



Parent Handbook

2016-2017

WELCOME

The South Rome Early Learning Center, housed in the Anna K. Davie Elementary School, is the result of a partnership between the South Rome Redevelopment Corporation, Berry College, and Rome City Schools. With a 1 to 5 child-to-teacher ratio, we are focused on making sure that we meet each child's physical, social, and academic needs. The center's director and teachers are dedicated to providing learning activities that will allow the children to use their senses as they grow and learn. Special emphasis is placed on literacy: helping children learn to listen, speak, and enjoy books and stories since these are the first steps in learning to read. It is our hope that the families of the children we serve will join us in working toward a great beginning to the children's education.

HOURS

Monday-Friday, 7:30 – 3:30, during the months of August through May. A school calendar is included in the enrollment packet that lists the dates of all holiday closings.

STAFF

Teri Oberg, Director
Ally Chambers, Lead Teacher
Cayce Jacobson, Assistant Teacher
Center Phone Number: 706-232-4913 ext. 2959

ADMISSION POLICIES

The center serves children who are three years old on or before September 1 of the year in which they are enrolled and whose parents or legal guardians are residents of the city of Rome. Enrollment is open first to those within the enrollment area of Anna K. Davie Elementary School. Children are enrolled in the order in which applications are received. **Children must be toilet trained** and must have proof of up-to-date immunizations.

Before a child is admitted to the center, the parents will meet individually with the director. The program's policies will be explained and necessary forms obtained.

The child's name will not be placed on a class roster until the required forms are received. These forms include:

- GA Immunization Form
- Emergency Contact Information
- Reservation Agreement
- Late Pick-up Policy
- Emergency Medical Plan
- Parent Agreement
- Transportation Emergency Medical Information

Parents should notify the center if there are any changes to the information on these forms.

Parents are encouraged to become actively involved in the program by participating with classroom activities, assisting with field trips, and attending parent education programs when available.

PARENT/CAREGIVER RIGHTS

You have a right to review at any time all posted notices including the center's license, statement of parental access, names of persons in charge, current weekly menu, emergency fire and weather procedures, communicable disease chart, and statement that explains visitor procedures.

You may also have access to the licensing rules and regulations of Bright from the Start: The Department of Early Care and Learning and the center's licensing compliance reviews.

You have a right to access any area in which your child has activities. Please check in at the front office when visiting.

ARRIVAL AND DEPARTURE PROCEDURES

Families should use the entrance next to the gymnasium located at the south end of the building. Please press buzzer and wait to be admitted. Go straight to your child's classroom and sign him in. Pick up procedure is the same: you must be buzzed in and come to the classroom and sign out your child. Only people designated in writing on the general information card by a parent or guardian will be allowed to pick up children. **NO ONE UNDER THE AGE OF 18 WILL BE**

ALLOWED TO PICK UP A CHILD. NO EXCEPTIONS. Anyone who does not regularly pick up your child but whose name is on the card must show a picture ID.

Center hours are 7:30-3:30. Breakfast is served from 7:35-8:15. Children may be picked up at Anna K. Davie's dismissal time but may not remain at the center past 3:30. Late pickups are subject to a fee as described in the fee section below. **If your child is left at the center past 3:30 on five different days, he/she may be withdrawn from the program.**

If there is a question of custody, supporting documentation must be kept on file. If no papers are on file, either natural parent is considered to have the right to contact or pick up a child.

TOILET TRAINING

Children must be toilet trained to begin the program. This means that the child must be able and willing to tell an adult when he needs to use the bathroom. She must also be able to do this with minimal assistance. A teacher will help with buttoning or zipping if needed.

In the event there is an accident, the child must have a complete change of clothes that are appropriate for the weather and must be able to change his/her own clothing with very little help.

FEES

The SRELC is a not for profit center. Fees help to cover the cost of salaries and materials. The weekly fee is \$85, which is to be paid in the office on the first day of each school week. Failure to pay by the end of the week will result in your child not being allowed to return until the past due amount is paid in full. Families may also choose to pay monthly. Families will be given an opportunity to sit down with a staff member to determine qualifying status for childcare subsidy or financial aid based on family size and income. There is an additional charge for late pickup in excess of 3 times. Fee will be \$3 for each 5 minutes past closing. There will not be a charge for weeks that the center is closed Monday through Friday for holidays. Fees will be prorated for other holidays. Fees are not waived if your child is absent except in the case of extended serious illness of more than one week, which will be considered on an individual case basis if documentation from a doctor is provided.

TRANSPORTATION

No transportation will be provided to and from school. There will be field trips around town from time to time. Children will be transported on Berry College buses. Parents will be told ahead of time about any trips, and no child will be allowed to go on any trip without a signed permission slip.

CLOTHING

Each child must have a change of clothes to be left at the center. Coats, sweaters, and hats must be marked with the child's name. Children should wear comfortable clothes and shoes. Tennis shoes, sneakers or other closed toe shoes are best. Flip flops, sandals or boots make it hard for children to run and play, especially in the playground mulch. We will play outside every day, weather permitting, following the Bright from the Start temperature guidelines. Please make sure your child is dressed in clothes that are appropriate for the weather conditions.

