



FOR EARLY LEARNING AGES 6 WEEKS TO
12 YEARS

PARENT HANDBOOK

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OUR MISSION

The mission of Gems Learning Academy is to make education a dynamic and positive influence in the lives of children, families, and our community.

Gems Learning Academy is a loving and nurturing early learning community which promotes exploration and encourages children's natural curiosity to foster critical thinking and higher-level learning through hands on experiences, professional staff interactions, community outreach, and parent involvement. Our school is a home away from home where children feel safe, loved, free to

explore, mimic, ask and seek answers to questions which teach them about themselves and our world.

OUR COMMITMENT TO QUALITY LEARNING AND CARE

1. Teachers and staff will develop warm positive relationships with children and their families to ensure success in every child's education.
2. The educational environment will offer hands-on activities and a balance between child-choice learning with lessons embracing multiple learning styles.
3. The educational environment will offer individual, small, and large group learning with lessons embracing multiple learning styles. Our teachers will deliver lessons with intentional teaching methods using all learning domains (cognitive, affective, psychomotor, and interpersonal) and will assess children's progress on a regular basis by collecting work samples and using observation-based assessment tools.
4. Teachers will guide the children to develop independence, positive self-confidence, resilience, and self-regulation.
5. Teach children to develop positive social-emotional interaction skills with their peers and adults, including honesty, respect, cooperation, responsibility, empathy, leadership and more.

6. Our learning program and environment will embrace diversity by building awareness and teaching children about cultures, special needs, acceptance, tolerance, and community.

OUR PROGRAM

DEVELOPMENTALLY APPROPRIATE CURRICULUM

Pinnacle is a research-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Garner, and Erikson. Pinnacle provides teachers with lessons that engage children in developmentally appropriate activities. Pinnacle is published in an easy-to – use, reusable format that includes lesson plan guides, activity enrichments, and long-range goals linked to key standards. Comprehensive programs are offered for infants, toddlers, twos, threes, fours, and school-age-children.

Currently, we serve students 6 weeks- 12 years by offering the following classes:

Infants: 6 weeks to 12 months

Toddlers: 13 months to 2 years

Twos: 2 years to 3 years

Threes: 3 years to 4 years

Pre-School (3): 3 years to 4 years

Pre-School (4): 4 years to 5 years (preparation for kindergarten)

State Funded GA Pre-K: Age 4 on or before
September 1st of that year.

School Age Before and After School: Up to 12
years old

ENROLLMENT AND REGISTRATION

Prior to your child's first day in the classroom, the following must be completed and received by the office:

- ❖ An enrollment application and payment of \$60 registration fee.
- ❖ A record of required immunizations or signed exemption form. Immunizations are required by the State of Georgia and must be current.
- ❖ A signed transportation agreement (if applicable), Infant Affidavit (if applicable) and photo/video agreement.

Immunization exemptions are allowed for medical or religious reasons. Exemptions forms can be obtained from the State Public Health Office. A physician must sign medical exemptions, religious exemptions are signed by the parent or guardian and must be notarized. Personal or philosophical exemptions are not accepted.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our programs may be taken frequently and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement.

Photos and videos may also be used for our website and Facebook pages. Make sure to “Like” our Facebook page! There you will be able to keep up with the fun activities your child participates in.

ENROLLMENT POLICY- STUDENTS WITH SPECIAL NEEDS

Children with special needs are admitted on an individual basis provided Gems Learning Academy can meet the needs of the child.

A child with diagnosed special needs may be admitted based on our ability at a developmentally appropriate level in a balanced classroom community.

Any child we serve with an IEP will be allowed to receive services on site. Gems Learning Academy will not transport children for services.

Should it be determined that we are not able to serve the child based on the requirements presented during observations of the child in the classroom, it is in the child’s best interest and is our responsibility to recommend the family seek a program which can provide for the child effectively.

RE-ENROLLMENT

To secure your child’s spot in the upcoming year, all account balances must be current. Placement will not be held for any child with a delinquent account balance. A child may re-apply once the account balance is resolved.

INCLUSION AND NON-DISCRIMINATION

Gems Learning Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and

belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. At Gems Learning Academy equal educational opportunities are available for all children, without regards to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

CONFIDENTIALTY POLICY

Unless we receive your written consent, information regarding your child will not be released, except for that required by our regulatory and partnering agencies. All records concerning children at our center is confidential.

