



# Emmy's Academy

**Early Intervention Childcare Center**

**Parent Handbook**

**2024**

**Emmy's Academy, Inc.**

a not-for-profit organization

EIN 32-0311416

**Our mission is to provide affordable, developmentally appropriate care for children with special needs and support for their families.**

**This handbook serves as an agreement between parents/guardians and Emmy's Academy.  
By accepting this handbook, you are agreeing to follow the policies and procedures herein.  
Failure to adhere to the spirit of these guidelines may jeopardize your child(ren)'s enrollment in the program.**





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## What makes Emmy's Academy unique?

### Our History

We began under the name of Corrigan Care, five months after Amy & Jeff Corrigan lost their daughter, Emily "Emmy", in December 2009. Emmy was only 2.5 years old. Emmy had Down syndrome and a myriad of other medical and developmental issues throughout her short life. A few months after Emmy's passing, Amy was talking with a set of parents of a boy with Down syndrome who had some feeding issues similar to Emmy's. Working with these parents made Amy realize that there's no good place to go when your typical childcare center just isn't enough for your child with special needs. A board of directors was formed and we began fundraising. We began our childcare services in February of 2011. Our main goal was always to open Emmy's Academy and now that we're open, we are working on changing our name to be Emmy's Academy, Inc.

### Emmy's Academy

We are an early intervention childcare center providing a full inclusion, early learning environment with low student to teacher ratios. We will accept all children regardless of diagnosis or special circumstances ages 6 weeks through 6 years old. We will offer a tailored experience where all children will have access to on-site physical, occupational, speech and music therapies.

### Let's Work Together

Our first classroom is led by a highly trained special education teacher, experienced paraprofessionals and qualified facilitators. Each child at Emmy's Academy will have their own Care Team comprised of parents/guardians, therapists, facilitators, and teachers. The Care Team will determine where the child is developmentally and create a personalized PLAY™.

### What is PLAY™?

PLAY™ is Emmy's Academy's weekly personalized developmental care plan: a **PLAN** for **You**. PLAYs™ are designed to encompass the child's developmental landscape by incorporating therapy, learning, and socializing into their own playful environment.

Their PLAY™ will be adjusted as accomplishments occur, skills emerge or if a child happens to regress.



### A New Way to Communicate

Transparent lines of communication between Emmy's Academy Care Team members will be of the utmost importance for the development of each child under our special care.



We also use an app called Lillio to streamline our communications about your child's day with you. You can download the parent app and see pics and videos and also see your child's lesson plans that they're working on each day.

## Inclusion

Emmy's Academy believes that children of all abilities 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.



We provide an inclusive environment that allows children of all abilities to have access to the same education, fosters understanding, teaches acceptance, and helps each student maximize their potential by providing a more authentic educational experience.

## Curriculum

Currently Emmy's Academy is creating individualized lesson plans based on the GELDS – Georgia Early Learning and Development Standards. (<http://www.gelds.decal.ga.gov/>)



In late 2024, we are planning on purchasing the following curriculum for our center:

- **Pre-K(4) – School Age(7):**  **LEARNING Without Tears™**  
Learning Without Tears  
<https://www.lwtears.com/state-adoptions/georgia>
- **Toddler (3-4):**   
Savvas Learning's Opening the World of Learning (OWL) Curriculum  
<https://mysavvastraining.com/products/owl-2011>
- **Infant/Toddler (0-3):**  **HIGHSCOPE.**  
HighScope Infant/Toddler curriculum  
<https://secure.highscope.org/ecom/categorypage/3272538f-54ac-4683-9eb7-99a3503d3122>

## Emmy's Academy Welcomes ALL!

Emmy's Academy serves all children: typical and with special needs. We believe that every child is unique, even if they have the same diagnosis. Our highly trained staff and Special Education team has experience with children that have a wide variety of challenges and developmental delays.

We accept **ALL** children regardless of diagnosis or special circumstances **ages 6 weeks - 5 years**. We accept students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school administered programs.



## **Non-Discrimination**

At Emmy's 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 designed to meet the varying needs of all students.

## **Program Operations**

### **Hours, Days and Months of Operation**

We are a year round, weekday program operating Monday through Friday during the months of January through December. We begin a new school-year based educational program starting every August.

We are closed on New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

If any of these holidays fall on a Saturday, we will be closed that Friday. If any of these holidays fall on a Sunday, we will be closed that Monday.

Mondays: 8:00am – 6:00pm  
Tuesdays: 8:00am – 6:00pm  
Wednesdays: 8:00am – 6:00pm  
Thursdays: 8:00am – 6:00pm  
Fridays: 8:00am – 6:00pm  
Saturday: CLOSED  
Sunday: CLOSED

## Infant Daily Schedule

8:00am-8:25am	<b>Drop off</b> time (free play choice: manipulatives, floor play and board books)
8:25am-8:30am	Transition
8:30am-9:00am	<b>Breakfast/ Feeding*</b> / Potty breaks and diaper changing as needed
9:00am-9:05am	Transition + Toilet/Diaper, Wash Hands & face
9:05am-9:20am	<b>Circle Time</b>
9:20am-9:25am	Transition
9:25am-9:55am	<b>Smart Moves</b> (Crossing Midline)
9:55am-10:00am	Transition
10:00am-10:20am	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
10:20am-10:30am	<b>Story Time (1)</b>
10:30am-10:35am	Transition + Toilet/Diaper
10:35am-11:05am	<b>Gross Motor Outdoor</b> (indoor if inclement weather)
11:05am-11:10am	Transition + Toilet/Diaper, Wash Hands & face
11:10am-11:40am	<b>Morning Snack</b>
11:40am-11:45am	Transition + Toilet/Diaper, Wash Hands & face
11:45am-12:05pm	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
12:05pm-12:15pm	<b>Story Time (2)</b>
12:15pm-12:30pm	<b>Music Time</b>
12:30pm-12:35pm	Transition + Toilet/Diaper
12:35pm-1:05pm	<b>M,W,F - Arts &amp; Crafts   T, Th - Science &amp; Social Studies</b>
1:05pm-1:10pm	Transition
1:10pm-1:40pm	<b>Lunch</b> , Toilet/Diaper – 1:30p, Wash Face/Hands
1:40pm-1:45pm	Transition + Toilet/Diaper, Wash Hands & face
1:45pm-3:00pm	<b>Nap Time</b>
3:00pm-3:05pm	Transition + Toilet/Diaper
3:05pm-3:50pm	<b>Fine Motor Smart Moves (Crossing Midline)</b>
3:50pm-3:55pm	Transition
3:55pm-4:05pm	<b>Story Time</b>
4:05pm-4:10pm	Transition + Toilet/Diaper
4:10pm-4:40pm	<b>Sensory bins &amp; Sensory Activities</b>
4:40pm-4:45pm	Transition
4:45pm-5:15pm	<b>Afternoon Snack</b> , Wash Face/Hands, Toilet/Diaper – 5pm
5:15pm-5:20pm	Transition + Toilet/Diaper, Wash Hands & face
5:20pm-5:50pm	<b>Gross Motor Outdoor + Science &amp; Nature</b> (indoor if inclement weather)
5:50pm-5:55pm	Transition + Toilet/Diaper
5:55pm – 6:00pm	<b>Free Play</b>