MEALS AND FOOD

Breakfast, lunch, and an afternoon snack will be served family style in the classrooms. Breakfast will be served beginning at 7:35 and lunch at 11:30. No outside meals may be brought in. Please let us know of any allergies or special dietary needs. We will make every attempt to meet those requirements. An afternoon snack will also be provided. Hot breakfast and lunch will be prepared by the Anna K. Davie lunchroom staff and brought to the classroom.

HEALTH AND MEDICATION

A child who becomes ill during the day will be seen by the school nurse. If it is determined that the child is too ill to remain at school, he/she will sit with an adult in the office until an approved person can pick up the child. If a seriously ill or injured child is not picked up quickly, the child will be taken by a staff member to **Floyd Medical Center** for emergency care. You will be called if your child:

- * has a fever of 101+
- * begins vomiting or has diarrhea
- * has symptoms of a contagious disease
- * complains of earache
- * has head lice or nits
- * has an accident causing injury that requires medical attention

Please do not bring a child back to school for 24 hours if he/she has had:

- * a fever of 100 or more
- * vomiting or diarrhea
- * a communicable disease such as a cold, virus, chicken pox, pinkeye, etc.

All immunizations must be up to date before a child can be enrolled in any state licensed school. This is a state requirement and will be strictly enforced. Waiver is by signed affidavit only. When any medication needs to be given at school, the parent or guardian must fill out a medical form. If the medicine is prescription, it must be in the original container with prescription number and dosage. Non-prescription medication must be in original container, and the adult filling out the form must write the exact amount and time medication should be given. Any medication must be given directly to the teacher who will then have the parent fill out the required form, which must be dated and include the length of time the medicine is to be given (not to exceed 2 weeks unless prescribed in writing by a doctor). The teacher will note time(s) given and any reaction. Parent will be called immediately if any adverse reaction is noticed.

We will notify the Floyd County Health Department of any communicable diseases present in the school and will also notify families by letter if the illness is major. To help up keep other families informed, we request that you call the school if your child is absent due to a communicable disease.

EMERGENCIES

Parents are required to fill out an emergency information card. **It is very important that you keep all information on that card up to date.** The Center will send out regular reminders to update the lists of people allowed to pick up your child, who to call in case of emergency if we are not able to reach the parents, phone numbers, and other important information.

- * The director and staff are trained to know what to do in the case of an emergency. Emergency procedures with diagrams of locations are available for view in your child's classroom.
- * In the event of weather closing for the day or any emergency situation while your child is at school, you will be notified using the Rome City Schools Remind101 system, which sends a text message to your phones. You must pick up your child immediately when an alert is issued and conditions are safe for you to do so.
- * In the event that we need to evacuate the building (such as a fire), we will go to the open space on the far side of the gym.

- * If there is an emergency (such as a gas leak) that means we need to evacuate the school grounds, we will take the children to the South Broad United Methodist Church building located right across the street from the school. Teachers and other staff members will go with the children and stay with them until every child is picked up.
- * If the emergency is one that affects the climate of the building (heating/cooling failure or no water) you will be notified by REMIND101 to pick up your child from the classroom if the problem is not repaired in 2 hours.

ITEMS FROM HOME

Please do not send any toys, money, or food from home with your child.

BEHAVIOR POLICY

We want to develop a positive relationship with your child. Our goals for your child's social behavior are to help your child develop self-control and learn how to get along with others during work and play times. Children often need to learn to ask to play with others and how to share materials and respect the personal space of their friends. Our teachers spend a lot of time encouraging those behaviors. The school's discipline techniques are based on a positive approach, praising the child's good behavior and redirecting unacceptable behavior. The following steps are taken when a discipline problem continues:

- * The child is told that the behavior is not acceptable or appropriate and then redirected.
- * If the behavior continues, the child loses the privilege of participating in the activity for a short period of time (directed to another activity.)
- * If problems persist the child will sit down with an adult for a few minutes and discuss what happened, what would have been a better choice, and what he/she will do next time.

Parents of children who have severely impulsive behavior or uncontrollable behavior that results in injury to himself or other children will be asked to meet with the teachers. In some cases the teachers may suggest evaluation by trained Rome City Schools staff. If, after intervention, it is determined that there is a risk for the child or other children the child may be withdrawn from the program.

No referral for evaluation will ever be done without the parents' or caregivers' fully informed consent. We mention this as an option because we feel that early intervention is the key to helping young children learn to get along with others.

No staff member will ever use physical punishment, verbal abuse, isolate a child in any unsupervised area, or withhold or force food or nap time as punishment.

REQUIRED REPORTING

All school staff are required by law to report to the Department of Family and Children's Services any suspected signs of child abuse, neglect, exploitation or deprivation. The staff member will first discuss concerns with the director and the director and teacher will then notify DFCS.

ACCOMMODATIONS

If your child has special needs of any kind (physical, dietary, developmental, speech, etc.) the parent should schedule a meeting with the teacher and director. At this time we will plan for the best methods for meeting those needs. Modifications may include (but are not limited to) preferential seating, room arrangement to accommodate a wheel chair or any other device, providing a different meal pattern, referral for services or any other appropriate measure.