TUITION PAYMENTS AND FEES

Payment of tuition is required when the student is ill or on vacation, and there is no prorated tuition for holidays, in-service days, or winter and spring breaks.

MAKING PAYMENTS

Tuition is billed in advance and is due on Friday prior to the week of care. Other miscellaneous fees are billed monthly and are due by the end of the month in which they are billed.

There are no discounts or reduction of rates for scheduled holidays, unscheduled closings due to inclement weather, vacation, or illness.

Tuition not paid by Monday at 6:30 pm will be assessed a daily late fee of \$20.00, and \$7.00 assessment for each day the tuition remains outstanding. Please pay the total due on your account(s) by closing on Monday to avoid late payment fees.

Gems Learning Academy accepts payment in money order, check, or credit card payment online. Please be sure to obtain a receipt form the front desk at time of payment.

A fee of \$35 will be charged for NSF checks. If there is a second NSF occurrence, all future payments must be made via money order.

RATE INCREASES

Parents will be notified in a timely fashion of rate increases.

REGISTRATION FEE

There is a non-refundable \$60 registration fee at the time of enrollment/re-enrollment.

DISCOUNTS

Gems Learning Academy offers a sibling discount on tuition for families with multiple children enrolled in school. The discount(s) is applied in descending order by the ages of the student: No discount for the youngest student, \$6 weekly discount for second student and beyond that are full-time

WITHDRAWAL POLICY

If for any reason, you wish to withdraw your child from Gem Learning Academy, we require a written notice 2 weeks prior to withdrawal from school.

OPERATION POLICIES AND PROCEDURES HOURS OF OPERATION

Gems Learning Academy is open from 6:00 am – 6:30 pm Monday through Friday.

SUGGESTIONS

If, at any time, you have a special request or suggestion, please contact the director. Any message to your child's caregiver should be in writing. Verbal instructions are not easy to remember.

PARENTAL COMMUNICATION

As a parent whose child is entrusted to us, you are encouraged to visit us at any time. Our facility, our director, and our teachers are available to you if you would like to discuss any concerns or questions that you may have. We ask, however, that you set up a conference time with the office so as not to disturb the classroom activities. We want you to be confident that your child is receiving the very best experiences in the areas of health, social development, and academic skills. We want to work with you!

CHECKIN/CHECKOUT POLICY

The center assumes responsibility when the child has been delivered to his/her authorized room. Please do not drop off children at the front door and

leave. Children must be escorted to and from his/her class by an adult. Gems Learning Academy cannot be held responsible for any child not delivered to their appointed teacher or attendant.

Children in the care or private pre-k program should be signed in and out by their parents before leaving the center. NO child will be released to anyone other than the parents, without prior written notice from the parents (email and fax accepted). The individual picking up the child must show a picture ID.

***GA Pre-K students will follow the guidelines for care rider lanes provided in the GA Pre-K Guidelines packet at parent orientation.

Parents must sign the CAPS attendance sheets daily at drop off and pick up. If the signatures are not received, Gems may refuse to accept children until all the applicable signatures have been completed at the front desk.

LATE PICK-UP POLICY

It is very important to pick up your child on time as it instills confidence and security in the child.

Timely pick-up allows the staff to have the clean-up and planning time necessary to provide a quality education.

Any child picked up after 6:30 pm is considered a late pick-up. There will be a charge of \$5 a minute per child. Late pick-up fees are to be paid at the time you pick up your child.

The building closes at 6:30 pm. If you would like to talk with staff, please choose a time before 6:30pm.

SCHOOL PICK-UP AND DROP-OFF POLICIES

If Gems Learning Academy picks-up your child from an elementary school and he/she is absent from a day, please contact the office as soon as possible. We have several elementary schools to pick up from. Not notifying the office could make the bus driver late to other schools and the driver cannot leave children unattended to go into the school to check on your child.

WEATHER CLOSURES

We follow Fulton County Schools for weather related delays. Please check our website for updated information. In case of inclement weather or any other emergency in which Gems Learning Academy would need to close during normal business hours, all parents will be contacted to come pick-up their child(ren).

SUBSTITUTES

When a staff member is absent another staff member or someone from our substitute list covers their position for the time. Substitutes must have the same employment paperwork on file as regular employees.

SMOKING

Smoking is not permitted anywhere in the building or on school property

CONFIDENTIALITY

We ensure strict confidentiality of records and information pertaining to each individual child and his or her parents. The only persons with access to

records are the staff working directly with the child and his or her family (Teacher, Administrative Director, and Program Director) and the licensing representative carrying out the license study and monitoring activities. Information will not be released unless parental permission is granted through a written authorization.

