of educational excellence. Our program is designed for those parents who have high expectations for their children and will not settle for them to have anything other than a stellar education and preschool experience. If you should have any questions, please feel free to contact our front office where we will be more than happy to answer your questions. We look forward to a wonderful partnership in the loving, nurturing educational environment that awaits them at Harmony Learning Academy.

Sincerely,
Josie Moss
Owner/ Director

Harmony Learning Academy

Vision Statement

We hope to nurture, educate, motivate and inspire pre-school children throughout the Metro Atlanta area, one learning academy at a time.

Mission Statement

Harmony Learning Academy strives to provide a loving educationally nurturing pre-school environment to all children that will confidently prepare them for world that awaits.

Harmony Learning Academy

Parent Agreement

Harmony Learning Academy agrees to provide childcare services for the following child

_____.

My child will attend the following days: Monday Tuesday Wednesday Thursday Friday (Circle the Days)
from _____ a.m., to _____ p.m.

REGISTRATION FEE. A non-refundable registration fee of \$65.00 per child is due upon enrollment. An annual \$65.00 registration fee is due no later than the 1st of August.

TUITION. I agree to pay \$_____ every week, due on Friday of the prior week of service. All tuition and fees must be paid in advance prior to services being rendered. Tuition and fees are due every Friday. Payments not received by 10:30am on Monday are considered past due. All accounts must be paid in full immediately thereafter to continue in the daily program. Past due accounts will be assessed a \$25.00 late fee on the first day and an additional \$5.00 per day for each additional day the tuition is late. If tuition remains unpaid by close of business on Friday, childcare services will be refused for the following week until full payment is made. Should the balance carry forward into another week, you will be terminated.

Harmony Learning Academy does not accept personal checks as a form of payment for tuition. Tuition payments may be made via cash, money order, credit card, or debit card.

ABSENCES: One (1) day or more is considered a full week and tuition and other fees must be paid in full without deduction for absences for any cause, and without substitution of other days of attendance as “make up” days. This is so because staffing and other operational costs are incurred based on fixed levels of enrollment, and none of those costs are eliminated when the child is temporarily absent. If the child is absent for the entire week, tuition will be charged at fifty percent (50%) for the week.

INCLEMENT WEATHER: In the event inclement weather shuts the center down for more than four-days, tuition will be reduced to half. Less than four-days will be considered full tuition.

ENROLLMENT POLICY: Initial and continued enrollment will be at the discretion of Harmony Learning Academy based upon the best interest of the child, the expectation that he/she will benefit from the program and the welfare of the other enrolled children. Enrollment shall be without regard to race, creed, sex or national origin. Harmony Learning Academy provides care for children ages six (6) weeks to twelve (12) years of age.

Parents are responsible for completing the enrollment packet prior to the first day of attendance. Parents must update important information related to their child twice a year: January and July or on as needed basis.

WITHDRAWAL POLICY: In the event a parent chooses to withdraw a child from the center, a two (2) week written notice must be given to the director. Failure to do so will result in you being charged tuition for two weeks. The obligation for full payment of tuition and other fees will continue two (2) weeks after advanced written notice of date of withdrawal. In no event will a delayed or retroactive notice of withdrawal have the effect of canceling tuition or other fees applied prior to the required two (2) week receipt by Harmony Learning Academy of such notice of withdrawal. Please see the Administrators.

GUIDANCE & DISCIPLINE: Children are encouraged to be well behaved and not hurt others. However, when discipline is needed, our techniques include problem solving, redirection, positive reinforcement and reflection time. Harmony Learning Academy recognizes positive behavior and redirects inappropriate and unsafe behavior. If redirection is unsuccessful, we may use Time Out/ Reflection Time. The rule for Time Out is, one minute of timeout per year of age. Should this not work, then the teacher may then remove the child from the room and take the child to the Director. The Director may require the parents to pick the child up from the center. The Director also may then require a conference with the parents and the teacher about the child's behavior. Harmony Learning Academy does however reserve the right to withdraw students for disciplinary reasons after conferencing with parents.

HOURS: Hours of operation of the facility are from 6:00 a.m. to 7:00 p.m. Monday through Friday. Classes began at 8.30 a.m.; therefore, all children should be checked in before 9.00 a.m. Harmony Learning Academy does not accept any children after 9.00 a.m. without a doctor's excuse. This is to ensure that our teachers are in ratio. Because Harmony Learning Academy is an Early Childhood Program, children who arrive after 9.00 a.m. will miss the start of the learning experiences/ opportunities for that day.

