



Policies and Procedures-COVID Edition

About Us

Our goal is to provide excellence in our academic program, a safe environment, and enjoyable activities every day. We believe our center will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child here at Sweetwater Academy.

Curriculum & Activities

Our curriculum is theme-based and developmentally appropriate. We began teaching infants by exposing them to books, playing games with them, and helping them reach first-year milestones.

We prepare our toddlers for pre-school by introducing them to the Wings curriculum. Toddlers enjoy a daily group-time which focuses on reading stories and learning colors, shapes, numbers, and letters. They also participate in daily outdoor recreation and activities.

Pre-school classes are divided into learning centers which children explore, learn, and play. Three and four year olds are taught the Wing curriculum. Some of the subjects they study include; language and development, phonics, reading, writing, numbers, and art.

We want our children to learn, play, and grow in a safe, loving environment. We want our academy to be one that children love attending and parents love visiting. Parents are welcomed and encouraged to visit and participate in center activities.

Summer Activities

During the summer, 4-12 year olds enjoy endless activities including: water day, movies, crafts, exciting games. Some of the summer games and activities include: Face Painting, Music and Movement, Slip n' Slide, Scavenger Hunt, Food Fun, Hurricane Party, Bubble Blast, Backward Day, and many more. The children participate in 1 field trip a week. We also have several attractions that visit our center such as: Reptile Man, and the Petting Zoo. The children also learn about safety. We are visited by the Fire Truck, Ambulance, Policeman, and Sheriff.

Admission Requirements

Sweetwater Academy accepts children ages six weeks to twelve years of age. Our daycare operates year round, Monday thru Friday, 6:00 AM to 6:30 PM.

To enroll in our academy, you must provide the center with the following required documents: enrollment papers, current immunization record on the GA form 3231, registration fee.

If during your child's stay with us, there is a change of employment, home address, or telephone number, email, it is the parent's or legal guardian's responsibility to notify the academy management in writing of such changes. You may go on my pro care and update information also. Sweetwater Academy management must be able to contact responsible parent/guardian at all times during the normal hours of operation of the daycare center.

Sweetwater Academy admits students of any race, color, national and ethnic origin to all the rights, not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

Holiday Closings

Sweetwater Academy is closed for the following holidays: Martin Luther King Jr.'s Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and the day after, Christmas Eve, and Christmas Day, New Year's Eve and New Year's Day. If we close for any other reason, you will be given a two week prior notice.

Inclement Weather

We follow Paulding County schools for inclement weather closings. If Paulding County schools close, we will also be closed. We will also post our closing on Fox 5 news. We will also send out messages on Pro care connect and e-mail.

Authorized Persons for Child Pick-Ups

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. The office must be notified when someone who is not on the authorized pick-up list will be picking up a child. A child will only be released to that person with proper identification, such as a valid driver's license or picture identification. The office staff is required to make a Xerox copy of the I.D. each time a child is picked up by someone not on the pick-up list. Please keep in consideration that although someone may be on the pick-up list, staff may still ask for I.D if the person picking up is not recognized. We thank you for your help in this matter. We must focus on your child's safety.

Policy for Drop Off and Pick-Up (Revised for COVID-19)

Please make sure your child is at the center by 9:00 am (Exception: Doctor or dental appointment with an advance notice and Dr. excuse when arriving at the center.) . All families and visitors will only have access to the front door of the facility or entry area. Only children and staff who are required for daily operations and ratio will be allowed inside the building and classrooms.

Parents will sign children in and out of the facility using Pro Care Connect to prevent all contact with the computer or keyboard. Information on the Pro Care Child care app will be given out at time of enrollment

Daily temperature checks and health screenings will be performed on all staff and children upon arrival and throughout the day.