CHILD ABUSE REPORTING

The State of Georgia Statutes and Child Care Codes require that all licensed childcare providers report all incidents of suspected or actual abuse and/or neglect of children regardless of whether they occur in or are related to the facility. Law therefore obligates this facility to report such incidents within 24 hours to the office of Children's Services.

HEALTH AND WELLNESS ILLNESS OR INJURY

During infancy and the primary years, children average 7 or 8 colds a year. During the school-age years, they average 5 to 6 colds a year. Please keep in mind during the first few months of school, to safeguard the health of everyone at Gems Learning Academy, we ask that you help us by checking your child before leaving home for school and by confining your child when she or he is ill.

One contagious child at school can infect all the other children as well as the classroom staff.

Remember also that an illness in the school is transmitted back to all homes and families. Your child's daily health inspection is a service you provide to protect the health of all Gems Learning

Academy families and staff. Precautions help limit the spread of contagious disease.

Please keep your child home on the days that they show one or more of the following symptoms and **not** bring them to school until they have been **symptom free for 24 hours.**

1. Oral or auxiliary temperature of 100° (degrees) or above within the last 24 hours. Temperatures reduced with Tylenol are still fevers.
2. Any vomiting or diarrhea in the past 24 hours;
3. Excessive nasal discharge; pink or red eyes with discharge; a cold which interferes with full participation in school activities, including going outdoors;
4. Persistent cough or sore throat;
5. Difficult or rapid breathing;
6. Fussy, cranky, or generally not him/herself (often symptoms of oncoming illness);
7. Yellow skin or eyes;
8. Skin related problems;
9. Infected, untreated cold sores, skin patches or lesions;
10. Sever itching of body or scalp;
11. Skin rashes, excluding normal diaper rash, lasting more than one day;
12. Swollen joints;
13. Enlarge lymph nodes;
14. Stiff neck;
15. Blood or pus from ear, skin, urine, or stool

16. Pain or discomfort particularly in joints, ears, or abdomen;
17. Loss of characterized appetite
18. Symptoms that indicate any of the following diseases: Chicken Pox, Impetigo, Lice., Scabies, Strep Throat.
19. Reportable communicable diseases: Bacterial meningitis, Diphtheria, Giardiasis, Mumps, German measles (Rubella), Hepatitis A, Pertussis (Whooping Cough), Shigellosis, Hemophilic Influenza, Salmonellosis, Tuberculosis, Measles, Meningococcal infection.

Staff members do a well-child check on each student every day. Parents will be asked to take sick children home.

Children who have been diagnosed with any of the above reportable communicable diseases may return to school only when documentation from a licensed physician states that they have been evaluated and present no risk to other children. We will notify parents of all occurrences of, or exposure to, communicable diseases at the school (i.e.: pink eye influenza, items noted in #19)

Children who have symptoms of illness may be admitted to or remain at school only when there is written documentation from a licensed physician stating that the child has been examined and return to school poses no serious health risk to the child or other children. In the event a child becomes ill or injured at school, the child will remain in the office and a parent, legal guardian, or an emergency contact will be called to take the child home. In

cases when the illness, symptoms, or injury is such that delay in treatment is deemed unwise, the Director (or designee) will obtain medical treatment at the hospital indicated on the child's emergency card or call for an ambulance. A second member of the staff will notify the parent or guardian of the emergency.

Gems requires parents to submit the Form 3300 (vision, dental, hearing and nutrition screening) for all children ages 4 and above within 90 days of enrollment.

If your child has already received 4-year-old- well visit prior to enrolling, we ask that you take the required form 3300 to your child's pediatrician to complete and return to the center within 90 calendar days of program entry.

Gems requires parents to submit the Form 3300 (vision, dental, hearing and nutrition screening) for all children ages 4 and above within 90 days of enrollment.

If your child has already received 4-year-old- well visit prior to enrolling, we ask that you take the required form 3300 to your child's pediatrician to complete and return to the center within 90 calendar days of program entry.

Gems Conducts annual screening, with the family's permission, to provide early detection of health-related issues and developmental delays to support early intervention. The program utilizes the caring for your baby and young child: Birth to Age 5/ Act early developmental checklist to provide supporting documentation for the families. Our program will

share the tool with the parents to complete the questionnaire and once returned, the program will share their results with the families. During parent conferences which are held at least twice a year or as needed throughout the year the program will provide referrals on an as needed basis depending on the age of the child for “intervention services” (i.e. Babies Can’t Wait or the School System within Fulton County).