After closing, a late fee will be assessed of five dollars (\$5.00) per minute per child that remains on the premises, that must be paid upon arrival. If the late arrival payment is not received then the fee will be reflected on the parent's or guardian's next regular tuition. Parents must escort their child in and out of the building, as well as, sign in and out daily.

MONTHS/ DAYS OF OPERATION: The facility will operate January through December; Monday through Friday throughout the year except for New Year's Eve, New Year's Day, the day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, the day before Thanksgiving, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and the day after. Certain other days specified by Harmony Learning Academy from time to time. No discounts from tuition will be made for holidays or other days on which the facility does not operate.

DROP-OFF & PICK-UP: A parent, person authorized by parents, or facility personnel must escort any child entering or leaving the center. Only authorized persons designated on a child's enrollment application will be allowed to pick-up your child with proper identification. Harmony Learning Academy must be informed when anyone other than parents will be picking-up the child – even if the person is on the child's "pick-up" list. Please note: without a court order in the child's file, both parents will be allowed to pick-up the child with proper

identification. It is the parent's responsibility to provide us with what we need to legally refuse the release of a child to the other parent.

All children are to be clocked-in upon arrival at Harmony Learning Academy. A time-clock is located in the lobby area. Children are to be escorted to their classroom that will be indicated on the door of each classroom in the mornings or to the appropriate staffed classroom. All departing children are to be clocked-out. All children are to be escorted to the parking lot.

BEFORE SCHOOL CARE: Harmony Learning Academy offers before school care from 6:00 a.m. until 7:30 a.m. for elementary school students. Students arriving at school during these times should report immediately to their respective areas and check-in. Students may not go anywhere else in the building without expressed permission from extended care workers. It is extremely important that no students go to the classrooms prior to dismissal from before school care, as there would be no supervision at that time.

AFTER SCHOOL CARE: Students in our local elementary schools may enroll for after school care when enrolling or re-enrolling for school, provided space remains available. This service is offered on a first-come, first-serve basis because of state regulations on space. After school care begins at 3:00 p.m. for all students. Students who are not picked up by 7:00 p.m. will have an additional charge at \$5.00 per minute per child. Fees are determined according to the clock in the main lobby and must be paid immediately.

TRANSPORTATION: All children will require permission to travel to and from our local area schools. No child will be allowed on our bus without written documentation. This document is always kept on the bus daily. Information must be updated each time insurance or other important information is changed. Only children registered for before and after services will be allowed to be transported.

HOLIDAYS FOR DOUGLAS COUNTY STUDENTS: During the scheduled Fall, Winter and Spring Break as well as holidays, extended care tuition will be charged for students needing full day care. In addition, parents will be charged to retain their space when away for holidays.

ADMINISTRATION OF MEDICINE:

No medicine will be administered the center at any time.

NOTICE: Inhalers and breathing treatments will be administered once a day as indicated on the signed parent authorization form unless there is a written doctor note that indicates that it must be administered more frequently.

If there is an adverse reaction to any medication administered, the Director or Assistant Director will notify parents immediately by phone. The Director or Assistant Director will call 911 and administer first aid until the EMTs arrive.

Specific Conditions: In addition to following the instructions on the individual's care plan, the staff members involved in any way with the person with a food allergy will be taught and practice administering any prescribed medications that the allergic person might require in the event of an allergic reaction. To prevent inadvertent exposure of the person with a food allergy to

the problem food, no outside food should be brought to the center. With the consent of the parents/legal guardians of a child who has a food allergy, the Director or Assistant Director will post the person's name, an easily recognized photo, and a list of that person's food allergies in every room in the facility ever occupied by that person to be sure that no visitor or substitute exposes the child to the offending food. Someone who has received instruction about how to follow the care plan will accompany the person who has the food allergy and bring emergency medications (e.g., EpiPen) that may be required by that person on any field trip or excursion away from the posted areas. b. Other Allergies and Asthma: Every effort should be made to provide a way for someone with allergies or asthma to participate in all program activities by modifying the environment, wearing protective clothing, or using other measures that prevent the problem from occurring rather than avoiding the activity altogether. As for food allergy, for allergies to other substances, the program will, with the consent of the parent/legal guardian of the child or of the adult with the allergy, post an alert in the area occupied by such individuals. Children and adults with asthma will have an Asthma Action Plan. The care plan and emergency medication will accompany the child with asthma when off-site.

