



CHROMA

Parent Handbook Policies and Procedures REVISED April 2023

Welcome to Chroma Early Learning Academy

We at Chroma Early Learning Academy believe that the first years of a child's life are critical to the development of a positive, self-confident, and capable learner. We also believe that a clean, safe nurturing, high quality, developmentally appropriate environment is beneficial to the child. Our purpose is to provide this type of quality program for the children in the community, which incorporates a curriculum designed to enhance learning at each age. The parent handbook is designed to provide specific information about the Academy. It includes a description of policies and procedures, philosophy, role of the staff, goals for the children and expectations of parents. There may be changes or to policies as needed and they will be emailed to you. We hope you will find this booklet beneficial, informative and helpful in making you more familiar with the program and thereby more comfortable with the Academy. It is essential that we work closely with parents in providing their children with the benefit of high-quality childcare and education.

Philosophy of Chroma Early Learning Academy

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support and quality care for their children.

Staff: Are entitled to work in an environment which recognizes and respects their training, skills and commitment to childcare.

The Academy: Enhances the lives of the children and their parents by providing caring and supportive services.

Non-Discrimination Statement

In accordance with the State of Georgia's family childcare licensing regulations, our child care services are

available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Inclusion Statement

At Chroma Early Learning Academy, we actively promote inclusive practice in order to best meet the needs of the children, families, and staff at our center. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both similarities and differences in each other. The curriculum, activities, books, material and environment are used to reflect the diversity of all children, families, and the wider community. When necessary, we will provide modifications and adaptations to help all children achieve success in our program. We are happy to work with students who have already been screened and identified as needing additional assistance. We also assist parents with securing additional help and resources when there are mutual concerns about a child's development.

Confidentiality Policy

At Chroma Early Learning Academy we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the Center to hold relevant information for each child and their families, which remains confidential at all times. This information is used for the enrollment and registration process, to process tuition billing, and emergency contacts. All records will be stored in a locked cabinet that displays “Confidential” on the front. It is our intention at the center to respect the privacy of children and their families which is achieved by:

- Storing confidential records in a locked filing cabinet.
- Ensuring that parents have access to files and records of their own children, but not to those of any other child.
- Gaining parental permission for any photographs of the children to be used within the Center and for marketing.
- Ensuring that staff have a professional relationship with all parents and don't become too familiar with particular families within the Center.
- Ensuring that staff are aware that information held for each child is confidential, and only to be used within the Center setting. If any of this information is requested for whatever reason, the parent's permission must always be sought and given by the Director.
- Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensuring that staff, student and volunteer new-hire orientations include an awareness of the importance of confidentiality.
- Ensuring that staff, students and volunteers are aware of, and follow, the Center's social networking policy in relation to confidentiality.

Admissions

Enrollment priority is given on a first come, first serve basis when space is available. To register a child for placement at Chroma Early Learning Academy, a parent or guardian must complete an application for enrollment and pay the registration fee and initial tuition. All forms contained in the application packet must be

completed and on file prior to the child's first day. Forms required are:

- Application for Enrollment
- Medical Care Information
- Infant Feeding Schedule (if applicable)
- Transportation Agreement (if applicable)
- Georgia Department of Health Form 3300 - All children 4 and older must have this Certificate of Vision, Hearing, Dental and Nutrition Screening on file within the first 30 days of enrollment.
- Immunization Record (Form 3231) or
- Religious Affidavit if necessary

In the event that custody is an issue, a notarized court order outlining the custody arrangement must be on file. Evidence of age appropriate immunizations must be provided within 30 days of enrollment and records must stay current. When enrolling a child, complete the application checklist, date, initial, and place in the child's file. It is the parent's responsibility to notify the Academy of any changes in enrollment information as soon as possible. Changes might include a change of address, phone number, family status or medical condition.

Shoe Policy

Please bring your children in closed-toe shoes. It is very important to keep their little feet safe when walking, running, jumping and climbing on the playground. Please do not let them wear flip-flops, Crocs, sandals, or boots to school. Tie-up or Velcro-strap sneakers and slip-ons are much safer options. Thank you for your cooperation

Family Engagement Policy

At Chroma Early Learning Academy. "Family Engagement" is an ongoing partnership between the Center and each family. We establish and maintain collaborative relationships between home and school that will promote children's learning and growth. Program activities created directly reflect families' interests and motivate them to participate and we ensure they are flexible for all parents. Some ways that our program encourage and support family participation in the Center include:

- Inviting family members to share special talents, for instance to play an instrument, lead a cooking activity, sing, or make a craft.
- Giving family members jobs in the preschool routine for instance a classroom helper, guest reader, party planner, or activity-preparation helper.
- Inviting family members to visit your classroom at any time.
- Asking family members to contribute materials for activities such as empty food containers for use in center activities, or used purses, costumes, or clothing for use in dramatic play areas.
- Inviting a family member to join a classroom field trip
- Inviting a family member to be a guest speaker about a topic, for instance a firefighter to talk about the job.