INFANT PARENT RESPONSIBILITIES

- A. Gems Learning Academy supplies Similac Advance or Gerber formula with Iron and all baby food. Please provide bottles labeled with your child’s name and date.
- B. Upon enrollment and regularly thereafter, as dietary changes are made, each parent must provide signed and dated feeding information for each infant, including:
 - a. Formula: name and amount of formula/time to for each feeding/direction on how to handle left over formula.
 - b. Baby Food: amount and kind of baby foods/allergies.
- C. Diapers: Parents are required to provide disposable diapers and wipes for infants.
- D. Only bibs with Velcro snaps or pull-away will be used with infants and toddlers.
- E. Hair beads, barrettes, and rings or any other jewelry are unsafe for children and are not allowed. The Center will not be liable for any harm or injury caused by these items.

INFANT/TODDLER INFORMATION SHEET

The Parent's information sheet is used to let parents know whether children in the childcare program have eaten well, napped (or not), and miscellaneous pertinent information about the child's day at school. It will be provided daily to infant and toddler parents.

MEDICATIONS PRESCRIPTIONS

A designated Gems Learning Academy staff will administer medications to students provided the following childcare regulations are followed:

- Parental Authorization: Except for first aid or as authorized under Georgia law, Personnel shall not dispense prescriptions medications to a child without specific written authorization from the child's physician. Such Authorization will include when applicable, date, full name of child; name of the medications; prescription number, if any; dosage, the dates to be given; time of day to be dispensed; and a signature.
- Dispensing Medication: Written authorization to dispense medications shall be limited to two (2) weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law.
- Dispensing Record: Gems Learning Academy will maintain a record of all medications dispensed to

children by personnel which will include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.

- **Storage:** Medication will be kept in a locked storage cabinet or container which is not accessible to the children and store separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leakproof container in a refrigerator that is not accessible to the children.
- **Unused Medication:** Medicines which are no longer to be dispensed shall be returned to the child's Parent (s) immediately.

OVER THE COUNTER MEDICATIONS

Over the counter medications may **NOT** be administered by Gems Learning Academy without the express written authorization for a prescribing physician and abiding by the prescription medication rules and procedures listed above.

PREVENTATIVE

The Department of Health and Human Services, one of our licensing agencies interprets the following items as preventatives rather than medications: Sunscreen, Insect Repellents, Diaper Ointments, Hydrogen Peroxide, Neosporin, and Calamine Lotion. Parents control the use of preventatives due to personal preference and possible allergic

reactions. If you wish the staff to use any of the above preventatives, the item must be provided from home and labeled with the child's name.

FIRST AID

The safety of your child is our utmost concern. Our facility receives frequent safety inspections to prevent potential safety hazards, and our staff are trained to ensure safe play habits. If your child receives a scratch or minor injury, first aid will be provided immediately by a trained teacher using equipment that is readily available. You will be informed of the incident, in the unlikely event of a more involved accident, every effort will be made to contact you or the alternate person listed on your child's enrollment form and your child's doctor for instructions. Failing to make contact, we would initiate action to provide accredited medical treatment while efforts to contact you would continue. If in an emergency 911 must be called your child will be taken to Piedmont Henry Medical Center on Eagles Landing Parkway in Stockbridge; their phone number is (770) 389-2262 for hospitalized patient information.

FIRE DRILLS

Our facility is equipped with an approved fire alarm system, an overhead sprinkler system, and strategically located fire extinguishers. Evacuation exercises are routinely conducted at regular intervals.

NUTRITION

If your child observes a vegetarian or other special diet, please advise us so that accommodation can be

made for meals offered to your child. If you have a question about the suitability of an item, please talk with your child's teacher or the office.

Nutritious food is prepared in a variety of ways to encourage your child to develop a taste of diversified foods that build healthy bodies and minds. Food from home is not allowed unless the child's healthcare team writes letter of medical necessity.

TRANSPORTATION

The school or its' staff does not provide transportation to or from home. If someone else is picking up your child, **please notify the school in writing**. We will not release a child to any person without your written authorization. ID must be presented at pick-up.

Transportation is provided for planned field trips. Children will be transported on the center's buses to and from when planned. No child under 4 years old will be transported. Child safety restraints will be provided by the parents in accordance with state transportation laws for a child to be transported.