**\*Infants can get hungry anywhere between 2-4 hours so depending on the child's feeding schedule, we may fit in a feeding at a different time. \*Handwashing happens at arrival, after toilet/diapering and major environment changes.**



## Toddler Daily Schedule

8:00am-8:25am	<b>Drop off</b> time (free play choice: manipulatives, floor play and board books)
8:25am-8:30am	Transition
8:30am-9:00am	<b>Breakfast/ Feeding*</b>
9:00am-9:05am	Transition + Toilet/Diaper, Wash Hands & face
9:05am-9:20am	<b>Circle Time</b>
9:20am-9:25am	Transition
9:25am-9:55am	<b>Smart Moves</b> (Crossing Midline) <b>Outdoor</b> (indoor if inclement weather)
9:55am-10:00am	Transition
10:00am-10:20am	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
10:20am-10:30am	<b>Story Time (1)</b>
10:30am-10:35am	Transition + Toilet/Diaper
10:35am-11:05am	<b>Gross Motor Outdoor</b> (indoor if inclement weather)
11:05am-11:10am	Transition + Toilet/Diaper, Wash Hands & face
11:10am-11:40am	<b>Morning Snack</b>
11:40am-11:45am	Transition + Toilet/Diaper, Wash Hands & face
11:45am-12:05pm	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
12:05pm-12:15pm	<b>Story Time (2)</b>
12:15pm-12:30pm	<b>Music Time</b>
12:30pm-12:35pm	Transition + Toilet/Diaper
12:35pm-1:05pm	<b>M,W,F - Arts &amp; Crafts   T, Th - Science &amp; Social Studies</b>
1:05pm-1:10pm	Transition
1:10pm-1:40pm	<b>Lunch</b> , Toilet/Diaper – 1:30p, Wash Face/Hands
1:40pm-1:45pm	Transition + Toilet/Diaper, Wash Hands & face
1:45pm-3:00pm	<b>Nap Time</b>
3:00pm-3:05pm	Transition + Toilet/Diaper
3:05pm-3:50pm	<b>Fine Motor Smart Moves (Crossing Midline)</b>
3:50pm-3:55pm	Transition
3:55pm-4:05pm	<b>Story Time</b>
4:05pm-4:10pm	Transition + Toilet/Diaper
4:10pm-4:40pm	<b>Sensory bins &amp; Sensory Activities</b>
4:40pm-4:45pm	Transition
4:45pm-5:15pm	<b>Afternoon Snack</b>
5:15pm-5:20pm	Transition + Toilet/Diaper, Wash Hands & face
5:20pm-5:50pm	<b>Gross Motor Outdoor + Science &amp; Nature</b> (indoor if inclement weather)
5:50pm-5:55pm	Transition + Toilet/Diaper
5:55pm – 6:00pm	<b>Free Play</b>

**\*If your child needs to eat on a different schedule or with medications, please notify a teacher or aide.**

**\*Therapy schedules vary per week and sometimes per day. This may alter an activity for that day, but takes priority.**

**\*Handwashing happens at arrival, after toilet/diapering and major environment changes.**

## Pre-K Daily Schedule

8:00am-8:25am	<b>Drop off</b> time (free play choice: manipulatives, floor play and board books)
8:25am-8:30am	Transition
8:30am-9:00am	<b>Breakfast/ Feeding*</b>
9:00am-9:05am	Transition + Toilet/Diaper, Wash Hands & face
9:05am-9:20am	<b>Circle Time</b>
9:20am-9:25am	Transition
9:25am-9:55am	<b>Smart Moves</b> (Crossing Midline) <b>Outdoor</b> (indoor if inclement weather)
9:55am-10:00am	Transition
10:00am-10:20am	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
10:20am-10:30am	<b>Story Time (1)</b>
10:30am-10:35am	Transition + Toilet/Diaper
10:35am-11:05am	<b>Gross Motor Outdoor</b> (indoor if inclement weather)
11:05am-11:10am	Transition + Toilet/Diaper, Wash Hands & face
11:10am-11:40am	<b>Morning Snack</b>
11:40am-11:45am	Transition + Toilet/Diaper, Wash Hands & face
11:45am-12:05pm	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
12:05pm-12:15pm	<b>Story Time (2)</b>
12:15pm-12:30pm	<b>Music Time</b>
12:30pm-12:35pm	Transition + Toilet/Diaper
12:35pm-1:05pm	<b>M,W,F - Arts &amp; Crafts   T, Th - Science &amp; Social Studies</b>
1:05pm-1:10pm	Transition
1:10pm-1:40pm	<b>Lunch</b> , Toilet/Diaper – 1:30p, Wash Face/Hands
1:40pm-1:45pm	Transition + Toilet/Diaper, Wash Hands & face
1:45pm-3:00pm	<b>Nap Time</b>
3:00pm-3:05pm	Transition + Toilet/Diaper
3:05pm-3:50pm	<b>Fine Motor Smart Moves (Crossing Midline)</b>
3:50pm-3:55pm	Transition
3:55pm-4:05pm	<b>Story Time</b>
4:05pm-4:10pm	Transition + Toilet/Diaper
4:10pm-4:40pm	<b>Sensory bins &amp; Sensory Activities</b>
4:40pm-4:45pm	Transition
4:45pm-5:15pm	<b>Afternoon Snack</b>
5:15pm-5:20pm	Transition + Toilet/Diaper, Wash Hands & face
5:20pm-6:00pm	<b>Gross Motor Outdoor + Science &amp; Nature</b> (indoor if inclement weather)
6:00pm-6:05pm	Transition + Toilet/Diaper
6:05pm – 6:00pm	<b>Free Play</b>

**\*If your child needs to eat on a different schedule or with medications, please notify a teacher or aide.**

**\*Therapy schedules vary per week and sometimes per day. This may alter an activity for that day, but takes priority.**

