



Parent Handbook

Policies & Procedures



2930 Moody Rd, Bonaire, GA 31005
and
2771 Lanier Heights Rd, Macon, GA 31217

Welcome to Sandy's Sandbox

Thank you for selecting Sandy's Sandbox as your child care provider. We appreciate the opportunity of caring for your child and recognize the trust you are placing in us. We are dedicated in providing a safe and stimulating environment. Your child will experience social interaction, discovery, and problem solving while having fun. This general information guide should serve as your reference guide to our program. You will receive additional enrollment materials, which will further describe our policies and procedures. Sandy's Sandbox reserves the right to add to, change, or delete any of the policies or a procedure at any time.

Sandy's Sandbox has an open door policy. Parents are welcome to visit the center at all times. We encourage Parents and families to become part of our center as much as possible! If you are interested in volunteering at any time, please see a member of the Administration team.

Visitors to the center must report to the front desk to make their arrival known.

Ages of Children Served

Sandy's Sandbox provides care for children between the ages of 6 weeks through 10 years.

The center is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program.

Operation Hours, Days, & Months

Sandy's Sandbox is open Monday through Friday. Regular hours of operation are January to December from 6:30am until 6:30pm. If a child is not picked up by the scheduled closing time, a late fee of \$10.00 for every minute will be assessed. This fee will have to be paid in cash before the child can return the next morning. If a child is not picked up within one hour of closing, the child will be referred to the Department of Family and Children's Services for further action.

Admission/Registration Requirements

Each child that is enrolled in our center is required to have an enrollment form on file. **Parents are responsible for supplying and maintaining current: contact numbers, work location, emergency contacts, infant feeding plans, immunization records, any known allergies, etc.** In the interest of your child and the health of all children enrolled in the center, you are required to submit immunization form #3231 prior to your child's first day, or a signed affidavit against such immunization. *It is the parent's/guardian's responsibility to notify us when your child receives new immunizations.* Parents are responsible for supplying a sleeping blanket for children ages one through four. Blankets are to be taken home each Friday for cleaning and returned on Monday.

Rates

Our rates are available on our Contract. Please see a member of the Administration team.

Payment Policy

Full tuition is expected each week without regards to attendance. Fees are payable in advance each Monday. **A late fee of \$25.00 will be assessed Monday evening.** If your weekly tuition is not paid by Wednesday, your child will not be allowed to attend class. A \$30.00 service fee will apply to any check returned for insufficient funds (NSF). If you have two checks returned in a 12-month period you will be required to pay by certified check or money order.

Cell Phone Policy

The use of cell phones is prohibited within the center.

Staffing

All of our staff here at Sandy's Sandbox either have or are actively pursuing a degree related to childcare. Each member of our team meets the state requirement of being CPR and First Aid certified. We provide training throughout the year to continually further our knowledge and stay up to date on the standards of caring for children.

Holidays

Sandy's Sandbox will close to observe the following holidays:

New Year's Day

July 4th

Memorial Day

Labor Day

Thanksgiving Day

Christmas Eve (close at 5pm)

Christmas Day

New Year's Eve (close at 5pm)

Safe Arrival and Departure

Parents are required to bring their child inside and accompany them to the classroom each day. You must notify the teacher in charge when your child has arrived and when they are departing with you. Children will only be released to the adult who enrolled the child or someone authorized in writing by that person. Adults will be required to show picture identification to staff members if they are not known or recognized. Children may not be picked up over the fence or off the playground.

Computer Check In/Out

Parents are required to check their child in/out daily through our computer check in/out system located in the lobby.

Discipline

The center's discipline techniques are based on a positive approach, praising the child's desired behavior, and redirecting inappropriate activity. We do not condone or employ corporal punishment as a means of discipline. We encourage parents to let us know if your child is experiencing any changes in their home environment, which may affect their behavior in the center. If your child is experiencing difficulty, we will notify you and schedule a conference. We will make every effort to work with you on correcting behavioral issues. If your child is not adjusting or benefiting from our program, we reserve the right to withdraw your child from the center.