ARRIVAL, DEPARTURE, AND DRIVING ETIQUETTE

- The only entrance to the school is also the only exit:
ALL DRIVING AREAS ARE ONE WAY ONLY.
- Please use the first available parking spot and follow the designated one-way pattern to maintain a

smooth traffic flow and provide the highest level of safety.

- Remember that our school is in a residential area- observe all speed limits and signage.

- **DO NOT PARK IN THE FIRE LANE**

- Childcare and Private Pre-K parents are expected to enter the building to drop-off or pick-up their children.

- **DO NOT** leave children unattended in your vehicle.

CLASSROOM POLICIES AND PROCEDURES CORRESPONDERENCE

Correspondence from the school will be found in your child's folder or may be received by email. Your child's teacher or the administration may send email announcements. Please check your email regularly.

NAPS AND REST

All children on the school day program will be offered a time to rest after lunch. Please discuss your child's rest and sleeping habits with the teacher and update as necessary. All children need to rest and will be invited to lie down even if not routinely scheduled for napping.

Mats and sheets are provided for every child. Each child may bring one soft animal, one blanket, and one small pillow to put in their cubby. Their belongings must be taken home every Friday for laundering.

BIRTHDAY AND SPECIAL OCCASIONS

Parents are welcome to send or bring cookies, cupcakes, or cakes to share with their children's friends on their birthday or special occasions. Please let your child's teacher know in advance that you will bring a treat.

PARENT CONFERENCE POLICY

Family and teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

GRIEVANCES OR COMPLAINTS

Parents, guardians, or members of the public are encouraged to resolve issues of concern at the appropriate level. An incident in the classroom would generally be resolved by discussion with the teacher. Failure to resolve at this level requires consultation with the Director. Educational issues involving more than one class may be addressed to Director.

Ms Anneika Earle, Director

DISCIPLINE

Our goal at Gems Learning Academy is to help the child attain inner discipline. We believe this is achieved through active, spontaneous interaction with a prepared environment, guided by an aware adult. Redirection is our main tool to have a child return to appropriate activities, and if needed removal from activities is our secondary tool used on the journey toward inner discipline. If a child is removed from activities more than three times in one day, the teacher may choose to contact a parent and have the child taken home, in situations where a child is taken home for a partial day, for up to three school days, the teachers and parents are encouraged to informally discuss the situation and possible ways to avoid recurrence.

In more serious circumstances, Gems Learning Academy reserves the right to formally place a student on probation, and to dismiss a student, when such action is deemed to be in the best interest of the school. If probation or dismissal is proposed, recommended, or contemplated by the teacher or the school Director, and the teacher(s) will promptly request a meeting with the parents to discuss the situation prior to implementing probation or dismissal. The decision will be made by the Director in consultation with the child's support team. In case of dismissal, the family will be given the opportunity to voluntarily withdraw if appropriate. Absent exceptional circumstances, probation will last a maximum of four weeks.

Suspension and Termination from Center

Suspension and Termination is a last step, when other applicable efforts like parents, teachers and admin conferences, making written plans to mitigate stressful situations, warning letters, behavior concern letters etc have failed.

Gems will work with parents to incorporate full inclusion of children with mild special needs, including children with behavior issues. If the behavior becomes harmful to self or others, Gems will suspend the child for 2 days. If the behavior issues continue to increase, Gems has the right to terminate my child's enrollment. Enrollment will be terminated if it is determined that the Center is not the best environment for my child's development or if Gems cannot meet my child's needs. Failure to pay fees by the deadlines will cause the enrollment to be suspended and/or terminated. Termination may also occur if parents or guardians are disrespectful to Gems staff, involve in fights, destroy Gems property and/or threaten staff in any way. Staff/teachers work diligently with your children day in and day out, they must always be addressed in a professional manner. Any concerns should be brought to the Center Director. Parents must request a conference to discuss concerns they may have at Gems.

Therapists policy:

The Center generally allows therapists to come in and see their patients from 8 am to 11:00 am. Therapists must maintain a professional work ethic at all times while on Gems premises. Therapists must stay with their assigned students in the assigned classroom with the student's group, must not separate the child to an empty classroom, must not disrupt the class, must not make demands from a teacher, involve in gossip, speak about other students. If at any time a therapist is seen to break policy, Gems will ask him/her to leave and not return pending a conference with the admin and teacher.

written statement of clear expectations for the child.