**\*Handwashing happens at arrival, after toilet/diapering and major environment changes.**

## School-Age Daily Schedule

8:00am-8:25am	<b>Drop off</b> time (free play choice: manipulatives, floor play and board books)
8:25am-8:30am	Transition
8:30am-9:00am	<b>Breakfast/ Feeding*</b>
9:00am-9:05am	Transition + Toilet/Diaper, Wash Hands & face
9:05am-9:20am	<b>Circle Time</b>
9:20am-9:25am	Transition
9:25am-9:45am	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
9:45am-9:55am	<b>Story Time (1)</b>
9:55am-10:00am	Transition + Toilet/Diaper
10:00am-11:05am	<b>Gross Motor Outdoor</b> (indoor if inclement weather)
11:05am-11:10am	Transition + Toilet/Diaper, Wash Hands & face
11:10am-11:40am	<b>Morning Snack</b>
11:40am-11:45am	Transition + Toilet/Diaper, Wash Hands & face
11:45am-12:05pm	<b>Early Literacy, Math, Developmental Centers, Direct Instruction</b>
12:05pm-12:15pm	<b>Story Time (2)</b>
12:15pm-12:30pm	<b>Music Time</b>
12:30pm-12:35pm	Transition + Toilet/Diaper
12:35pm-1:05pm	<b>M,W,F - Arts &amp; Crafts   T, Th - Science &amp; Social Studies</b>
1:05pm-1:10pm	Transition
1:10pm-1:40pm	<b>Lunch</b> , Toilet/Diaper – 1:30p, Wash Face/Hands
1:40pm-1:45pm	Transition + Toilet/Diaper, Wash Hands & face
1:45pm-3:00pm	<b>Nap Time</b>
3:00pm-3:05pm	Transition + Toilet/Diaper
3:05pm-3:50pm	<b>Fine Motor Smart Moves (Crossing Midline)</b>
3:50pm-3:55pm	Transition
3:55pm-4:05pm	<b>Story Time</b>
4:05pm-4:10pm	Transition + Toilet/Diaper
4:10pm-4:40pm	<b>Sensory bins &amp; Sensory Activities</b>
4:40pm-4:45pm	Transition
4:45pm-5:15pm	<b>Afternoon Snack</b>
5:15pm-5:20pm	Transition + Toilet/Diaper, Wash Hands & face
5:20pm-5:50pm	<b>Gross Motor Outdoor + Science &amp; Nature</b> (indoor if inclement weather)
5:50pm-5:55pm	Transition + Toilet/Diaper
5:55pm – 6:00pm	<b>Free Play</b>

**\*If your child needs to eat on a different schedule or with medications, please notify a teacher or aide.**

**\*Therapy schedules vary per week and sometimes per day. This may alter an activity for that day, but takes priority.**

**\*Handwashing happens at arrival, after toilet/diapering and major environment changes.**

## Admission & Enrollment

### Parent and Child Enrollment

Children: Parents must complete an enrollment form for each child enrolled and keep it up to date at all times. If there are changes to diagnosis, medications, symptoms of a diagnosed or undiagnosed issue, behaviors or developmental goals, etc. an updated packet must be turned in. All enrollment forms are updated each time enrollment is renewed (annually or monthly). We encourage you to share your child's IFSP or IEP with us to enhance their experience at Emmy's Academy.

Parents are the lifeblood of our organization! You are experts in your field of business. You also know your children best! To further your child's positive experience at Emmy's Academy, we require that each parent/guardian volunteer with Emmy's Academy at least 10 hours each year. There are many ways to volunteer:

- Office or Fundraising Support
- In Classroom support (storytime, craft project, etc)
- Event assistance (Emmy's Bash, Costume Bowling, etc)
- Marketing / PR
- Assist in obtaining grants or corporate donors
- Mailings, Thank-a-thons, Teacher Appreciation

***\*\*Make note: All students enrolled at Emmy's Academy must be escorted into and out of the building by a parent/guardian at arrival and departure times\*\****

## Tuition, Fees, Absences and Vacations

Our curriculum begins a new year each August.

Enrollment Fee (non-refundable, charged annually or by enrollment period):

- Spring or Fall Enrollment Fees = \$75 per child
- Summer Enrollment Fee = \$30 per child
- Full Year Enrollment = \$180

Tuition Payment Options:

- We use a billing software: <https://emmysacademy.clientsecure.me/>
  - You can setup auto-pay, upload forms, and get statements from your portal login.
- Tuition is paid weekly, in advance, with no deductions for absence, holidays or days Emmy's Academy is closed for inclement weather.
- **Tuition is due Friday for the upcoming week. Late Fees begin every Monday at 8am.**
- Families will be notified of any changes in tuition within four weeks of the change. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses.
- Payment for therapy services or other 3<sup>rd</sup> party services for your child will be paid through the 3<sup>rd</sup> party's payment process.
- Your child's therapist is welcome to come to Emmy's Academy while your child is here in our care. If you'd like to bring your child just for a therapy session, it is \$20 per hour.

***\*\* It may be helpful to think of tuition as you might pay rent for an apartment. It holds a place for your child at Emmy's Academy. Just as a Landlord is unable to fill your apartment for a few weeks while you go on a vacation, we are unable to fill your child's space for a brief vacation/sick period while our operating expenses remain constant. \*\****



Late Fees, etc:

- Returned Check: \$30
- Late Payment Fee - **If not paid by Monday at 8am, \$15**
- Late Payment Fee – **If not paid by Tuesday at 8am, an additional \$25**
- Late Pick-up after 6:00pm (5 minute grace period and then \$1 per minute per child)

**\*\* We are not allowed by our license to provide care prior to 8:00am or after 6:00pm. If we care for children outside of our operating hours we will jeopardize our childcare center license with Bright from the Start\*\***

Discounts/Scholarships:

- At this time, we are unable to offer discounts or scholarships.

Withdrawal:

- No portion of your weekly tuition will be refunded or canceled in the event of absence, withdrawal or dismissal from Emmy's Academy.
- Should you need to withdraw your child from our program, a two-week written notice must be given to the administration.
- We reserve the right to dismiss any student at the discretion of the Emmy's Academy Director or Emmy's Academy Board of Directors.

**Please contact the Director if there is an issue making payment. If the tuition and fees are not paid in full by 8am on Monday a \$15 late fee will be assessed. If the tuition and fees are not paid in full by 8am on Tuesday a \$25 late fee will be assessed.**

**We wish we could be flexible on this, however, tuition only covers about half of our actual cost of caring for your child and our expenses are constant. Our staff is committed to keeping our costs low and have made personal sacrifices to ensure the care of your child(ren) is provided at an affordable rate.**

<b>Full-Time Tuition</b> (Mon-Fri over 6hrs per day)	\$ 375 / week (per child)
<b>Part-Time Tuition</b> (4-6 hours/day)	\$ 60 / day (per child)
<b>Part-Time Tuition</b> (over 6 hours/day)	\$90 / day (per child)

## Parental Access at Emmy's Academy

Parent's have access to all center areas at Emmy's Academy that their child uses.

## Confidentiality

Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.



We also require that a HIPAA agreement be signed for our staff to be allowed to communicate with your student's therapist while onsite.

## Field Trips, Special Activities & Water related activities

Emmy's Academy, at this time, does not offer field trips, special activities away from the center or water related activities such as sprinklers & pools.

## Social Media and External Parent Relationships

These rules apply to Emmy's Academy employee and volunteers. Please respect these rules.

- Each employee of Emmy's Academy shall at no time befriend or communicate with a parent/guardian over social media in any way on any site.
- Each employee of Emmy's Academy shall at no time, on any platform, including email, text, chat, etc., discuss any parent/child/situation with anyone that is not currently employed by Emmy's Academy.
- The only exception for social media interaction would be if you are currently employed with us to monitor and produce content on the Emmy's Academy social media pages and sites.
- No employee, at any time or situation, will provide transportation to or from Emmy's Academy for any child/family member enrolled.
- No employee shall field schedule changes or otherwise from a parent/guardian. The parent/guardian should be directed to communicate to [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or fill out a new Schedule Request Form.
- If an employee receives any communication from any parent/guardian in any form, immediately direct them to [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or have them call Amy at 404-434-7893 (cell).

## Transportation

Transportation, of any kind, will not be offered or provided by Emmy's Academy.

