

# **The Fort Valley Youth Center of Excellence**

## **PARENT HANDBOOK**

Hours of Operation

Monday- Friday

After School: 3:00 pm - 7:00 pm

Summer: 7:30 am – 6:00 pm

## **I – CENTER MISSION STATEMENT**

The Fort Valley Youth Center of Excellence is dedicated to serving the needs of young children by providing a high-quality, culturally diverse early childhood program within a safe, nurturing environment. The FVYCE encourages the physical, social, emotional, creative and cognitive development of each child using Developmentally Appropriate Practice.

## **II - CENTER PHILOSOPHY**

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of everyone. The purpose of our approach is to foster competency in the young child. While the emphasis is on children, family involvement is encouraged and supported.

### **Service Provided**

The Fort Valley Youth Center of Excellence provides full day services for children 6 years old to 17 years old when public school is out of session. When school is in session FVYCE provides after care for those children.

Hours of Operation

Aug – May (After Care) 3:00 pm – 7:00 pm

Summer: 7:30 am – 6:00 pm

ADMINISTRATIVE OFFICE HOURS: 9:00 AM to 7:00 PM, Monday through Friday

Our center observes the following holidays and will be closed on these days: Center is closed when Peach County Schools are closed during the school year.

In the event that a holiday falls on a weekend, FVYCE will follow the same closure dates as Peach County School system.

### **ENROLLMENT PROCEDURE**

The following forms are required for enrollment. Your child will not be allowed to attend The Fort Valley Youth Center of Excellence unless these forms are on file.

Completed Enrollment Form, Vehicle Medical Emergency Form, Transportation Agreement (School Only) Parental Agreement Form, Parental Fee Agreement, Eligibility Statement  
Immunization Certificate.

Parents are expected to notify the center immediately of any changes in name, address, phone number or change of employment within 5 business days of change.

## **Fees**

### **Tuition Rates**

Tuition rates are subject to review and change each year. See brochure for current rates.

The following fees must be received prior to your child's first day. Care will not commence unless the stated fees below have been received.

- Registration Fee - **\$35.00**
- First week's tuition fee (may be brought on child's first day)
  - After Care - \$50.00
  - Summer - TBD

After Care Sliding Fee: 1 child - \$50 | 2 children - \$90 | 3 children - \$130 | 4 children - \$160 | 5 children - \$190

## **Payments**

Fort Valley Youth Center of Excellence accepts cash, checks payments or money orders. Please make checks and money orders payable to "Fort Valley Youth Center of Excellence" and give to designated personnel in the office. Do not leave your payment in your child's bag. Please put your child's name on your payment - Cashapp is \$FVYCE.

Payments are due on the 7<sup>th</sup> day of each month. A past due balance will be assessed at \$10 late payment charge. The Director and Office Manager may consider special payment arrangements on a case-by-case basis. Rate above is per month and the penalty is based on late payment. Current fee Payment due on 1st and grace period until the 7th. The fine is \$10 after the 7th.

As your child's legal guardian, it is your responsibility to work out payment arrangements with an estranged spouse, relative or other entity.

## **Refunds**

No refunds in tuition are made for absences. The fee is set per month and not to be prorated.

## **Late Fees**

All members must be picked up by 7PM and there is a \$10 late pick up fee. Without prior notification of being late the police will be called 7:15PM

This is necessary because of staffing ratios, which must be strictly followed. A late notice statement will be completed and added to the next billing statement. The clock in the front office is our time clock.

If we are unable to contact a parent or guardian within 30 minutes of the center's closure, at 15 minutes past closure we will contact the Fort Valley Police Department and Child Protection Services.

### **Inclement Weather**

Our affiliation with the state education system requires us to adhere to local school-wide closures. If the public schools are closed due to severe weather, the center will also be closed. Please listen to local radio and television broadcasts for this information. Payment is not exempt due to weather closure.