Injury / Emergency Care

If an accident occurs at our center and your child is injured, a member of our staff will apply first aid to minor injuries (cuts, scrapes, bruises, bites, etc.). A staff member will report the circumstances to you at the end of the day or during the day as necessary based on the nature of the injury. For emergency care that does not require an ambulance, you will be asked to pick up your child. In the case of a serious injury, 911 will be contacted. We will then contact you. If we are unable to reach you, we will call the person you have indicated on the enrollment form.

For urgent care, the child will be taken to: The Houston Medical Center, 1601 Watson Blvd Warner Robins, GA 31093

Medication

Medication should be given at home whenever possible. **Except for first aid, staff members will not dispense prescription or non-prescription medication within the center.** Diaper ointment and baby orajel, sunscreen and bug spray do not require a physician's authorization, however, a parent authorization will still apply. When emergency medication is brought to the center, it is to be given to the staff person in charge for proper storage. Emergency Medication authorization forms are available at the front desk and must be completed by the parent before emergency medication(s) may be given. Appropriately licensed personnel shall only administer emergency injections unless the parent and the physician of the child sign a written authorization for the child to self-administer the injection.

Illness & Communicable Disease

Children who are ill may not be brought to the center. If your child should become ill while at the center, you will be notified to pick your child up immediately. In such an event, your child will be isolated from the other children until an authorized person arrives. Symptoms such as, but not limited to, fever of 101 degrees or higher, diarrhea (twice or more), vomiting (twice or more), skin sores or rash, pink eye, severe cold, etc. will require the child to be taken home. The child can return to the center after at least 24 hours without such symptoms. Parents will be notified if their child has been exposed to a communicable disease, such as, chicken pox, measles, head lice, etc. It is the parent's responsibility to notify the center when their child has been exposed, or is ill with a communicable disease. A chart of communicable diseases is posted in the lobby of the center. This chart will note which diseases will require your child to be excluded from the center and the period of that exclusion. You will be required to provide a physician's statement indicating your child is no longer contagious and safe to return to the center. We are required by state licensing to report all notifiable communicable diseases to the local health authorities.

Handwashing

In an effort to reduce germs; children, parents, and staff are required to wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids; after contamination by any other means.

Diapering/Toilet Training Procedures

Children 3 years or older **MUST** be fully potty trained by their 3rd birthday for the child to be moved to the 3K classroom. There will be no diapering facilities set up in the 3K classroom. Children 3 years and older and not fully potty trained will not be accepted into the 3K classroom.

Physical or Mental Limitations

We want to ensure that your child has the best opportunity for success while enrolled in our program. Let us know of any special conditions, which might limit your child's participation. We will accommodate each child's individual needs as much as possible. We accept any child whose needs can be met in our education setting. We are committed to servicing all children we can without fundamentally altering the nature of the service we provide, regardless of disability. We reserve the right to not perform services of a personal nature, such as toileting, which we do not provide for other children in the same age group. If after a trial period, we have determined we are unable to meet your child's needs without modifying our practices to such an extent that the nature of the service we provide would be fundamentally altered; your child will be withdrawn.

Nutrition

The center will provide a nutritious breakfast, morning snack, lunch, and afternoon snack daily. Our menus are created to meet USDA food program guidelines and are posted in the center at all times. Outside food will not be permitted, unless a documented medical reasoning or religious preference is provided in writing. If a specific diet is required; the parent must furnish the food items. Children must arrive by 8:30am to receive breakfast.

Food Program Eligibility

This center participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to enrolled participants receiving care. Income Eligibility Statements are included in your Enrollment Package and are required to be completed in order to participate. If you do not wish to complete the form, a meal fee will be assessed.

Field Trips & Swimming

Children participating in field trips, special activities away from the center, and water related activities occurring in water 2 feet deep would require written authorization from the parent. Parents will be notified in advance of planned field trips in which their child will be taken from the center, including date, destination, and method of transportation.

Child Abuse & Neglect

We are required by law to report any cases where there is a reasonable cause to suspect a child has been abused, neglected, or exploited; sexually, physically, or emotionally. We will cooperate with the authorities in the investigation of all such cases. To avoid any misunderstandings, parents are encouraged to keep the center aware of any unusual bruises, marks, or accidents occurring at home.