*FYI: We do have a family that is currently using Ride Aid Transportation. You are solely responsible for vetting any transportation that you plan to use for transport of your children. Emmy's Academy is not recommending, requiring, or advertising for any company. We have no partnerships at this time with any transportation company.*

Emmy's Academy requires that you fill out a **transportation authorization form** for any 3<sup>rd</sup> party transportation company that you may hire to drop off and/or pick up your child to/from Emmy's Academy. This authorization form **MUST** be completed and received by the Emmy's Academy staff at least one day prior to the transportation company's agreed start date or the staff will not be able to receive or release your child to this company.

## Birthdays and Parties

At Emmy's Academy, we love celebrating birthdays, holidays, and special occasions. However, it is important for us to keep them simple. Here are a few policies to help clarify ways to make them fun, but (most importantly) safe.

On your child's birthday, we will provide a birthday crown, a sticker and a certificate! Parents are welcome to provide a special treat (please see below for a list of suggested items). If you have any questions, our teachers are valuable resources in recommending the appropriate foods. We will share them during our lunch or afternoon snack times (see pages 8 and 9 in the handbook for the schedule). To conform to state regulations, only commercially produced, store-bought items, in their original containers, unopened, and listing all ingredients are allowed. Home baked items cannot be served to the children. Food allergies and other food related restrictions require careful selection of appropriate items. Please read our 'Parent Snack/Meal Requirements, Understanding and Agreement' on page 30 in the handbook.

You are welcome to bring themed plates and napkins but we will provide utensils. For safety reasons, we ask that you do not bring tablecloths, balloons, decorations, and birthday candles.

List of suggested items:

Mini-cupcakes	Cookies
Fruit popsicles	Fruit cups
Rice Cakes	Mini-Muffins
Fresh Fruit	Small Doughnuts

\*\*\* We ask that you do not send in full-size cakes, ice cream, or candy

Thank you in advance for your understanding!

## Center-Sponsored Religious/Cultural Activities

At Emmy's Academy, we love learning about all of the cultures throughout the world. We may have lessons on different cultures which may include tasting food. We will send communication home about these units and get approval for your child's participation.

## Guidance and Discipline Techniques

The first few times that your child attends are a tender time. They will be getting used to this new environment and getting to know their caregivers and friends. We want you and your child to feel secure and happy in this new environment. Please be patient and understanding. We expect some children to cry or act out, but once everyone is settled in and acclimated they will enjoy playing, exploring and learning. We will work with upset children to help comfort them before calling a parent.

**If you think that your child would do better with someone familiar, please don't hesitate to invite one of their therapists to come and be there with them to help them adjust and transition.**

**Emmy's Academy uses the following positive methods of correcting behavior:**

- **Re-direction of activities to change the focus of a child's behavior**
- **Individual attention will be given to the child to help him/her in dealing with a particular situation**
- **Moving child to another area or activity within the room in order to give the child time to regain control**
- **Respond to and reinforce positive behavior**

Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the center shall not be detrimental to the physical or mental health of any child.

**Personnel shall not:**

- Physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center;
- Inflict corporal/physical punishment upon a child;
- Shake, jerk, pinch or handle a child roughly;
- Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family;
- Isolate a child in a dark room, closet or unsupervised area;
- Use mechanical or physical restraints or devices to discipline children;
- Use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent;
- Restrict unreasonably a child from going to the bathroom;
- Punish toileting accidents;
- Force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks;
- Force or withhold naps;
- Allow children to discipline or humiliate other children;
- Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat;
- Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. § 16-1-1 et seq., in the presence of any child enrolled in the Center.

## **What to Bring!**

(All items MUST be labeled)

- Diapers/pull-ups\*
- Wipes
- Change of clothes
- Outdoor protection (sunscreen, bug spray, coat, etc.)
- Diapering creams and ointments
- Old T-shirt w/name on it (for messy play)
- Cup/sippy cup/Bottle

\*Some parents may opt to use cloth diapers as opposed to disposable diapers. Cloth diapers must include an absorbent, inner lining that must be completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the inner and outer covering must be changed as a unit during each diaper change.



These are the most common items that are used daily in the classrooms. Please check with your child's teacher to see what additional items may be needed for a particular room or age group. Keep in mind that we often use paint, water, markers, glue, and/or other messy items daily. Please make sure your child wears "play clothing" to the Center. Parents usually bring items in a diaper bag or backpack. If you choose to do this, make sure you remove any medications, plastic bags, creams, or items small enough to swallow. Children love to explore. Please DO NOT bring toys, snacks, and candy unless teachers ask (show and tell, special parties, etc.)

Your child may also be attached to an object (blanket, doll, other toy) that would provide comfort and reassurance on the first few days with us. Please feel free to bring it along (labeled, of course!) Protective lotions such as sunscreen and bug repellent are accepted and encouraged, especially during the Spring and Summer months. Written permission is required in order to use these products on your child. Additionally, sunscreen or sun block must be a minimum of SPF 15 and include UVB and UVA protection. Bug repellent must include DEET (cannot be used with children under 2 months of age) and will be applied no more than twice each day.

## Toilet Habits

Please send diapers or pull ups and wipes for your child. We do not provide diapers and wipes. Let us know when you begin to potty train your child so that we can work on maintaining that ritual or schedule while they are in our care. Please bring a change of clothes in case they have an accident.

## Infant Feeding

Please fill out the Infant Feeding plan that is part of the Child Information Forms which includes instructions for feeding/handling of formula or breastmilk, including what to do with leftovers, provision of baby food, diapers and use of pacifier.

All bottles and jars of food must have the child's name and current date on them.

## Breastfeeding On-site at Emmy's Academy

Breastfeeding mothers (parents, staff, volunteers, etc) can use our Office area or another comfortable area to nurse or pump. Our staff has completed training on proper handling and storing of breast milk. We also have reading material available.

## Meals

Please remember to bring all meals and snacks along with a cup or bottle for your child. We are a peanut-free facility; please do not send in snacks that have peanut products or tree nuts. Thank you for your understanding.

Food Groups to be present in each child's meal that is brought to school:

We are required, by law, to present each food group to each child in our care. If your child is missing a food group, please provide us with a written note from their doctor confirming this omission.

Per [www.choosemyplate.gov](http://www.choosemyplate.gov), The kinds of food your preschooler eats and drinks are important for his or her health. Fruits, vegetables, grains, protein foods, and dairy provide the nutrients that their bodies need. Keep an eye on the amount of added sugars, sodium, and saturated (solid) fat.

- **Fruits** – Let your preschooler enjoy a variety of whole or bite-sized fruits such as apples, sliced bananas, and mandarin orange pieces. Serve 100% fruit juice in small amounts and less often.
- **Vegetables** – Prepare red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoli as part of your child's meals and snacks.
- **Grains** – Make at least half their grains whole grains by offering 100% whole-grain cereals, breads, and pasta.
- **Protein Foods** – Choose a variety of protein foods such as seafood, beans, and small portions of meat or poultry.
- **Dairy** – Give them low-fat milk, yogurt, and cheese to provide much needed calcium.
- **Encourage water instead of fruit juice or sugary drinks** – Too much 100% juice or sugar-sweetened beverages, such as soda, juice drinks, or sport drinks, can add more calories than your child needs.
- **Check out the sodium (salt) in canned foods, bread, and frozen meals** – Read the Nutrition Facts label to find foods with lower numbers.
- **Watch the amount of saturated fats in foods** – Cakes, cookies, ice cream, pizza, cheese, sausages, and hot dogs are okay sometimes but not every day.