- Inviting family members to share aspects of their culture.
- Asking family members to help put together a class photo album.
- Asking family members to help organize a family dinner night.
- Asking family members to share input about classroom field trips.
- Encouraging families to share suggestions or concerns with you.

Hours of Operation

The Academy is open Monday-Friday from 6:00 M to 6:00PM, (Times various based on the location of the center) January 1 - December 31, except for scheduled holidays and staff development days. There will be no fee deductions for other scheduled closings or early closure days. The Academy will be closed on the following days::

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day Thanksgiving
- Christmas Day
- Day after Christmas

Staff

Our child-care staff are trained and certified as Early Childhood Educators and undergo criminal records checks through Bright from the Start. They maintain valid First Aid and whenever possible Food Safe Certificates. Many of the staff have worked in the childcare field for many years. Staff continuously upgrade their education through workshops, conferences, independent study, and researching topics of interest.

Substitute Staff: In the absence of regular, permanent staff, a qualified substitute childcare staff will be called in when regular staff are away in order to maintain all staff/child ratio required by Bright from the Start. Substitute staff adhere to all criminal records checks and education credentials as regular staff.

Child to Staff Ratios: In order to maintain compliance with the State of Georgia rules and regulations as outlined by the Georgia Department of Early Care and Learning, we maintain the following staff to child ratios:

- Infants Less than 18 months not walking 1:6
- One-year old's walking 1:8
- Two-year old's 1:10
- Three-year old's 1:15
- Four-year old's 1:18
- Five-year old's 1:20
- Six-year old's & up 1:25

Current Tuition Rates and Fees

Registration Fees: Chroma Early Learning Academy provides services for children six (6) weeks to twelve (12) years of age. To reserve your child's place at Chroma Early Learning Academy, the first week's tuition plus a non-refundable enrollment fee of \$95.00 must be made the week a slot is accepted. This payment is non-refundable and will be forfeited if the child does not come for care. Holding fees may apply if you are requesting a holding period of more than one week.

Tuition: Tuition is due on or before 6:00 pm on Friday, prior to the start of the daycare week. If payments are not made by 6:00 pm on Friday, a \$25 late fee will be assessed. **No child will be admitted for care on Monday if there is a balance owed on the account.** If a holiday or staff development day occurs in which the Academy is closed on a Friday, tuition is due in the Academy on the last day of operation or online through MyProcure website on or before Friday at 6:00 pm. Failure to pay fees at designated time will result in the dismissal of students from the Academy. The policy applies whether the child is present or absent as tuition is based on enrollment not attendance. There is no option to withdraw and re-enroll to avoid paying as your slot may no longer be available. A charge of \$50 will be made for all returned checks. Once the first check is returned, Chroma Early Learning Academy will require all future payments be made by debit/credit card or through MyProcure app.

Supply and Activity Fees: Each family will be charged an annual Supply and Activity Fee of \$65.00. The fee covers necessary items in the classroom needed by teaching staff in addition to on-site field trips that are planned to coincide with the curriculum.

Late Pick-Up Fees: Chroma Early Learning Academy's hours of operation are from 6:00am to 6:00pm (based on operation of the center). Any parent or legal pickup person arriving after 6:00 pm is considered late. A late fee of \$1 per child per minute will be assessed if your child is not picked up prior to 6:00 PM. This fee must be paid at the time of the late pick-up. If we have not been contacted by 6:30 pm, local law enforcement and child services will be contacted. Families with five late pick-ups in a month will enter a probationary period where a designated pick-up time will be given or care will be terminated.

Vacation Credit: Vacation credits are equal to half of your weekly tuition. Parents may request a vacation credit be applied for one week each year. Tuition is due in full, every week regardless of closure as tuition is based on enrollment not on attendance.

Attendance

Policy: Regular attendance is extremely important for your child to settle in well as routine becomes part of your child's day. Parents are responsible for notifying the daycare staff via Procure Engagement App or Phone by 8:30am if your child is not coming in for the day. **No child will be admitted into the Academy for care after 9:00am for any reason unless it has been approved by the director in advance. Calling or messaging due to waking up late will not be approved.**

Breakfast is served up until 8:30 daily. If you will be arriving after 8:30 please be sure to feed your child prior to their arrival. No outside food will be permitted in the Academy, so please be sure to complete any meals or snacks prior entering the building.