Biting

In cases where behavior is a hazard to the health or safety of the students, a conference will be called by the Director to be held with the parent at a scheduled appointment. Dismissal will be carried out only as a last resort if the child's actions cannot be corrected through redirection.

Infant & Toddler

The parent is responsible for supplying adequate amounts of Junior or Infant foods and/or formula, diapers, and wipes for infants and toddlers. All formula must be pre-mixed prior to bringing it to the center. Parents are also responsible for filling out an Infant/Toddler feeding plan and updating the information as needed. All bottles, bottle caps, formula, and food must be marked with the child's name and current date. Leftover food will be discarded daily. Pacifiers, bibs, etc. cannot be tied around a child's neck or pinned to the child's clothing. These items must be labeled with the child's name. Diaper bags may not be left at the center.

Infant-Sleeping Safety Requirements

In order to reduce the risk of Sudden Infant Death Syndrome (SIDS), staff shall put an infant to sleep on the infant's back unless the center has been provided a physician's written statement authorizing another sleep position for that particular infant. The infant shall be placed for sleeping on a firm, tight-fitting mattress in a sturdy and safe crib. If the crib has side bars, the bars will be no more than two and three-eighths inches (2 3/8") apart. Any crib used for sleeping shall have a tight-fitting bottom crib sheet with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib. If a blanket is required for the comfort of the infant, the infant's feet shall be placed at the foot of the crib and the infant shall be covered with the blanket only to chest level with the blanket tucked firmly under the crib mattress. The infant's sleeping area shall be maintained within a temperature range of sixty-five (65) to eighty-five (85) degrees depending upon the season. When an infant can easily turn over onto his or her stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers. Positioning devices that restrict an infant's movement in the crib shall not be used unless a physician's written statement authorizing its use is provided for that particular infant.

DECAL O.C.G.A 20-1A-1

Clothing

Every child should have an extra full change of clothing (clothes, underwear, socks) left at the center in case of an accident. **Please label all clothing with your child's name.** The center will not be held responsible for missing clothing. Shoes must be worn at all times. Closed-toe shoes with at least a strap on the heel are preferred. We will not be held responsible for lost or damaged clothing.

Choking Hazards

Children love to experiment and place items in their mouths. Balloons are prohibited in the center. Children under the age of five should not wear jewelry or hair beads at any time.

Transportation

During the school year, the center provides transportation to and from certain local public schools and private schools. A two hour notice is required should a child not need this service. If a child is transported to and from school and the school is not in session due to a holiday, inclement weather, or other reasons; then an additional fee will be charged for the child to attend the center all day. Seat belts are required for the children and adults. All children requiring transportation must have a signed Transportation Agreement on file.

Inclement Weather, Fire, Bomb Threat & Physical Plant Problems

During severe weather, the Director will contact local emergency personnel for more information. Should an emergency requiring evacuation occur, you will be notified immediately to pick up your child. If it becomes necessary to close due to inclement weather or other circumstances, announcements will be posted on our web page, local news channels and radio stations. Our evacuation plan is posted in all rooms. The center will practice fire drills and severe weather drills monthly. If for any reason, we should lose power in the center; our emergency lights will immediately come on. We have screened operable windows that will allow air to circulate. If the weather is extremely cold or hot at the time of power failure, you will be called to pick up your child.

Curriculum

We use Pinnacle Curriculum to guide our learning experiences. This curriculum encourages children to develop their emerging skills in all developmental areas. Pinnacle Curriculum is centered on monthly themes, with weekly units. The activities found within this curriculum meet learning objectives that help children move toward their potential as they explore materials and activities in the classroom.

Posted Notices

The following items are posted in the lobby for your review at any time; our license, copy of the state rules and regulations, the most current review of our evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current menu, emergency plans for severe weather and fire, and a statement for visitors.

I have received a copy of and agree to abide by
Sandy's Sandbox Child Care and Learning Centers, Inc.
Policies and Procedures.

I understand tuition is due regardless of attendance.

Parent Signature: _____

Date: _____