FIELD TRIPS, EXCURSIONS, AND SAFETY

Field trips are held periodically during the year. Signed permission slips will be required for all field trips requiring transportation. The cost of field trips is usually included in tuition. Certain trips may require an additional cost and notice will be provided to parents.

The staff members on field trips will have a stocked first aid kit, individual emergency medication, and emergency contact information. All school rules apply on field trips.

CLOTHING AND PERSONAL

BELONGINGS/CUBBY REQUIREMENTS

Children's clothing should not be an obstacle to their enjoyment at school. Their clothes should

allow them to run, climb, and play freely without risk or injury or concern for spills. The children need to be able to handle their clothes independently, particularly in the bathroom. During the toddler and preschool years, please avoid overalls, pants with heavy snaps, and belts that the child cannot manage alone.

For safety reasons, **children must wear shoes or slippers always.** The best school shoes are sturdy sandals, tennis shoes, leather oxfords, or non-skid slippers. Flip-flops, cowboy boots, clogs, jellies, and bulky slippers are dangerous and do not allow the children to move with coordination and confidence.

Excessively long shoelaces and double knots are added obstacles for the child. During boot weather the child should have a pair of slippers or shoes that stay at school (labeled with child's name).

All children must have a complete change of clothing (shirt, pants, socks, underwear) at school always. Items should be in a zip-lock bag labeled with your child's name. This clothing will be kept at school in the child's cubby and should be updated and kept seasonable appropriate.

Children who are still in diapers must have extra diapers and wipes in addition to their change of clothes. **All clothing (sweaters, coats, hats, mittens, shoes, boots, etc.) must be labeled with the child's name. Clothing marked clearly is more likely to be returned to you if it is misplaced.**

Because young children often have difficulty separating fantasy from reality, they may also have difficulty controlling aggressive behavior when playing superhero games. We ask that children not wear superhero-type theme clothing (such as Power Rangers or Batman) to school, as it can over-excite some children to the point that their behavior becomes inappropriate in a large group setting. The following uniform policy is recommended but uniform is not mandatory: **Infants to Two-Years-Old:**

Khaki Bottoms

Power Blue/Sky Blue Shirt

Black closed toe shoes/Tennis shoes

Three to Five years old

Black or Dark Blue Navy Pants

Sky Blue Shirt

Black closed toe shoes/Tennis shoes

TV AND VIDEO/DVD VIEWING

Television, Video, and DVD viewing is not a regular part of the school curriculum. Classes will be limited to a viewing time of 30 minutes per day. (2.5 hours per week). All viewed programs will be educationally appropriate and G-rated.

COLD WEATHER OUTDOOR PLAY

Children must always be prepared to outdoor play. The children will spend some time outdoors each day. During cold weather, each child must have the appropriate clothing for warmth and dryness.

PLEASE MAKE SURE ALL OUTDOOR-COATS, HATS, MITTENS, BOOTS, AND PANTS- ARE CLEARLY LABELED WITH YOUR CHILD'S NAME.

Special requests to keep a child indoors cannot be met. Classroom staff must be outside to satisfy our adult/child ratio requirements.

BEFORE AND AFTERSCHOOL PROGRAM

Gems Learning Academy provides quality care for currently enrolled elementary aged students before and after the school day. Students are in a home-like atmosphere and engage in activities including games, arts and crafts, quiet play, and recreation. Homework assistance is available.

TRANSITION POLICY

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with

you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural or special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the school in a timely manner and is picked up from school. The supplemental enrollment form must be completed and on file with the center to be eligible for this service.

FAMILY ENGAGEMENT POLICY

Daily Communications: Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Board: Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements etc.. We also have a Facebook page that will provide this information as well.

Family visits: Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in

is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign out upon leaving. Gems Learning Academy relies on the involvement and generosity of its parent body as well as the Directors, staff, and general community. Parents and staff are invited to participate in community, educational and fundraising events throughout the year. We encourage all parents to support and participate in these efforts, and to share their time, expertise, materials and /or skills to enrich the resources available to Barrington Academy children.

INCLUSION AND NON-DISCRIMINATION POLICY

Gems Learning Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. At Gems Learning Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity religion, disability, or parent/provider political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

SCHOOL CLOSINGS

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Day before Thanksgiving (close at 2pm)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve (close at 2:00 pm)

ACKNOWLEDGEMENT

I, _____ (print name),
parent of _____ (print
child's name), do hereby acknowledge that I have
received, read, and agree to be guided by the
policies and procedures outlined in the Parent
Handbook for Gems Learning Academy.

(signature)

_____ (date)