Arrival - Upon arrival, parents must:

- Make sure your child is awake and ready to start their day before entering the Academy
- Ensure your child's diaper or pull-up is dry and soil free before entering the Academy
- Leave all toys or food in the car
- Cease all cell-phone conversations before entering the Academy
- Take your child to the restroom and wash their hands upon entering the classroom
- Put all diaper bags, extra clothing and supplies in the child's cubby or bin
- Label pacifiers and give all bottles and food to the teacher (infant class only).
- Talk to a staff member and relay how your child's night and morning went
- Quickly settle your child and say goodbye

Departure - Upon departure, parents must:

- Sign their child out with time child is leaving
- Make personal contact with a staff member
- Discuss your child's day
- Check your child's cubby and replenish needed supplies/clothes

Daycare staff will:

- Phone parents or guardians when a daycare child has missed three consecutive days of attendance.
- Establish with parents or guardians the reason for the absence
- If after five days of absence with staff unable to reach the parents, the child will be dismissed from the program.

In order to maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, or for any other reason.

Release of Children Policy

Policy: A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

- The Director or Assistant Director must be notified in writing or email of any alternate arrangements.
 - Picture identification will be required if that person is not known to the daycare staff.
- Children will not be released to anyone under the age of 18.**

Non-Custodial Parents: Parents must provide a copy of any custody order and photo of non-custodial parents. If the non-custodial parent insists that the child be released to them, the director will:

- Calmly state the daycare's release of children policy
- Ensure all children and staff are safe
- Contact custodial parent
- Call 911 if parent tries to leave with the child

Guidance and Treatment of Children

Policy: Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behavior. They include:

- Establishing clear, consistent, and simple limits
- Stating limits in a positive way
- Focusing on the behavior, rather than on the child
- Stating what is expected, rather than pose questions
- Providing real choices
- Allowing time for children to respond to expectations
- Reinforce appropriate behavior, with both words and gestures
- Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the staff member. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- Gain attention in a respectful way
- Remind children of more appropriate behavior
- Acknowledge feelings before setting limits
- Redirect or divert when appropriate
- Model problem-solving skills
- Offer appropriate choices
- Use natural and logical consequences
- Provide opportunities for children to make amends
- Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior. We do not allow the use of corporal punishment in any manner. This includes but is not limited to shaking, jerking, pinching or handling a child roughly. The use of mechanical or physical restraints or devices to discipline children is also strictly prohibited.

Verbally abusing or humiliating a child is also not permitted. This includes, but is not limited to, the threats, profanity or belittling remarks about a child or his family and isolating a child in a dark room, closet or unsupervised area.

Sick/Illness Policy

Policy: We value all families' health as well as the health of the staff, without healthy staff we are unable to provide effective care. At Chroma Early Learning Academy we take your child's health and well-being seriously and this policy outlines practice and procedures to ensure the health and safety of all of the children in our childcare settings. Immediately report to staff any contagious or communicable disease and please keep the child at home until he/she is well enough to attend. In the event of a pandemic or outbreak, Chroma Early Learning Academy reserves the right to alter this policy to fit guidance recommended or mandated by the Georgia Department of Health, Bright from the Start and the CDC. The daily health check is a quick way for our staff to check your child's well-being or a change in their health status while at the Academy. It will be determined by the Academy's staff, not the parent/guardian, upon completion of the daily health check whether or not the child remains in care for that day. This will be performed upon entry into class.

Any child that is contagious or has a communicable illness will not be allowed to attend (or to remain in care of) Chroma Early Learning Academy. Children who are too sick when they arrive to participate comfortably in the program's activities, or when staff cannot adequately care for the needs of the sick child without compromising the care of other children, or when there is a possibility that the child has a contagious illness that could spread to other children and staff will not be allowed to stay in the program. If your child has the equivalent of a 100 degree Fahrenheit fever or higher oral/forehead/underarm temperature, and another symptom, such as, but not limited to a rash, diarrhea or a sore throat, an acute cold with fever, runny nose and eyes, a "croupy" cough or congestion to the point that he/she has heavy breathing, they will not be allowed to attend. A child must be fever free without the use of fever-reducing medication for 24 hours before they are allowed to return to care.

When a child shows symptoms of illness during the day, the child will be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until the child leaves the Chroma Early Learning Academy or is able to return to the child's group. Parents will be immediately notified via their preferred method of contact, when professional medical attention is required, or when their child experiences symptoms of moderate discomfort such as elevated temperature, vomiting or diarrhea, and **must be picked up within one hour.**

Please be sure that the emergency contacts listed in your child's record are reliable (i.e., the Academy should be able to reach an emergency contact and the contact **should be able to respond within one hour** whenever parents are unavailable/unreachable). It is highly encouraged that families have a back-up plan for childcare in the event of your child's short- or long-term

exclusion from the Academy.

Bright from the Start currently has a communicable disease chart of recommendations for exclusion of sick/ill children that will be followed. Parents of all children enrolled will be notified in writing of the occurrence of any of the illnesses on the communicable disease chart, as provided by Bright From the Start, within twenty-four (24) hours after we become aware of the illness or the next working day. Any suspected case of a notifiable communicable disease will be reported to our local county Health Department, as required by the State of Georgia.