## Immunization Records

Emmy's Academy requires that all children in our care have a current Form 3231 Immunization Form on file or a signed affidavit against such immunizations within 30 days of child's enrollment. These forms have an expiration date on them and we will require a new form submitted within 30 days of the expiration of the form on file.

## Medical Records

Emmy's Academy requires children 4 years old and older to submit Form 3300 (Certificate of Vision, Hearing, Dental, and Nutrition Screening.) This must be received within 90 days of enrollment or within 90 days of reaching their 4<sup>th</sup> birthday.

## Administration of Medication

Parents are required to fill out the **Authorization to Dispense External Preparations** index card as part of enrollment. If your child has a prescription medication that is to be administered during their stay with us, you must submit an **Authorization for Medication** form which outlines the date, time given, amount, etc. This form is good for a maximum of 2 weeks.

- Any Assistant Teacher is able to administer medication unless specifically determined by the child's pediatrician that a nurse is required. If that is the case, a nurse will be brought in if not already on staff.

- Authorization to Dispense External Preparations – giving staff permission to administer the following:
  - Baby Wipes
  - Band-Aids
  - Neosporin or similar ointment
  - Bactine or similar first aid spray
  - Sunscreen
  - Insect Repellent
  - Non-prescription ointment (such as A&D, Desitin, Vaseline/Aquaphor)
  - Non-prescription Medications (Children's Motrin, Children's Tylenol, Children's Benadryl)
  - Baby Powder
- Authorization for Medication – Written order/permission is required by the child's authorized healthcare professional for all prescription medications including any homeopathic and/or herbal medications. All medicines MUST be in their original package with the proper labeling. *(Limited to no more than 2 weeks unless written authorization from the physician.)*
- **Staff will record when medications are administered and any noticeable adverse reactions to their medications in our HiMama app for you to take note. If an adverse reaction presents itself we will notify the parents by phone call.**

## Illness and Communicable Diseases

A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.

The parent or guardian will be called to come pick up the child that is presenting these symptoms and the child will wait in the waiting area until pick up.

All children who have had a communicable disease must present a doctor's note before returning to Emmy's Academy. Parents must report a communicable disease to the center so that we can inform the other families that their child may have been exposed. We will email and send a note home.

Communicable Diseases are: Influenza, whooping cough, measles, hepatitis, meningococcus, strep throat, mumps, chicken pox, TB, ringworm, scabies, head lice, or pink eye.

Please DO NOT send your child to Emmy's Academy if:

- Your child has an unexplained rash
- Your child complains of a headache or upset stomach or has cold or flu symptoms
- Your child has had a fever or vomiting within the last 24 hours

Emmy's Academy is required to report any suspected case of notifiable communicable disease to the local county Health Department.

## Injury (minor/major) of a Child

All incidents of any kind are documented into our HiMama app so that you are aware. It doesn't necessarily mean that there is an issue. We want everything that happens during your child's day to be known to you. Children learn about their personal space and socially acceptable behavior by interacting

with their peers. Our teachers are here to help them learn what is acceptable and unacceptable. We look to you to assist us in teaching the child, advice on possible triggers of certain behavior, and putting together game plans on what to do if certain behaviors do arise.

If a child has been mildly injured: *Mild/Minor injuries include minor cuts, burns, scrapes and bruises.*

- The teacher/caregiver or staff member will remove the child to a separate area and alert the office.
- Administer First Aid
  - Treat the wound by washing with clear water as needed. Follow basic first aid instructions. Complete an accident report and submit it to the Director within 2 hours. Please do not permit children to administer first aid. Staff members should wear gloves.
- Parents will be notified of this minor injury by way of the Report of Incident form.

If a child has been seriously injured: A serious injury shall include but is not limited to bleeding, broken bones, fractures, head injuries, bites, and objects in the ear, eye, nose, or absence of breathing.

- Teacher will assess the injury; if
  - child has passed, 911 will be called and parents notified immediately by phone call
  - child is unconscious, teacher will immediately begin administering CPR
  - child is bleeding profusely, teacher will administer cloths and pressure to stop bleeding
  - Determine seriousness of the injury by information gathered from the victim, his/her appearance and responses and from teachers/caregivers that were with the child
- Director or staff will call 911 or Poison Control
- The teacher or caregiver will administer first aid or CPR until emergency paramedics arrive
- Other teacher/caregiver or staff member will remove all other children and adults with the exception of two persons certified to perform CPR or First Aid
- Director or staff will then call parents by phone call (and emergency contacts if needed) to notify them of the situation and tell them to meet at Emmy's Academy or the hospital
- If an ambulance is necessary...
  - Director will take child's file and return to the child to assist the teacher and await ambulance
  - Director will follow the ambulance to the hospital and meet parents, if this scenario happens
- Teacher will file injury/accident report: One copy will be given to the parents, and one copy will be given to the Director within 2 hours of the incident
- The Director will follow up on the report & notify Bright from the Start within 24 hours

## Medical Emergencies & Release of a Child

In an event of any medical emergency, 911 will be called and if we don't have a preferred hospital listed in your child's file they will be taken to CHOA Scottish Rite Hospital by ambulance. We will perform CPR as needed and administer first aid as needed. ALL of the teachers/staff at Emmy's Academy are CPR/First Aid certified.



Emmy's Academy must have a phone number where either the parent or guardian can be reached. It is your responsibility to notify Emmy's Academy of any changes to these phone numbers.

Children will only be released to a parent or guardian or person authorized by the parent / guardian to pick up the child. If someone else will be picking up your child please give us a signed note to that affect. The person picking up the child is required to present our staff with matching identification to the parent's signed note.

Our Emergency Plans are posted in the lobby/waiting area for parent viewing.

## Child Abuse, Neglect, etc

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

### Mandated Reporters

In Georgia law, it designates certain professionals as mandated reporters of child abuse or neglect [OCGA 19-7-5(c)(1)]. Childcare workers and volunteers at Emmy's Academy are mandated reporters.

If you have reasonable cause to believe that a child has been abused, you must make a report, immediately but no later than 24 hours, to your local DFCS office or law enforcement and are subject to criminal penalty for failing to do so.

### To Report Child Abuse

<http://dfcs.dhs.georgia.gov/child-abuse-neglect>

Please call the DFCS Child Protective Center at: 1-855-GACHILD / 1-855-422-4453.

Reports are taken 24 hours a day, 7 days a week.

If you have an immediate emergency, please call 911 or your local police department.

## Severe Weather / Building Evacuation

We will seek shelter in our central meeting room and/or in the bathrooms. In case of Tornado, we will be in the duck and cover position. The staff may turn off the electricity and water to the building if deemed necessary.

- If we evacuate the building, we will meet at **Brittany Leazer Productionson across Lassiter Road from our property, 2863 Lassiter Road, Marietta, GA 30062.** Emails and texts (and phone calls) will be made to all parents.

## Fire / Building Evacuation

We will exit through the safest/nearest exit door and will congregate at the **Brittany Leazer Productionson across Lassiter Road from our property, 2863 Lassiter Road, Marietta, GA 30062.**

Emails and texts (and phone calls) will be made to all parents.