### **MEDICINE**



In most cases your child will have to remain home for the first 24 hours of being on medication. This center does not administer any medication other than the following exceptions:

- 1. Rescue Inhaler needed for an Asthma attack**
- 2. Breathing treatment due to Asthma or other breathing ailment**
- 3. EpiPen used to treat allergic reaction**

If your child needs, or may need any of the above medications, please let office personnel know when enrolling your child or as soon as the need arises. Medicine ***WILL NOT*** be dispensed without a correct & completed medicine authorization/plan of action form on file.

### **ILLNESS**

Promoting good health and safety is a goal at our center. To prevent the spread of childhood diseases and illness, please do not bring your child to the center if they are ill.

Each child is required by the state of Georgia to have on file a health statement signed by your doctor and immunizations continuously updated. Initial immunization certificates are to be submitted within 30 days of enrollment. New certificates are to be submitted anytime your child receives shots or if the certificate expires. The only acceptable immunization forms are the Form 3231 directly out of G.R.I.T.S (Georgia Registry of Immunization Transactions and Services).

## **Injuries**

Parents of any child who becomes ill or is injured shall be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea.

When a child shows symptoms of illness during the day, the child shall be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until such time as the child leaves the center or is able to return to the child's group. Parent's specific instructions shall be obtained, and followed if appropriate, until the child is picked up or is able to return to the child's group.

If the child becomes ill or experiences an adverse reaction to a prescribed medication or is injured during the day and the illness, reaction or injury does not warrant professional medical attention or causes less than moderate discomfort to the child, the parents shall be notified of the illness, reaction or injury by the end of the day on which the illness, reaction or injury occurred.

If your child cannot participate in outside activities due to health reasons, you must check with the center director to see if we are adequately staffed that day to provide special indoor care for your child as this is not always possible. We must have an excuse from your child's doctor stating the exact days that your child cannot participate in outdoor activities.

If your child sustains an injury which requires more than simple first aid, you will be immediately notified, and your instructions followed. If the injury requires immediate medical attention, 911 will be called and you will be notified immediately. Your child will be transported to the Medical Center of Peach County-Navicent Health Hospital in the event of an emergency as this is the closest hospital to the center.

### **Notification of Communicable Disease**

If your child comes down with a communicable disease you need to notify the center director immediately as communicable diseases are located in the front office and are available for viewing at any time.

This is necessary to prevent the spread of infection to the other children in the center's care. Although it may seem inconvenient when your child is sent home, you should appreciate knowing your child's exposure is minimized when other children are ill also.

If you are called to pick up your child, you will need to arrive at the center within one hour or the center management personnel will begin calling the others that are listed on your child's account. You will be responsible for getting alternate care for your child while they are ill. The following rules from the Georgia Daycare Licensing Regulations will be strictly adhered to and no exceptions will be made.

### **Handling Medical Emergencies**

The Fort Valley Youth Center of Excellence will transport your child to the Peach County hospital if he/she becomes ill or injured that require medical attention. All other injuries will be taken care of at the center.

### **MEALS AND SNACKS**

The Fort Valley Youth Center of Excellence participates in the USDA Food Program. The following guidelines are set forth by the USDA Food Program and must always be followed.

Weekly menus are posted in the front foyer and kitchen, as well as in each classroom. Parents may refer to them at any time. We provide afternoon snacks for After School care and currently it's chips/cookies and juice.

Food exemptions are not made for individual children except in the case of allergies or a special diet prescribed by a physician. In these instances, written notification must be obtained from your child's doctor along with a detailed list of what your child cannot be served. If the child cannot eat anything on the menu for that day, an alternate meal will be served to the child. This includes milk and juice. Children should not bring any other food to the center unless previously discussed with the director. If they do, the food will either be thrown away or stored until the child is picked up that afternoon.

### **PARENTAL ACCESS**

FVYCE has an open-door policy concerning parent visitation. The custodial parent(s) of the child shall at any time the child is in attendance be permitted access to all childcare areas of the center. All parents must make his or her presence known to center staff prior to visiting or removing the child from the center.