Emergency Medical Care

Where there are children, there will inevitably be accidents and unforeseen medical emergencies. Even under the best and most attentive care, injuries and illness can and do occur. While we at Chroma Early Learning Academy obviously make every possible effort to limit the risk of personal injury to the children under our care, some situations may not always be avoidable. When a medical emergency arises involving a child, our staff will seek prompt emergency medical treatment and provide any certified or licensed emergency medical persons with immediate access to the child, pursuant to written parental authorization, contained in the child's file, regarding emergency medical care for the child when the parent is not available. Emergency medical care will be provided by:

Medication Authorization

We understand that some children in our care will require the aid of medication to properly ensure their well-being. It is our goal at Chroma Early Learning Academy to make certain that the administration of these medicines is properly conducted. Except for first aid or as authorized under Georgia law, Chroma ELA will not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or Parent. Such authorization must include when applicable, the date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent. These details are not required for non-prescription topical medicines such as Desitin, Vaseline, suntan lotion etc., but written parental authorization for their use is required. Any administration of medicine will be limited to no more than two weeks, unless written authorization from a physician is provided. Any noticeable adverse reactions to the medication will be recorded and discussed with the Parent of the child.

Allergies

Parents/guardians need to inform the director in writing if their child has any allergies.

- Required forms will be provided by staff as soon as an allergy is reported.
- Allergies will be posted in the kitchen for all staff to see.
- A Care Plan will be written up on the steps to take if the child has an allergy attack
- Parents will be informed immediately of any allergy attack and the steps taken.

Biting Policy

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. At Chroma Early Learning Academy we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children.

In order to alleviate some of the triggers for biting, Chroma ELA has many practices in place that are known to help prevent incidences of biting in small children.

- **Quality relationships:** Staff develops nurturing relationships with the children and gets to know each child individually. Staff is given many opportunities for professional development to help he/she learn ways to build quality relationships with the children.
- **Environmental influences on child's behaviors:** Children are given opportunities to work in both small and large groups. We provide a variety of work and children are taught to share.
- **Targeted social-emotional supports:** Children have a daily routine that they follow that consists of circle time, time to pursue their own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Staff talk about emotions/feelings through books and other work and teach strategies to help children learn to calm themselves.

Before biting occurs:

1. Upon initial enrollment or at the start of each school year, the Director will give each family a handout which addresses the issue of biting.
2. Distribute the written policy When a Child is Bitten to all families upon enrollment.
3. Create an environment which meets the developmental needs of the children. Monitor and supervise all children while working and/or playing. Redirect in situations where a potential biting incident may occur. Maintain an environment that elicits calm, thoughtful behavior.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.
2. The biter will not be allowed to return to work/play and will be talked to on a level which he/she can understand. "I can see that you want that truck, but I can't let you hurt him.
We don't put our teeth on people."
3. The child will be redirected to other work/play.

4. Staff will complete a Chroma ELA incident report* and notify the family of the biter when the child is picked up for the day.

For the victim:

1. Staff will separate the bitten child from the biter.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate first aid.
4. Staff will then complete a Chroma ELA incident report* to notify the family of the bitten child.
5. Classroom staff will confer with the director to review the context of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

When biting continues:

1. Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Staff will “shadow” children who indicate a tendency to bite, to: Head off biting situations before they occur. Teach non-biting responses to situations and reinforce appropriate behavior. Adapt the program to better fit the individual child’s needs. Teach responses to potential biting situations: “Stop” or “That hurts!”
4. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
5. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Academy and help them to make contingency plans.
6. If it is deemed in the best interest of the child, Academy, and other children, terminate the child from Chroma ELA for the duration of the biting stage. Written warning will be given to the families before this action will be taken.

Biting Confidentiality

In compliance with NAEYC confidentiality guidelines, Chroma ELA staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.

Nutrition and Meals

Policy: Chroma Early Learning Academy will offer breakfast, lunch and an afternoon snack. All meals will meet the required USDA Meal Guideline and the CACFP standards, to ensure children have access to healthy, balanced meals throughout the day. Meals served will include a great variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat.

Breakfast:

- Will consist of milk, one vegetable or fruit, and one whole grain

Lunch:

- Will consist of milk, one vegetable, one fruit, one whole grain and one meat or meat alternative. Two different vegetables may be served instead of a vegetable and a fruit.

Afternoon Snack:

- Will consist of milk, one whole grain serving and fruit.

All menus will be posted at the start of each week in each classroom and on the bulletin board located at the entrance of the academy. Alternative meal options will be provided for children with food allergies (within reason). A copy of the week's menu will be provided upon request.