## Building Issues (loss of heat/cooling/water/power/etc)

### Loss of Heating

- Teachers will put on coats and use blankets for the children as needed.
- If the temperature drops under 65 degrees, parents will be notified by phone to pick up students if service is not restored within an hour.

### Loss of Cooling

- Windows will be opened, fans brought in, and ceiling fans will be turned on.
- If the temperature rises above 85 degrees, parents will be notified by phone to pick up students if service is not restored within an hour.

### Loss of Water

- Parents should be notified to pick up students if service is not restored within an hour.
- We store bottled water for consumption in the storage room and this will be used as needed.

### Loss of Power / Gas Leak / Structural Damage to Building

- Power: Staff shall notify parents if the center/school will be without power for more than one hour. In the event of failure of the emergency lighting equipment, we will evacuate the building.
- Gas Leak: Staff shall notify parents that there's a gas leak and that their children will be evacuated.
- Structural Damage to Building: Staff shall notify parents that there's been structural damage to the building and, if necessary, their children will be evacuated.
- Parents will be notified by phone to pick up their child if an evacuation is deemed necessary. We will evacuate to the **Brittany Leazer Productions on across Lassiter Road from our property, 2863 Lassiter Road, Marietta, GA 30062**

## Posted Notices

Emmy's Academy has notices posted in the lobby that includes:

- Child Care Learning Center License, copy of rules & review of evaluation report
- Communicable disease chart
- Statement of parental access & Statement for visitors
- Names of persons in charge



- Current weekly menu (if applicable)
- Emergency plans for severe weather and fire



Much thanks to our East Cobb Lakeshore Learning store  
for being our arts and crafts partner!

# When can my child return to school?



Patient and Family Education

**This teaching sheet contains general information only. Talk with your child's doctor or a member of your child's healthcare team about specific care of your child.**

## Is your child too sick for childcare or school?

It is often hard to decide early in the morning if your child is too sick to go to his childcare center or school. It can be hard to tell if minor symptoms will get better or worse during the day.

Use these guidelines to help you decide when to keep your child home. **Check with your child's school for more specific guidelines.**

Illness	Contagious?	Symptoms	When to return to childcare or school
<b>Chickenpox</b>	Yes – spread by direct contact with fluid inside blisters or with droplets from mouth or nose	<ul style="list-style-type: none"> <li>• Fever</li> <li>• Red, itchy rash on body – changes from bumps to blisters to scabs</li> </ul>	<ul style="list-style-type: none"> <li>• Talk with your child's doctor about treatment for your child.</li> <li>• Keep your child home until all the bumps have scabs and no new bumps appear for 2 days.</li> <li>• Tell the school and playmate's parents if your child gets chickenpox.</li> <li>• Children who have not yet had chickenpox should receive a shot (vaccine) to protect them from the disease.</li> </ul>
<b>Colds</b>	Yes	<ul style="list-style-type: none"> <li>• Runny nose</li> <li>• Scratchy throat</li> <li>• Cough</li> </ul> <p><b>NOTE:</b> These symptoms may also be caused by allergies.</p>	<ul style="list-style-type: none"> <li>• Your child may go to childcare with minor cold symptoms.</li> <li>• If symptoms are worse than you might expect with a common cold, call your child's doctor. Call <b>right away</b> if your child is not acting normally, has a fever or has any trouble breathing.</li> </ul>
<b>Fever</b>	Depends on cause	Temperature over 100.3°F	Keep your child home until there is no fever without using medicines for 24 hours.
<b>Flu</b>	Yes – spread by contact with droplets from eyes, mouth or nose	<ul style="list-style-type: none"> <li>• Fever</li> <li>• Chills</li> <li>• Cold symptoms</li> <li>• Body aches</li> <li>• Sometimes vomiting and diarrhea</li> </ul>	<p>Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. This is usually for 5 to 7 days.</p> <p><b>NOTE:</b> Children with chronic health problems should have a flu shot each year.</p>

**In case of an urgent concern or emergency, call 911 or go to the nearest emergency department right away.**



## Too Sick for School? page2

### When can my child return to school?, continued

Illness	Contagious?	Symptoms	When to return to childcare or school
<b>Impetigo</b>	Yes – spread by direct contact or by droplets from mouth or nose	Red, oozing, blister-like rash on body or face	Keep your child home until his doctor says it is OK to return to school.
<b>Middle ear infections</b>	No	<ul style="list-style-type: none"> <li>• Ear pain</li> <li>• Fever</li> </ul>	Your child may attend school if comfort level allows.
<b>MRSA</b>	Yes – spread from person to person by hand contact	<ul style="list-style-type: none"> <li>• Swelling</li> <li>• Drainage</li> <li>• Fever</li> </ul>	<ul style="list-style-type: none"> <li>• Give antibiotics if advised by your child's doctor.</li> <li>• Your child may return to school once treatment is started.</li> <li>• For open sores, keep covered until no more drainage.</li> <li>• No close contact sports until all sites are healed.</li> </ul>
<b>Pinkeye</b>	Yes – spread by bacteria or virus	<ul style="list-style-type: none"> <li>• Watery eyes</li> <li>• Itchy eyes</li> <li>• Redness in whites of eyes</li> <li>• Puffy eyelids</li> <li>• Drainage from eyes</li> </ul> <p><b>NOTE:</b> These symptoms may also be caused by allergies.</p>	<ul style="list-style-type: none"> <li>• Treat your child's pinkeye as advised by his doctor. This may include antibiotics.</li> <li>• Your child may return to school after 24 hours of treatment.</li> </ul>
<b>Ringworm</b>	<p>Yes – spread by direct contact.</p> <p>Ringworm can affect the skin or scalp.</p>	<ul style="list-style-type: none"> <li>• Skin – pink, raised patches and mild itching</li> <li>• Scalp – flaky or crusty patches, and hair loss</li> </ul>	<ul style="list-style-type: none"> <li>• Treat your child's skin or scalp as advised by his doctor.</li> <li>• For skin - keep patches covered with a bandage.</li> <li>• For scalp - teach your child not to share hats, brushes, combs, clothing or linens.</li> <li>• Your child may return to school once treatment is started.</li> </ul>
<b>Scabies and lice</b>	<p>Yes – spread by direct contact.</p> <p>Scabies affects the skin; lice affect the scalp.</p>	<ul style="list-style-type: none"> <li>• Itching</li> <li>• Scratching</li> </ul>	<ul style="list-style-type: none"> <li>• Treat your child's skin or scalp right away as advised by his doctor.</li> <li>• For scabies - keep your child home until after treatment is started.</li> <li>• For lice - keep your child home until all live lice are gone. Check your child's head for lice for 7 to 10 days. Re-treat, as needed.</li> <li>• Teach your child not to share hats, brushes, combs, clothing or linens.</li> </ul>