Developmental/Behavioral Disabilities: For children with developmental or behavioral concerns, the program staff and the child's parents/legal guardians complete the Behavioral Data Collection Sheet to describe the teacher's/caregiver's observations of the child. Parents/legal guardians take this form and a copy of the Special Care Plan for a Child with Behavioral Concerns form to their child's health care professional. Parents/legal guardians ask the child's health care professionals to complete the Special Care Plan and return the completed form to the child's teacher/caregiver. Staff members use the information to coordinate the child's care with the care the family provides at home. (See Section 10.E.1: Care Plan and www.ecels-healthychildcarepa.org/tools/forms for the checklist.)

Acceptable Requests: Parents/legal guardians may administer medication to their own child during the child care day. Parents must sign in and out upon arrival and departure from the center when dispensing medication to their own children.

Nonprescription Sunscreens, Diaper Creams, and Insect Repellents: These products require written parent/legal guardian consent, but do not require a written order from a health care professional.

Triggered Medication Administration: A child with a known serious allergic reaction to a specific substance who develops symptoms after exposure to that substance may receive epinephrine from a staff member who has received training in how to use an auto-injection device prescribed for that child (e.g., EpiPen).

Staff Members Authorized to Give Medication in This Facility: The Director or Assistant Director are the only people at this facility authorized to give medication in an extreme emergency.

MEDICAL AUTHORIZATION AND CERTIFICATION: We hereby grant to Harmony Learning Academy permission to take whatever action in its judgment may be necessary in supplying emergency medical services to the above-named child. We understand that, consistent

with the circumstances of the situation and available time, Harmony Learning Academy will attempt to contact and follow the instructions of the parent or guardian, physician, or other person(s) designated by us above. In the event Harmony Learning Academy is unable to contact the parent or guardian, physician, or other person(s), we hereby grant permission to Harmony Learning Academy to contact and comply with the advice of an available physician, ambulance personnel, or emergency room personnel. We hereby agree that we will be solely responsible for and will promptly pay any expenses which may be incurred by Harmony Learning Academy in making emergency medical care available including transportation to and treatment at the nearest medical facility.

We agree to provide evidence of age appropriate immunization or signed affidavit against such immunizations, on form 3231 (Child Care Immunization Certificate), as provided by the Department of Human Resources. This form can be obtained from your pediatrician's office. We further agree to maintain these immunizations while enrolled.

HANDLING EMERGENCY MEDICAL CARE: In event of an emergency, the Director or Assistant Director will call 911. The child will be transported to nearest hospital, which is the following:

Wellstar Douglas Hospital
8954 Hospital Dr.
Douglasville, GA 30134-2272
(770) 949-1500

NOTICE: IN THE EVENT OF ANY AND ALL EMERGENICES, THE DIRECTOR OR ASSISTABT DIRECTOR WILL NOTIFY PARENTS IMMEDIATELY BY TELEPHONE AND/ OR EMAIL IF POSSIBLE.

IMPORTANT: If your child appears ill, has a high fever, is vomiting, or shows evidence of a communicable disease, please keep him/her at home. A list of communicable diseases and recommendation for the exclusion of sick children is posted for parent viewing. Harmony Learning Academy will notify parents if we suspect your child has a communicable disease. We expect parents to notify us if they also have these suspicions. If your child has such symptoms and is present at Harmony Learning Academy, you will be asked to pick him/her up immediately. This requirement is imposed by the State Department of Human Resources and is intended for the protection of the other children.

EXPOSURE TO NOTIFIABLE COMMUNICABLE DISEASE: It is the parent's responsibility to inform us of a communicable disease their child (ren) have been exposed to. If your child (ren) is exposed to a communicable disease, our center will notify the appropriate parents if their child (ren) are exposed to a communicable disease and take proper action within the center. If our Administrators or your child's teacher notices any type of adverse reaction to any type of medication your child may be taking or has any type of allergic reaction to food, or bee stings, you will be notified as soon as possible so that you can contact your child's physician or health care professional.

NOTIFIABLE COMMUNICABLE DISEASE: Harmony Learning Academy is required by the law to report any suspected case(s) of Notifiable Communicable Diseases to the Local County Health Department. The Director or Assistant Director will call and email parents or guardians immediately in the event a child becomes ill or injured. The Director will fax an incident report to Bright from the Start with 24 hours of the incident occurring.