Infant care

Infant Feeding Plan: All baby bottles shall be clearly labeled with the individual child's name. Formula or breast milk should be supplied by the parents daily already prepared in the child's bottles. Only the current day's formula or breast milk shall be served. Bottles will be refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Refrigerated or frozen breast milk will only be heated or thawed under warm running water or in a container of warm water. Non-tipping, broad based feeding chairs will be provided for all children being fed who can sit up but who are unable to sit unassisted at a table. The chairs will be cleaned after each use. All infants less than 6 months will be held by staff during feedings, ensuring that the infant's head is supported and elevated during the feeding.

Breakfast:

- 6 weeks - 5 months, 4-6 fluid ounces of breast milk or formula.
- 6 months - 11- months, 6-8 fluid ounces of breast milk or formula, 0-4 tablespoons of infant cereal, and 2 tablespoons of vegetables or fruit or a combination of both

Lunch:

- 6 weeks - 5 months, 4-6 fluid ounces of breast milk or formula
- 6 months - 11 months, 6-8 fluid ounces of breast milk or formula, 0-4 tablespoons of infant cereal, and 2 tablespoons of vegetables or fruit or a combination of both

Afternoon Snack:

- 6 weeks - 5 months, 4-6 fluid ounces of breast milk or formula.
- 5 months - 11 months, 2-4 fluid ounces of breast milk or formula, and 1/2 slice of bread or 2 crackers or 4 tablespoons of infant cereal, and 2 tablespoons of vegetable or fruit or a combination of both

Infant Diapering: At Chroma Early Learning Academy all non-potty trained children will have their diapers changed on a diaper changing station, equipped with a smooth, nonporous surface. All stations are equipped with a guard or rails to prevent falls. All stations will also be equipped with an adjacent hand washing sink with running heated water. Between each diaper change, the diaper changing surface is cleaned with a disinfectant and dried with a single-use disposable towel. Each station will be furnished with liquid soap, individually dispensed, single-use hand towels, single-use washcloths, and a covered storage container for soiled items.

Infants and children will not be left unattended while being diapered or having their clothes changed on the diaper changing surface and any items which may harm the child will be kept out of the child's reach.

Our staff will wash their hands with liquid soap and warm running water immediately before and after each diaper change, they perform. Staff with diaper changing responsibilities will not be simultaneously assigned to kitchen food preparation duties. The diaper changing station will not be used for food preparation. The area will be clear of any and all formulas, food, food utensils and food preparation items.

Parents will be notified when their child is running low on diapers and wipes to provide adequate time to replenish. However, it is the parent's responsibility to check your child's supply levels. If Chroma ELA diapers and wipes are used, a diaper fee of \$1.00 per diaper will be added to your weekly tuition and a wipe fee of \$3.00 per day, for each day wipes are provided.

Infant Diapering: Our staff will place infants to sleep on their back unless the Parent has provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, our staff will continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Swaddling will not be used unless we have been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant.

Wedges, other infant positioning devices and monitors shall not be used unless the Parent provides a physician's written statement authorizing its use that includes how to use the device and a time frame for using the device is provided for that particular infant. We will not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and will not attach objects or allow objects to be attached to a crib with a sleeping infant such as but not limited to crib gyms, toys, mirrors and mobiles.

We maintain the infant's sleeping area to be comfortable for a lightly clothed adult within a temperature range of sixty-five (65) to eighty-five (85) degrees depending upon the

season. There will be lighting adequate to see each sleeping infant's face to view the color of the infant's skin and check on the infant's breathing.

Infants will not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, high-chair, or swing. Infants who arrive at the Chroma Learning Academy asleep or fall asleep in such equipment, on the floor or elsewhere, will be transferred to a safety-approved crib.

Toilet Training

At Chroma Early Learning Academy, we believe that the toilet training process is a partnership between your family and our facility. We are in a unique position to recognize when your child is developmentally ready to toilet train. This allows us to communicate and possibly educate you and provide appropriate and continuous toilet training methods and messages that can help teach your child proper toilet training practices.

Initiating toilet training before a child is developmentally ready can create stress and anxiety for both the child and the family and increase the length of time it takes to train them. It is important for your child to begin toilet training when he/she exhibits signs of interest and readiness. A toilet (potty training) checklist will be distributed to all parents of kids entering into our toddler classroom. We view our ability to recognize the readiness of your child as a valuable window of opportunity that we help you to identify and respond to.

We make the toilet training experience as positive, natural, and non-threatening as possible, so your child feels confident that he/she is doing the training on his/her own. We practice toilet training within the context of helping your child develop self-esteem and independence. Because toilet training involves discussing, undressing, going, wiping, dressing, flushing, and handwashing, we can reinforce your child's success at each step.