**In case of an urgent concern or emergency, call 911 or go to the nearest emergency department right away.**

## Too Sick for School? page3

### **When can my child return to school?, continued**

Illness	Contagious?	Symptoms	When to return to childcare or school
<b>Strep throat or scarlet fever</b>	Yes – spread by contact with droplets from mouth or nose	<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Fever</li> <li>• Headache</li> <li>• Stomachache</li> </ul>	<ul style="list-style-type: none"> <li>• Take your child to the doctor if he has these symptoms.</li> <li>• Keep your child home until he is free of fever and on antibiotics for 24 hours.</li> </ul>
<b>Vomiting or diarrhea</b>	Depends on cause	<ul style="list-style-type: none"> <li>• Vomits more than once</li> <li>• Loose, runny stools</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside.</li> <li>• For vomiting – also, keep your child home until he has not vomited for at least 24 hours.</li> <li>• For diarrhea – also, keep your child home until he has not had diarrhea for at least 24 hours. This includes children who wear diapers.</li> <li>• If diarrhea or vomiting occur often or occur with a fever, rash or general weakness, call your child's doctor.</li> </ul>

**In case of an urgent concern or emergency, call 911 or go to the nearest emergency department right away.**

## Diaper Changing Procedures

### 1. Prepare

- a. Wash hands and put on gloves
- b. Cover the diaper changing surface with disposable liner
- c. If you will use diaper cream, dispense it onto a tissue now
- d. Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area

### 2. Clean Child

- a. Place the child on diapering surface and unfasten diaper
- b. Clean the child's diaper area with disposable wipes. **ALWAYS WIPE FRONT TO BACK!!!**
- c. Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned.  
Securely bag soiled clothing

### 3. Remove Trash

- a. Place used wipes in the soiled diaper
- b. Discard the soiled diaper and wipes in the trash can
- c. Remove and discard gloves, if used

### 4. Replace Diaper

- a. Slide a fresh diaper under the child
- b. Apply diaper cream, if needed, with a tissue or a freshly gloved finger
- c. Fasten the diaper and dress the child

### 5. Wash Child's Hands

- a. Wash child's hands with soap and water and place him or her in a safe, supervised area

### 6. Clean Up

- a. Remove liner from the changing surface and discard in the trash can
- b. Wipe up any visible soil with damp paper towels or a baby wipe
- c. Wet the entire surface with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material

### 7. Wash Your Hands

- a. Wash your hands thoroughly with soap and water

## Potty Training Procedures

### 1. Preparation

- a. Start reading potty books and talking about going potty in the big girl or big boy potty during changing
- b. Let child explore the potty chair and become familiar with it

### 2. Learning

- a. Have child practice sitting on the potty with his or her clothes on once or twice a day. Let child get up whenever he or she wants
- b. Once comfortable sitting on potty with clothes on, practice with them getting their pants up and down on their own
- c. After a few days, when child has a bowel movement in diaper, have child watch you dump it into the potty so the child knows where it should go
- d. Supervise child and watch for signs that they have to go or are going and get them off the potty
- e. Bring child to the potty and have him or her sit on the potty until they are done.
- f. Practice wiping with child
- g. Have child practice washing hands with soap and water every time they get off the potty even if they don't do anything
- h. Practice and keep practicing until child tells you when they need to use the potty

### 3. Reinforcement

- a. Give child lots of praise at each stage of learning
- b. Expect child to make mistakes. If child resists, child might not be ready yet. Take a step back and try again in a few days or weeks
- c. Keep close communication with parents about any indicators suggesting the child is ready
- d. Once child has been successful for a few days, suggest parents to switch to underwear or pullup underwear (whatever is more comfortable for the child at that stage)

## Bottle Feeding Procedures

- Feed when the baby indicates hunger. Respond to the early signs of hunger. Do not wait until the baby is upset or crying for hunger
- Gently and slowly calm and position the baby to get ready for feeding
- Feed in a smooth and continuous fashion following the baby's lead on when to feed, how long to feed and how much to feed. Avoid disrupting the feeding with unnecessary burping, wiping, juggling and arranging.
- Always hold the baby during feedings. Tip the bottle so that milk fills the nipple and air does not get in. Propping a bottle can cause ear infections and choking, and it deprives the baby of important cuddling and human contact.
- Hold the baby's head a little higher than the rest of the body to prevent milk from backing up in the ear and causing an ear infection
- Do not offer the bottle at nap time or let a baby carry a bottle around. Allowing a baby to go to sleep with a bottle may lead to tooth decay
- Wait for the baby to stop eating before burping. Burp by gently patting or rubbing the baby's back while the baby is resting on your shoulder or sitting on your lap
- Continue to feed until the baby indicates he or she is full. Signs of fullness include sealing the lips, decrease in sucking, spitting out the nipple, and turning from bottle or pushing bottle away
- Never force a baby to finish what is in the bottle. Babies are the best judge of how much they need
- Older babies may be fed a bottle while sitting up in a high chair

### When You Bottle Feed a Baby Do:

- Burp the baby at natural pauses during the feeding and at the end of each feeding
- Give the bottle to the baby at feeding time, not nap time, and do not let the baby go to sleep with the bottle
- Hold the baby while feeding instead of propping the bottle in the baby's mouth. Do not let the baby walk or crawl around with the bottle

## Solid Food Feeding Procedures

- **Feeding Safety**
  - Test the temperature of foods before feeding them to make sure they are not too hot
  - When feeding solid foods, seat babies in high-chairs appropriate for their age and development. Fasten the baby into the highchair with safety straps before feeding. Keep the highchair away from a table, counter, wall, or other surface so that the baby cannot push off from it
  - Babies being fed and older babies learning to feed themselves should be closely supervised by an adult seated at the same table or next to the baby's highchair. Make sure that the baby does not eat while talking, crying, or laughing. Also, the adult can watch for "squirreling" (keeping several pieces of food in the mouth without swallowing) which can cause choking
  - To prevent choking, make sure that babies (and children) are not eating while they are talking, crying, laughing, crawling, walking, running, playing, lying down, or riding in a vehicle
  - Use a small spoon, made of unbreakable material that will not splinter, that easily fits into the mouth (do not use plastic utensils). Place food in a clean plastic unbreakable bowl or dish with edges that are not sharp
  - Keep hot liquids or foods out of reach of babies and children, not on the edge of a counter or table, or on a tablecloth that could be pulled down. Make sure that staff do not consume hot liquids near babies or children. Babies and children can be burned from hot liquids or foods tipped over.
- **When You Feed a Baby Solid Foods DO:**
  - Wash the baby's hands before feeding
  - Use a small spoon or let the baby use his or her fingers
  - Place food on the tip of the spoon and put food on the middle of the baby's tongue
  - Remove food from the jar before feeding. Do not feed the baby food from the jar
  - Give only one new food at a time, and wait at least 1 week before giving another new food



## Family Agreement

Emmy's Academy agrees to provide day care for \_\_\_\_\_, see the Schedule Request and Base Tuition Form for day/time/enrollment details.

**Initial each item below to acknowledge your agreements with Emmy's Academy.**

\_\_\_ My child will bring in food for all the following meals: Breakfast, Morning Snack, Lunch, Afternoon Snack.

\_\_\_ Before any medication is dispensed to my child, I will provide a written authorization, which includes: date; name of child; name of medication; prescription number; if any; dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

\_\_\_ My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent (s), or facility personnel.

\_\_\_ I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

\_\_\_ The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc, which include my child.