STATE MINIMUM STANDARDS: A copy of the Minimum Standards of the State Department of Human Resources, regulating childcare operations within the state, is available at Harmony Learning Academy for review by parents. Parents are welcome to view our state license, copy of the state rules, review of our evaluation report, communicable disease chart, statement of parental access, names of the person(s) in charge, current weekly menus, emergency plans for severe weather and fire and the statement of visitors.

INFORMATION IN CHILD'S FILE MUST BE KEPT CURRENT: The parent or guardian is required by state law to update information furnished herein as necessary.

INJURIES: All injuries and accidents, large or small, are documented and parents are notified immediately by phone and email by the Director or Assistant Director.

CHILD ABUSE: Harmony Learning Academy is required by the law to report any suspected child abuse, child neglect, exploitation or deprivation to the Department of Family and Children Services.

SPECIAL NEEDS CHILDREN: If your child has any type of special needs, please notify the office. We provide for special needs children whenever possible. Please bring in a written statement from your child's physician that states the type of special needs the child has.

FOOD: Balanced, nutritious meals are served each day. We are required to serve meals in accordance with the USDA nutritional standards; therefore, students may not bring breakfast, lunch or snacks from home except for special dietary or religious considerations (letter from physician required). There are many children at the center with allergies; therefore, all products must be monitored that come into the center. Monthly menus are posted in the Parent Resource Center.

BREAKFAST: Breakfast is served from 7:30a.m. to 8:15a.m. No breakfast will be served after 8:15a.m. Lunch is served from 10:30 a.m. to 12:00 p.m. If you are late for breakfast or lunch, please feed your child(ren) before arriving to the center. This policy is necessary so that our kitchen staff can begin preparations for lunch and so that our teachers can begin their classroom activities.

LUNCHESES: Harmony Learning Academy supplies hot nutritious breakfast, lunch, snack and dinner daily. State law requires a doctor's note recommending lunch be brought from home either for health or religious reasons. All milk substitutes must be provided by the parent and meet USDA food standards. Lunch is served from 10:30 A.M to 12:00 A.M. After 12:00 lunch will no longer be served.

CHILDREN ATTIRE: Uniforms are required (Monday – Friday) for pre-school and older for field trips. Uniforms consist of khaki or navy bottoms, orange, green or teal t-shirts with the Harmony Learning Academy’s logo.

CLOTHING: If your child is being potty trained please dress your child in clothing that is easy for him/her to pull up and down. Every child must have a clean, complete change of clothing in the center at all times to be used in emergencies. Children must wear shoes at all times at Harmony Learning Academy. Because the children are required to have outside play or some kind of physical activity, Harmony Learning Academy ask that children wear appropriate shoes for safety reasons, this means no sandals, flip flops and open-toed shoes.

ARTICLES HARMONY LEARNING ACADEMY PROVIDES: We provide a cot or mat for each child, a sheet for their bed or mat, and a blanket for their cot or mat. The parents must provide a change of clothes for their child(ren) if they are prone to accidents.

INFANT/ TODDLER CARE: Harmony Learning Academy provides infant care at the center. All parents are required to bring all infant bottles daily, all bottles will be labeled with the child’s first and last name and the current date. All parents of infants must complete an Infant Information form and keep an updated form in the infant area at all times. Harmony Learning Academy will not provide baby cereal, baby food, or any baby formula. We will provide whole milk (the child must be 1 years old), the parent must put the request for whole milk in writing upon the child’s 1st birthday. **WE DO NOT PROVIDE DIAPERS.** Parents must provide at least 8 diapers per day for their child(ren). *Use of Pacifiers.* We ask that the child’s pacifier be on an attachment that hooks to the child’s clothes. No pacifier will be allowed around their necks, they can also be loose in a crib with NO strings or attachments. Also, please mark the pacifier with your child’s name or initials. Bibs are to be Velcro or snap. No tie-around bibs are allowed. All clothing, bibs, etc. will be changed when they get dirty according to the infant room teachers.

DIAPERING AND POTTY TRAINING: Gloves are worn when changing diapers and toileting. Teachers are thoroughly trained in the approved procedures and guideline mandated by the State. These procedures and guidelines are adhered to at all times in diapering and toileting .