Because the training process is a partnership, we believe that there needs to be continuity and consistency in the record-keeping of your child's activities and developmental progress. We understand parents need to have accurate information about your child's development and progress. Therefore, we provide a periodic assessment of your child's progress which is communicated to you. We welcome and encourage parents to speak freely about concerns you may have about your child's development or problems with toilet training. We schedule meetings with parents to discuss and resolve any crises and/or special problems.

Safe Sleep and Resting Policy

In accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM), Chroma Learning Academy will provide a safe sleeping environment for all children that attend our facility.

All cribs are safety approved in compliance with the Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards. Cribs will be in good repair and free of hazards. Stack cribs and cribs with drop sides will not be used. A mattress will be provided for each crib and will be firm, tight-fitting without gaps, at least two inches (2") thick and covered with waterproof, washable material. Before a change of occupant, each mattress will be cleaned with a disinfectant. Each crib will have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Cots and mats will be provided for each child who is two (2) years of age or older and who is required to take a nap and for each child under the age of two (2) years who can climb out of a crib. Cots and mats will be of sound construction and of sufficient size to accommodate comfortably the size and weight of the child. Mats will be in good repair, washable, covered with waterproof material and at least two inches (2") thick. Cots and mats will be used by the same child daily and marked for individual use. Sheets or similar coverings for cots or mats will either be marked for individual use or laundered daily. If marked for individual use, they will be laundered weekly or more frequently, if needed. A light cover will be available for each child's use on a cot or mat and will be marked for individual use or laundered daily. If marked for individual use, they will be laundered weekly or more frequently if needed.

All sleeping and resting equipment will be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment will be arranged as follows:

There shall be a minimum of twenty-four-inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row.

All cots and mats will be stored to prevent children's access to them and allow maximum use of play space. Cots and Mats will be stored in the supply closet, with bedding being stored separately in individually marked containers, such as cubbies, bins or bags.

Infant Sleep Policy

Our staff will place infants to sleep on their back unless the Parent has provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, our staff will continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Swaddling will not be used unless we have been provided a physician's written statement authorizing its use for an infant that includes instructions and a time frame for

swaddling the infant.

Wedges, other infant positioning devices and monitors shall not be used unless the Parent provides a physician's written statement authorizing its use that includes how to use the device and a time frame for using the device is provided for that particular infant. We will not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and will not attach objects or allow objects to be attached to a crib with a sleeping infant such as but not limited to crib gyms, toys, mirrors and mobiles.

We maintain the infant's sleeping area to be comfortable for a lightly clothed adult within a temperature range of sixty-five (65 to eighty-five (85 degrees depending upon the season. There will be lighting adequate to see each sleeping infant's face to view the color of the infant's skin and check on the infant's breathing.

Infants will not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, high-chair, or swing. Infants who arrive at Chroma Early Learning Academy asleep or fall asleep in such equipment, on the floor or elsewhere, will be transferred to a safety-approved crib.

Napping Policy

Toddlers and preschoolers all come with their own individual sleeping patterns. Chroma Early Learning Academy will try to meet the patterns while getting them into the routine of the daycare. Each day after lunch, there will be nap or rest time, however, the length of nap depends on the individual child. During the nap, children will sleep on a cot covered with a sheet and blanket. Naps are not mandatory, but rest is suggested. Children who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities.

Required Reporting

Abuse: It is the mandated responsibility of Chroma Early Learning Academy, it's Director and all staff by the State of Georgia to report suspected incidents of child abuse, neglect or deprivation to the local County Department of Family and Children Services in accordance with state law and Bright from the Start "Required Abuse Reporting" policies. Forms of abuse may be neglect, physical, sexual, mental and emotional. Reporting procedures are designed to protect the child as our concern is the safety and well-being of the child.

Communicable Diseases: It is the responsibility of Chroma Early Learning Academy, it's Director or designated person-in-charge shall report or cause to be reported any cases or suspected cases of notifiable communicable diseases to the local County Health Department as required by the rules of the Georgia Department of Public Health, Rule 511-2-1, Notification of Disease.

Incident Reports: It is the responsibility of Chroma Early Learning Academy, it's Director or designated person-in-charge shall report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while

in the care of the Academy; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Academy; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children.

Criminal Record: It is the responsibility of Chroma Early Learning Academy, it's Director, or designated person-in-charge shall report or cause to be reported to the Department the name of any Personnel, Employee or Provisional Employee who acquires a Criminal Record as defined in these rules, if the Director knows, or reasonably should know, of the individual's arrest or change in the Criminal Record.

Emergency Plan

We live in uncertain times and unforeseen emergencies can arise at any time. Although we cannot avoid these events, our goal at Chroma Early Learning Academy is to ease some of the concerns you may have through our planning and preparedness. We will ensure the readiness and preparedness of our staff and your child by planning and performing monthly checks of our smoke detector and fire extinguisher, monthly fire drills, and severe weather and lockdown drills every six (6) months. We will review our overall Emergency Plan and Procedures every six (6) months, to ensure we are using the most efficient methods of evacuation.