\_\_\_ Emmy's Academy agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

\_\_\_ I agree to fully participate in the Care Team for my child. I will be forth coming with any information to assist in this care.

\_\_\_ Before any therapy or nursing service will be performed, written authorization will be provided to Emmy's Academy with detailed instructions and a doctor's prescription, if needed.

\_\_\_ I acknowledge that I've received a copy of the Emmy's Academy Emergency Plans.

\_\_\_ I authorize the child care facility to obtain emergency medical care for my child when I am not available.

\_\_\_ I understand that my child must have a current Form 3231 Immunization Form on record. Otherwise, submit a signed affidavit against such immunizations.

\_\_\_ I have received a copy, have read and agree to abide by the policies and procedures for Emmy's Academy as outlined in the Parent Handbook.

\_\_\_ I understand that the center will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility activities.

\_\_\_ I understand that all parents/guardians of enrolled children are required to volunteer a minimum of 10 hours per year.

\_\_\_ I understand that I am fully responsible for all tuition and late fees associated with my child's enrollment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Facility Administrator)



## Safe Sleep Practices Policy

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

### Safe Sleep Practices/Policies:

- 1) 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. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) 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.
- 4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
- 5) 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.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed.
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- 9) 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. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Parent Snack/Meal Requirements, Understanding and Agreement

Child's name: \_\_\_\_\_

### Meals

Please remember to bring all meals and snacks along with a cup or bottle for your child. We are a peanut-free facility; please do not send in snacks that have peanut products or tree nuts. Thank you for your understanding.

### Food Groups to be present in each child's meal that is brought to school:

We are required, by law, to present each food group to each child in our care. If your child is missing a food group, please provide us with a written note from their doctor confirming this omission.



Per [www.choosemyplate.gov](http://www.choosemyplate.gov), The kinds of food your preschooler eats and drinks are important for his or her health. Fruits, vegetables, grains, protein foods, and dairy provide the nutrients that their bodies need. Keep an eye on the amount of added sugars, sodium, and saturated (solid) fat.

- **Fruits** – Let your preschooler enjoy a variety of whole or bite-sized fruits such as apples, sliced bananas, and mandarin orange pieces. Serve 100% fruit juice in small amounts and less often.
- **Vegetables** – Prepare red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoli as part of your child's meals and snacks.
- **Grains** – Make at least half their grains whole grains by offering 100% whole-grain cereals, breads, and pasta.
- **Protein Foods** – Choose a variety of protein foods such as seafood, beans, and small portions of meat or poultry.
- **Dairy** – Give them low-fat milk, yogurt, and cheese to provide much needed calcium.
- **Encourage water instead of fruit juice or sugary drinks** – Too much 100% juice or sugar-sweetened beverages, such as soda, juice drinks, or sport drinks, can add more calories than your child needs.
- **Check out the sodium (salt) in canned foods, bread, and frozen meals** – Read the Nutrition Facts label to find foods with lower numbers.
- **Watch the amount of saturated fats in foods** – Cakes, cookies, ice cream, pizza, cheese, sausages, and hot dogs are okay sometimes but not every day.

I understand that I will be required to bring in food / meals for my child that adhere to the above requirements so as to not jeopardize Emmy's Academy's Child Care Learning Center license.

\_\_\_\_\_ If there are deviations from this that is required by the child's doctor, please bring a signed note from the doctor and we will keep it on file.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Schedule Request & Base Tuition Form

I am requesting to bring my child to Emmy's Academy on the following days/times each week during our enrollment. **CHILD's Name** \_\_\_\_\_

**ENROLLMENT:** Fall/Spring (\$75) Summer (\$30) Full Year (\$180)

<b>Full-Time Tuition</b> (Mon-Fri over 6hrs per day)	\$ 375 / week (per child)
<b>Part-Time Tuition</b> (4-6 hours/day)	\$ 60 / day (per child)
<b>Part-Time Tuition</b> (over 6 hours/day)	\$90 / day (per child)

DAY	DROP TIME	PICK UP TIME	Desired Begin Date: ___/___/___
Monday	_____	_____	
Tuesday	_____	_____	
Wednesday	_____	_____	My weekly payment will be \$ _____
Thursday	_____	_____	
Friday	_____	_____	

**\*\*Your spot is not guaranteed unless signed below by the Director of Emmy's Academy\*\***  
I understand and acknowledge the financial commitment outlined below. I understand that I am fully responsible to pay all tuition, fees, etc related to the enrollment of my child.

**Parent/Guardian's Signature:** \_\_\_\_\_

Late Fees, etc:

- Returned Check: \$30
- Late Payment Fee - **If not paid by Monday at 8am, \$15**
- Late Payment Fee – **If not paid by Tuesday at 8am, an additional \$25**
- Late Pick-up after 6:00pm (5 minute grace period and then \$1 per minute per child)

**\*\* We are not allowed by our license to provide care prior to 8:00am or after 6:00pm. If we care for children outside of our operating hours we will jeopardize our childcare center license with Bright from the Start\*\***

Withdrawal:

- No portion of your weekly tuition will be refunded or canceled in the event of absence, withdrawal or dismissal from Emmy's Academy.
- Should you need to withdraw your child from our program, a two-week written notice must be given to the administration.
- We reserve the right to dismiss any student at the discretion of the Emmy's Academy Director or Emmy's Academy Board of Directors.

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_



Child's Name \_\_\_\_\_

## Social Media and External Parent Relationships

These rules apply to Emmy's Academy employees and volunteers. Please respect these rules. Initial on the lines for each bullet item to acknowledge and accept these rules that we abide by.

- Each employee of Emmy's Academy shall at no time befriend or communicate with a parent/guardian over social media in any way on any site.
  - I agree to respect this rule and not request friendship of any employee on any social media site.
- Each employee of Emmy's Academy shall at no time, on any platform, including email, text, chat, etc., discuss any parent/child/situation with anyone that is not currently employed by Emmy's Academy.
  - I agree to respect this rule and if any issue arises whether with your child or another child during their time with us, please email [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or call Amy 404-434-7893.
- The only exception for social media interaction would be if the employee is currently employed with us to monitor and produce content on the Emmy's Academy social media pages and sites.
  - I agree to respect this rule.
- No employee, at any time or situation, will provide transportation to or from an Emmy's Academy service for any child/family member enrolled.
  - I agree to respect this rule and if a transportation issue arises, please email [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or call Amy 404-434-7893. Emmy's Academy does not provide transportation services at this time.
- No employee shall field schedule changes or otherwise from a parent/guardian. The parent/guardian should be directed to communicate to [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or fill out a new Schedule Request Form.
  - I agree to respect this rule.
  - I understand that the Schedule Request form is available at Emmy's Academy if I need to change the schedule at any time. Fill it out and give it to any Emmy's Academy employee.
- If an employee receives any communication from any parent/guardian in any form, immediately direct them to [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or have them call Amy at 404-434-7893 (cell).
  - I agree to respect this rule.
  - I understand that there are many parents, children and employees at Emmy's Academy and there are many different methods to communicate. To streamline communication and to eliminate miscommunication or confusion, please email [schedule@emmysacademy.com](mailto:schedule@emmysacademy.com) or call Amy 404-434-7893.