### **CHILD ABUSE / NEGLECT REPORTING**

We feel that child abuse and neglect is a very serious situation and takes all evidence of such behaviors very seriously. We strive to make our center a place where all children feel safe and secure. All staff members of FVYCE are mandated court reporters. We are required by law to report all incidents of child abuse, neglect, and/or deprivation to the Peach County Department of Family Services. Each staff member has been specifically trained to identify these behaviors in young children. It is neither our intent nor desire to judge anyone, but the safety and well-being of our students is our first priority. If any type of child abuse and / or neglect is suspected, the incident will be immediately documented and reported to the proper authorities.

### **DISCIPLINE**

**Center Staff:** Behavior management includes positive guidance, redirection, and the setting of clear-cut limits that foster the child's ability to become self-disciplined. These measures are

clear and understandable to the child, are consistent, and are explained to the child before and at the time of any disciplinary action.

Teachers guide the students to develop self-control and orderly conduct in his/her relationships with peers and adults. Teachers also offer students positive alternatives rather than just telling children “no”. Good behavior is rewarded by positive reinforcement. Teachers also respond quickly and calmly to prevent students from hurting each other while showing understanding of the student’s needs and feelings. Behavior management practices established by FVYCE are designed to encourage students to be fair, to respect property, and to assume personal responsibility.

Fort Valley Youth Center of Excellence staff will 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 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 restroom
- Punish toileting accidents.
- Allow children to discipline or humiliate other children.
- Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 et seq., in the presence of any child enrolled in the center.

## **Nondiscrimination Statement**



The center is committed to the principle of admission to the center regardless of race, color, sex, religion or national origin.

## **EMERGENCY PLANS**

The center conducts drills for fire, tornado and other emergency situations. These drills are conducted every month for fire and every six months for tornado and other situations. The signal used for drills for these threats will be the activation of the fire alarm systems drill siren to signal the teachers to evacuate the building with the children and gather at the designated area. The all clear signal will be one long blow on a whistle.

In the event of any other emergencies that will prevent our caring for your child, you will be notified immediately to pick up your child.

**Fire:** The center has a built-in fire alarm/burglar system which is connected to the local fire department. When necessary to protect children from fire or bomb threats, the center will be evacuated. The children will leave through the nearest exit and gather with the other children and workers in a pre-designated area. If the threat is from a tornado or other bad weather, the children will be gathered into the lowest room in the center, as far away from windows as possible

**Loss of Power:** If there is a loss of power at the center, the power company will be immediately notified. Every attempt possible will be made to ensure that all students are calm and comfortable. If after 3 hours of no power, parents will be notified and ask to pick their children up from the center.

**Loss of Water:** In the event of loss of water, the center will bring in bottled water to use until the problem is corrected.

**Severe Weather:** There is a weather radio in the office that is monitored in the event of severe weather. If weather becomes a threat to the children, we will gather all the students into the lowest room in the center and keep them as far away from windows as possible. If the weather

results in damage to the center or harm to students, parents will be notified as soon as it is safe to do so.

**Serious Injury or Loss of a Child:** In the event of a serious injury to a child, Emergency Medical Personnel will be immediately notified as well as the child's parents. If a child is lost while in our care, proper authorities will be immediately notified as well as the child's parents. Every effort is made daily that such occurrences will not happen. FVYCE staff will in no way impede the delivery of emergency care or services by licensed or certified emergency health care professionals.

## **DRILLS and EVACUATIONS**

### **Earthquake Drills**

Emergency earthquake drills are held quarterly to acquaint your child with the “duck and cover” procedure.

### **Fire Drills**

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire alarm system, and fire extinguishers are placed throughout the building. The Fire Marshall Inspection Certificate is posted in the front office.

### **Emergency Evacuations**

In the event an emergency warrants the evacuation from the center, all students and staff of the Fort Valley Youth Center of Excellence, emergency responders will arrange transportation off the premises. The designated pick-up area for the parents is Kidz Korner Academy at 118 Neil Street Fort Valley (827-5072). An attempt to reach all parents by telephone to inform you of the need to pick up your child will be made if there is enough time and ability. If we are unable to contact you, the evacuation location will be posted on the center door and announced on local radio stations and television stations. If such an event were to occur, FVYCE will stay with the students and take total responsibility for their safety and liability until parents pick them up.