Weather-Related Closings: Chroma Early Learning Academy will remain open during most severe weather. The Director and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the Academy early or cancel care for the following day.

In the event that Chroma Early Learning Academy closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up within one hour of being contacted to ensure all parents, children, and staff can travel safely home. Families will still be charged regular tuition rates during weather closings.

Transportation

After-School Care: Routine transportation will be provided by Chroma Early Learning Academy. Parents, family members, or designated adults are responsible for ensuring the proper transition of their children to and from the School Aged Child Care Program each day. All adults who drop off and pick up the children must be on the approved authorization form. A transportation agreement sheet must be completed, which is included in the admissions packet. Any person picking up children should have a valid picture ID on them, as to identify themselves for the staff.

Field Trips: Written parental authorization, in the form of a permission slip must be provided for a child to participate in field trips and special activities away from Chroma ELA. Transportation for field trips will be provided by Chroma Early Learning Academy, via school bus or van. The bus/van will be equipped with seatbelts that will be used. The driver of the

vehicle will be at least eighteen (18) years of age and possess a valid driver's license as required for the class of vehicle that the driver will be operating. Each child on a field trip will have on their person their name, and the Chroma Early Learning Academy's name, address and telephone number. A passenger transportation checklist, including names of each individual child, provided by or in a format approved by Bright from the Start, shall be used to account for each child during transportation. All staffing requirements will be met and maintained in accordance with State guidelines.

An emergency medical information record will be maintained in the vehicle for each child being transported. The emergency medical information record for each child will include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility that Chroma Early Learning Academy uses and the telephone numbers where the Parents can be reached. Staff members attending the trips will be certified in First Aid and CPR.

Curriculum

GELDS: In 2013, Georgia introduced its latest set of high-quality, research-based early learning standards for children birth to age five called the **Georgia Early Learning and Development Standards (GELDS)**. The standards are written as a continuum of skills, behaviors, and concepts that children develop throughout this time of life. They are divided into age groups for convenience and serve as a framework for learning. The GELDS take the place of the Georgia Early Learning Standards (GELS) for birth to three and the Pre-K Content Standards, creating a seamless system of standards in Georgia for birth to five.

The Creative Curriculum: The Creative Curriculum® is research-based and supports the development of the whole child. High-quality, comprehensive resources empower educators to intentionally teach and care for our youngest learners during the most critical and formative years of development. The Creative Curriculum®:

- **Innovative:** delivering cutting-edge resources that are unique, effective, and based on the latest research.
- **Responsive:** including solutions that address educators' challenges and help create a responsive learning environment.
- **Supportive:** providing robust guidance to support each educator's professional journey.
- **Comprehensive:** aligning to all state early learning guidelines and the Head Start Early Learning Outcomes Framework
- **Developmentally Appropriate:** promoting learning experiences designed for each age-group and flexibly tailored to each child's needs with high-quality, research-based resources.

Classroom Structure

The Caterpillars - 6 weeks to 12 months: We've designed a wondrous world to foster the daily development of infant minds and bodies. More than just a daycare, your little one

starts his or her learning journey with us and we'll work with you to make the transition a smooth and happy time, creating a strong bond and a setting that feels like family.

Each day your child will be discovering things using all five senses, copying simple actions of the people around them, experimenting with toy instruments, exploring textures, colors, and learning a variety of words and sounds through playing with other children.

The Tadpoles & Grasshoppers - 1 - 2 yr old's: As infants grow into toddlers, they are busy learning new things about themselves and the world around them. In addition to introducing your toddler to plenty of songs, books and art projects, our teachers follow your child's lead, responding to their interests in stories, songs, and play to help them grow and learn with confidence. Chroma Early Learning Academy's toddler program encompasses all developmental areas, providing your child with daily activities that specifically focus on developing social, cognitive, language, physical, and self-help skills.

Chroma Early Learning Academy's Toddler Program Offers:

- Weekly lesson plans posted for your review
- Daily Reports via Procure App to keep you informed of your child's day
- Activities led by children's individual interest and skills
- Creative, physical, social/emotional development

Bumblebees & Butterflies – 3 - 5yr old's: Preschool and Pre-K curriculum concentrates on reading and handwriting through a carefully stepped, individualized approach. Chroma Early Learning Academy's Preschool and Pre-K curriculum is highly concentrated on Kindergarten readiness. We perform ongoing assessments of your child's progress throughout the year and conduct two parent-teacher conferences to discuss your child's progress.