Please do not enter the facility if you or your child is waiting for test results or has any of the following symptoms:

Fever above 100.4

Cough

Shortness of breath

Difficulty breathing

Respiratory symptoms

Chills

Repeated Shaking with Chills

Muscle Pain

Headache

Sore Throat

Anyone including all visitors, staff, and children that has a fever above 100.4 degrees Fahrenheit or exhibits respiratory symptoms, including cough or shortness of breath will not be allowed to enter and/or stay.

Only 2 parents at time will be allowed in the entry way when dropping off and picking up. All other parents need to wait in their cars until someone has left.

Staff will walk children to their classroom and walk them back to their parents at the end of the day.

Parents may be asked to stagger arrival and drop off times if a large amount of parents arrive together.

Handwashing, Health & Safety

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- * upon arrival in classroom in the morning
- * before and after eating meals and snacks
- * after blowing noses, coughing, or sneezing or when in contact with body fluids
- * after toileting or changing diapers
- * after returning from outside play

All efforts will be made to reduce the number of children in each classroom and playground.

All efforts will be made to keep the same groups of children together for the entire day and not mix the children.

There will be no outside toys and stuffed animals allowed. Parents should only bring necessary items from home such as extra clothes, diapers, pull-ups, prepared bottles, and a blanket for nap.

All unnecessary child transportation will be halted until further notice.

All parent tours will only be made when there is an opening to fill. All touring parents will be required to wash their hands, wear a mask and go through a health check.

Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected.

All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized.

Rates and Registration

****Non-Refundable Registration fee of \$75.00 per family each year****

Infants 6 weeks to 24 months \$170.00

2 year olds \$165

3-4 year olds \$160

Before School only \$45

Before and after school \$85

After school only 5 and up \$80

Daily drop in \$60.00

Return check fee or draft \$45.00

Late payment fee \$40.00

All payments are due on Monday before 6:30pm

We provide transportation to and from Hal Hutchins Elementary and Baggett Elementary. We do not service any other schools at this time.

Summer Program

5 years to 12 years \$145

4 years \$160

Payment and Late Fees

Sweetwater Academy accepts American Express, Visa, MasterCard, Discover, Checks, and Money Orders. You can also make a payment through our website or by visiting myprocare.com. Payment is due on Monday of each week. If tuition is not paid by Monday at closing time, a \$40.00 late fee will be charged to your account on Tuesday and \$5.00 per day until paid. Children with a past due balance will not be allowed to attend the following Monday unless the past due balance is paid in full. No account will be held for more than one week. We do not carry balances. Payments may be paid bi-weekly or monthly as long as tuition is paid for in advance.

Absent Rates

The weekly tuition will be charged for any child attending three or more days per week. If a child attends one or two days, the tuition is pro-rated. If a child is absent the entire week, half of the tuition will be charged. This includes the weeks that Paulding County schools are closed. Holidays are counted present.

If you pay:	<u>\$170</u>	<u>\$165</u>	<u>\$160</u>	<u>\$85</u>	<u>\$80</u>
Attend 2 days	\$120	\$120	\$120	\$40	\$40
Attend 1 day	\$60	\$60	\$60	\$20	\$20
Attend 0 days	\$85	\$82.50	\$80	\$42.50	\$40

If a check is returned to us for any reason, a \$45 fee will automatically be charged to your account. **A late charge of \$1.00 per child, per minute will be charged to all parents who do not have their children picked up by closing time.**

Guidance and Discipline

Our goal for the classrooms is that children be well cared for. All children will be happy, clean, and fed nutritiously. Our learning program is especially geared towards fun while the child learns. Sweetwater Academy strives to make each day a fun, safe, nutritional, and an educationally balanced experience for every child. At Sweetwater Academy, our parents are encouraged to visit the center and their child whenever their child is in attendance, and to discuss any questions or concerns with the director or owner.