SAFE SLEEP PROCEDURES:

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.
7. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be 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.

EMERGENCY PLANS: Emergency plans have been developed and are posted for parent viewing on the Parent board located in the main lobby hallway.

PHYSICAL PLANT PROBLEMS: Such as fire, power failure and structural damages. In the case of fire, all children are taken as far away from the building as possible. In the event of structural damages, we would contact all parents to come and pick up their children and Harmony Learning Academy would let the parents know how soon they could re-enter the center. All children would be moved to the next available facility.

SEVERE THUNDERSTORMS or TORNADO WATCHES & WARNINGS: In the event of a severe thunderstorm watch or warning and/or tornado watch or warning, we have certain procedures in which we follow: (a) All children are kept as calm as possible. (b) We are constantly listening, so we will know what to expect. (c) When the warning is called for our county, we place all children in the drill position which is under the tables in their rooms or in the hallways.

IN-HOME BABYSITTING: Harmony Learning Academy does not render childcare services off of its premises, except in the event of field trips, which have been authorized in advance by

the parent or guardian. Accordingly, if you arrange with a staff member for off-premises care of your child, the staff member undertakes such services on his/her own behalf and not as our employee. Harmony Learning Academy's staff members are selected and retained only based on their fitness for rendering childcare services in a controlled and fully supervised childcare program. Harmony Learning Academy offers no assurance of the fitness of its staff member for performing these and other services in an environment which is not professionally supervised (such as transporting children or caring for them in your home) and none should be implied or inferred under any circumstances.

SMOKING: There is no smoking on the center grounds. We ask that parents and visitors also observe this rule as well.

CELEBRATION OF HOLIDAYS: Harmony Learning Academy will celebrate the following holidays:

New Year's Eve
New Year's Day
Martin Luther King Jr. Day
Memorial Day
July 4th
Labor Day
The Day before Thanksgiving
Thanksgiving Day
The Day after Thanksgiving
Christmas Eve
Christmas Day
The Day after Christmas

The children will have the opportunity to participate in lessons and activities around the theme of the holidays listed above. If you would not like your child to participate in one or more of the holidays listed, please inform the Director or Assistant Director in writing 30 days prior to the holiday.

BUILDING ACCESS PERMISSION: Parents will be granted access to all areas of the facility used by their child upon individual request.

NON-DISCRIMINATION STATEMENT: In accordance with state family child care licensing regulations, child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

GENERAL AUTHORIZATION: We hereby grant to Harmony Learning Academy permission for the child listed below to (a) take part in all program activities including the use of all indoor and outdoor equipment; (b) I hereby give Harmony Learning Academy my consent to record, videotape and photograph my child's image and/or voice to be used to promote the business of Harmony Learning Academy. I further understand that no special compensation will be provided to me for the use of my child's image and that I may not be informed in advance of the specific use of my child's image; (c) leave the premises of Harmony Learning Academy to take part in planned educational field trips or activities supervised by the staff of Harmony Learning Academy (provided that such trips or activities will be separately announced to the parent or guardian at least one day in advance of the trip or activity); and (d) participate in Harmony Learning Academy swimming program (provided that written permission for swimming program has been granted).

Child's Name _____

Mother or Guardian

Date

Father or Guardian

Date

Please indicate by signing below, if you would not like Harmony Learning Academy to videotape or photograph your child for any reason.

Parent Signature

Date

Parent Name (Please Print)

Date

PERSONAL FAMILY INSURANCE: Parents are required to have personal family insurance for children in our care. Incidents that occur at the center that require hospitalization or emergency room visits will require parent’s insurance. Harmony Learning Academy will be not be responsible for any expenses not covered by parents’ insurance. Lastly, parents should provide copies of insurance cards that will be kept in our files.

Child’s First Name _____

Child’s Last Name _____

Mother or Guardian Date

Father or Guardian Date

Handbook Sign-Off

Please initial at the end of each statement that you have read and understand the following:

1. Standard of Conduct
2. School Hours
3. Breakfast
4. Medication
5. Accident of Injuries
6. School Closings (ALL)
7. Fees (ALL)
8. Parent Responsibilities
9. Visiting the School
10. Release of Children
11. Discipline
12. Closing

I, _____ parent of _____ have read and understood all of the above information from the Harmony Learning Academy Student Handbook. I will abide by all the policies and procedures set forth by Harmony Learning Academy.

Parent Signature

Date