- Chroma Early Learning Academy Preschool and Pre-kindergarten Program offers: • Ongoing assessments communicated to you with the option for parent/teacher conferences to keep you informed of your child's learning progress
- Learning Milestones span Oral Language, Phonological Awareness, Letter & Print Knowledge, Cognitive Skills, and Physical Development
- Portfolios to help track your child's progress throughout the year
- Extended time each day focused on building reading and language skills necessary for kindergarten
- Seven stimulating learning centers including Math & Manipulatives, Science & Sensorial, Reading, Writing & Listening, Housekeeping, Dramatic Play, Construction & Design, and Creativity & Art

Eagles - School Age: Even after school's out for the day, children need to be engaged in a comfortable, yet stimulating childcare environment. Our before- and after-school childcare program allows kindergarten and school-age children to balance learning and fun through a variety of experiences. From homework help to fun physical activities, our early education program is designed so that everyone goes home happy.

When you need a place for your school age child to go when there is no school, Chroma

Early Learning Academy is open for kids of all ages. We offer several fun and engaging themes over the course of the year when the school age children attend to ignite children's imagination and curiosity. We also go on field trips to keep the children active and help them explore the world of fun for all ages!

Developmental Monitoring

We provide developmental, health and behavioral monitoring as prevention strategies that can identify young children early who need additional support. We perform our first monitoring after the first 30 days of enrollment as this gives each child the opportunity to adjust to being in care. From there each child receives developmental monitoring once every quarter. We utilize the CDC's "Learn the Signs, Act Early" materials such as the "Milestone Checklists" to understand what is developmentally appropriate for children and if they can do the milestones listed. We share the "Milestone Checklists" with each parent and share the results of the monitoring with them also. We encourage parents to use the "Milestone Checklists" at home so they can become familiar with what milestones their child should be meeting at different ages. If a child is not meeting certain milestones, our teachers incorporate opportunities on the lesson plans to work on the milestones not met. This may include 1 on 1 time with the teacher or through enhancing activities that cover the learning objectives but provide room to work on the developing milestone.

Childhood Assessments

At Chroma Early Learning Academy, we perform Early childhood assessments on each enrolled child and use different tools to gather and provide educators, parents, and families with critical information about a child's development and growth. We use the "Creative Curriculum" by Teaching Strategies and utilize their assessment strategy "Teaching Strategies GOLD." This strategy bases its assessment around 38 objectives that are important to early childhood education. Additionally, The different assessment tools that we use are as follows:

- Observations can be made with minimal or no intrusion into children's activities. Educators can observe all facets of development, including intellectual, linguistic, social-emotional, and physical development, on a regular basis.
- Portfolios are a record of data that is collected through the work children have produced over a period of time. The collection clearly shows the progress of a child's development. Portfolios can be an important tool in helping facilitate a partnership between teachers and parents.

We perform assessments twice a year in mid-Fall and early Spring, which allows our teachers to make changes to their curriculum to better serve children in their classes. The assessment cycle is as follows:

- Instruction time to introduce new learning goals.
- Observe children in various situations throughout the day.
- Document, Reflect. Record while observing and add to the child's portfolio often. ●

Analyze, Evaluate. Study the data with assessment tools. The assessment comes from the combination of documentation and evaluation.

- Summarize, Plan, and Communicate a child's specific needs and future curriculum. Make sure the parents receive the information during the Parent Teacher Conferences.
- Instruct. (The cycle repeats.)

Withdrawal Process and Termination of Care

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from the academy.

You must give two week's notice when voluntarily withdrawing your child from Chroma Early Learning Academy. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the childcare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

The childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

- * Failure to comply with the policies set forth in the parent handbook.
- * Failure to comply with the enrollment contract.
- * Destructive or hurtful behavior of a child that persists beyond parental intervention.
- * Non-payment of childcare or late fees and/or recurring late payment of fees.
- * Repeated failure to pick up the child at scheduled times.
- * Failure to show up for 5 consecutive days without any communication.
- * Inability to meet the child's needs without additional staff.
- * Blatant disrespect towards parents, the staff, and administration.
- * If a parent knowingly brings their child ill.
- * Consistent child-rearing style differences between the parent and provider.
- * False information given by a parent either verbally or in writing.

Notices

Chroma Early Learning Academy has posted in a designated area for public viewing near the front entrance the following: the Academy's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Academy in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Academy; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Academy's most recent licensure evaluation report upon request to the Academy Director. The Academy shall provide any Parent with a copy of this evaluation report upon request.



CHROMA

ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I _____ (Parent / Guardian Name) have received and read the
Chroma Early Learning Academy Parent Handbook.

I understand the policies and procedures given to me and agree to adhere to all school policies.

Please note: Chroma Early Learning Academy's policies and procedures are subject to change to
reflect the needs of the program, children and families we serve.

We may also make changes or modifications in our policies if required by our licensing agencies.
Chroma Early Learning Academy will inform parents of changes taking place whenever possible
in a timely fashion.

Signature _____ Date _____