Our personnel **DO NOT**: Inflict corporal/physical punishment, nor physically or sexually abuse any child. Discipline: First Time: Redirection of behavior, such as pounding play dough or playing with another toy. Second Time: Talking with the child about the problem, trying to understand the child, and discussing emotions. Third Time: Time out chair will be used. Age appropriate time will be used. If problem continues: The child will sit in the director's office or at the front desk and lose the privilege of a favorite activity. We will also notify the parent of the behavior and ask for reinforcement at home. The child may be dismissed if the behavior continues. Dismissal is determined by the Director and at the Director's discretion. Child Abuse

Sweetwater Academy is required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services.

Meals

Sweetwater Academy will provide breakfast, lunch, and an afternoon snack. Children should not bring food to the center except in case of allergies or special diets prescribed by a physician. A doctor's note is required for all food brought from home including special milk and snacks. Weekly menus are posted on the bulletin board and are available at the front desk to refer to at any time. All food products are purchased weekly, bi-weekly, or monthly. The perishable products are bought fresh weekly. Our meal times are as followed:

Breakfast: 8:00 AM – 8:30 AM
Lunch: 11:00 AM – 11:30 AM
Snack: 2:30 PM – 3:00 PM

Children that are dropped off at the center after 8:30 AM should have already eaten breakfast. If attending for the day, all children must be here by 9:00 AM. (Exception: Doctor or dental appointment with an advance notice and Dr. excuse when arriving at the center.)

Special Needs Children

If your child has any type of special needs, please notify the front desk or director. We as a daycare center provide for special needs children whenever possible. Please bring a written statement from the doctor that states the type of special needs the child requires.

Infant Care

Sweetwater Academy provides care for infants starting at 6 wks of age. Parents are required to bring all infant bottles pre-made with formula on a daily basis. Bottles are to be labeled with the child's name and the current date.

Parents must bring their child at least 1 change of clothes in case of accidents or soiled clothes.

Parents must provide diapers and wipes for their children. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2-3 hours or as needed when soiled.

If a child has a pacifier, please mark the pacifier with your child's name or initials. Children will not be allowed to have pacifiers attached to their clothing or around their neck.

Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Individual crib bedding will be changed daily, or more often as needed. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep. Swaddling will not be permitted. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided.

Toddler Care

Parents must provide diapers and wipes for their children ages 12 months - 24 months. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2 hours or as needed when soiled. Parents must provide pull-ups for their children ages 24 months – 36 months who are not potty trained. Our staff is trained to help potty train children ages 24 months – 36 months. During the potty training process, children will be taken to the restroom several times throughout the day and encouraged to use the toilet. Once a child is using the toilet on a consistent basis, the teacher will instruct the parent to transition their child to underwear. All children will need at least 1 change of clothes kept at the center in case of accidents.

Nap Time

Nap time is scheduled from 11:30 – 2:30 pm for ages 1 yr – 5 yr. Infants will nap at various times throughout the day. While at the center, we provide each child with a bed or cot with sheets during nap times. Parents must provide a blanket and take it home weekly to be washed and returned. Parents must also provide a change of clothes for each child in case of accidents.

Sweetwater Academy Postings

Sweetwater Academy has posted for public viewing the following items: State License, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menus, emergency plans for severe weather and fire, statement for visitors.

Administering of Medication

Medicine will be administered at 11:00 AM and 3:00 PM, but only with written authorization and instructions from the child's parent or legal guardian. An authorization form is provided at the front desk for any medicine that should be taken. Medicine should be in the original container with the child's name clearly marked on the container. Prescription medicine will be given only to the name listed on the label. If the medicine is for more than one child in the family, it should state both names separately on the bottle. Parents must hand the medicine to the director or the designated manager in charge when bringing the child to the center and must take the medicine home each night. Medicine is not allowed in the child's room. We will be glad to administer over the counter medicine according to the directions on the label if a medicine form is completed and the bottle is clearly marked with your child's name. We will not administer fever reducer or any medicine containing fever reducer.

Adverse Reaction to Medication:

If our front office or your child's teacher notices any type of adverse reaction to any medicine or your child has any type of allergic reaction to food or to insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions and you will receive a copy.

Immunization

Immunization is required. All children who attend daycare must have a certificate of immunization. Parents must submit a GA 3231 form at time of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization; you bring in a new 3231 form with current dates and shots. The 3231 form can be obtained from your pediatrician or local health department.

Exclusion of Sick Children (Revised for COVID-19)

The following guidelines were implemented by our state licensing department and will be followed until further notice.

Children with excessive coughing, nausea, vomiting, sore throat, diarrhea, or any other contagious symptom will be sent home and restricted from returning until 24 hours after symptoms have subsided. A doctor's note may be required based on the discretion of administration. Children can only return when feeling completely well; able to play, sleep, eat, and drink as normal.

Children with a fever above 100.4 will be allowed to return 24 hours after the fever has subsided without the use of fever reducing medication and no other symptoms. A doctor's note may be required based on the discretion of administration.

No fever reducing medication (Tylenol, Ibuprofen, Motrin, etc.) shall be given 8 hours prior to care or while at the center. We will not administer fever reducer throughout the day to keep a child's fever down.

Staff or any other persons being supervised by the staff shall not be allowed in the center that knowingly have or present symptoms of fever, diarrhea, sore throat, vomiting, or any other contagious symptom.

Children who develop signs/symptoms of COVID-19 or any other contagious illness while at the center will be separated from others and supervised by a staff member. Parents will be called immediately to come pick up.

COVID-19 Cases

Any parent, child, or staff member who has tested positive for COVID-19 or has come in contact with someone who has tested positive for COVID-19 will be required to notify the center immediately. The family and/or staff member that tested positive and/or exposed to someone who has tested positive will not be allowed at the center for 7-10 days. The length can be extended by the administration if necessary.

Any family or staff member who knowingly has COVID-19 symptoms and hides or masks the information will be subject to termination.

In the event of a positive case of COVID-19, all staff and parents will be notified immediately. All affected rooms will be closed for a minimum of 2 days and up to 2 weeks for cleaning and disinfecting (If a positive case is determined next to a weekend, cleaning and disinfecting may be done over the weekend eliminating the need to close the room/rooms). All children and/or staff exposed will not be allowed to return for 7-10 days. Payment of half tuition will be required to hold all spots while the center is closed or your child is absent.

Remember to use extra precautions. Attending large gatherings and traveling increases the risks of contracting and/or spreading the disease. Please know that our center's number one priority is the safety of our children, staff, and parents. We have the right to ask anyone we choose to stay home for 14 days if we feel it is necessary.

Although, we will take all the necessary precautions to keep everyone healthy and safe, there is always a chance that any child, staff, or family member could contract COVID-19 or any other illness. This is a chance we are all taking by leaving our homes. Please know that although we greatly care for each and every child, staff member, and family, we cannot be held responsible in the event that you or your child become ill.

Notifiable Communicable Diseases

According to the communicable disease chart posted on our bulletin board, there are certain infectious illnesses that must be reported to the health department. These illnesses are referred to as notifiable communicable diseases.

Sweetwater Academy is required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parent's responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our center will notify the appropriate parents/guardians that their child may have been exposed as well and recommend proper action be taken.

Written Parental Authorization

Sweetwater Academy agrees to obtain written authorization from the parent/legal guardian before their children participate in routine transportation, field trips, special activities away from the daycare center, and water related activities occurring in water more than 2 feet deep. Sweetwater Academy does have a on site pool and will employ certified lifeguards. All children must wear Coast guard certified life jacket or Puddle Jumpers in order to be admitted to the pool area.

Emergency Plans

The center shall conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months.

Sweetwater Academy has a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center. The Center has in place procedures for evacuation, relocation, shelter-in place, lock-down, communication and reunification with families, and continuity of operations. A copy of our emergency plans are available upon request.