

2022

PARENT HANDBOOK

Discovery Academy, LLC.

Kimberly Cooper, Director

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*COVID RESTRICTIONS APPLY



Thank you for choosing Discovery Academy, LLC.

It's our commitment and goal to our families to provide an exemplary educational and stimulating environment.

Our vision is to be the most innovative childcare center for providing excellence in childcare services to children 6 weeks to 5 years old. We will provide our parents with exceptional experiences from beginning to end. By doing so, we will maintain an exuberance that exceeds our family's expectations and vigorous education pattern that encourages the whole child.

You will find that Discovery Academy, LLC. prepare children for a life of learning, through many enriching programs and opportunities in developmental, social, physical and emotional.

We provide excellent childcare within a developmentally appropriate program. We operate year-round, Monday thru Friday 6:00 am – 6:00 pm hours are subject to change.

Discovery Academy has an open-door policy which welcomes you to visit your child any time during the day

Non-Discrimination

Discovery Academy, LLC. will not discriminate against any child or family based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, educational background, or any other category protected by state and/or federal laws.

Inclusion

Discovery Academy, LLC. accepts and provides care to children with disabilities & special health care needs. Discovery Academy, LLC. will support children with disabilities and special health care needs by actively working with parents on an ongoing basis to assess the needs of the child as they continue to develop and grow. We also ask parents to share their child's IEP and/or IFSP with us.

Director

Ms. Kim

Philosophy and Goals

Our goal is to provide a safe, educational, clean, healthy and loving environment. We believe that your child is a unique and valuable treasure at Discovery Academy LLC our experience Staff provides the opportunity for your child to grow, to learn, and to realize his or her fullest potential. Each child is accepted as a very special individual, having a unique time mobile for growing and learning.

We believe that children should be provided with an environment in which day can explore, wonder, create, investigate, ask questions and enjoy the world in which they live. the cognitive, emotional, physical and social potential of your child will fulfill your fondest hope. Our center consists of warm, kind, carry individuals who are committed to your child's superior growth.

We nurture the “whole-child”!

Our Mission

Discovery Academy, LLC. strive to provide children with many enriching opportunities, with core focus and development, social, educational, physical and emotional. as a partner with our families, this multifaceted approach is a continuation of great work day do outside of our care. we strive to provide our families with high quality experience with maintaining all standards, which provides the framework for us to implement a higher quality center.

Hours of Operations:

Discovery Academy, LLC. is open between the hours of 6:00 a.m. – 6:30 p.m. Monday through Friday. We ask that children arrive by 8:00 am. No breakfast will be served to children arriving later than 8:30 am. If your child is arriving late due to a doctor’s appointment, please call and give his/her approximate time of arrival, children will not be admitted 10:00 am. We highly recommend that parents schedule doctor’s appointments during the afternoon hours so that we eliminate the spread of the virus as much as possible. No child may be at the center prior to opening time or after closing time and **may only be at the center for a maximum of 10 hours.**

Admission Requirements

The following conditions must be met for entrance to Discovery Academy, LLC.

- The child must be between the ages of 6 weeks and 5 years of age (afterschool is a separate policy).
- Pay activity/enrollment/registration fees, which is **NON-REFUNDABLE**.
- Submit completed documents that are included in the registration package.
- A complete health certificate (immunization (shot) record and a record of a physical examination) signed by physician. This document must be updated at least annually. (if applicable)

Financial Arrangements

After the previous requirements have been met, registration is based on a first come, first served basis. An annual registration fee is payable when you enroll a child and is due each succeeding year he/she is enrolled. Discovery Academy, LLC. operates on a 52-week calendar. We are paid 51 weeks out of each calendar year. If the child is taken out in June and you plan for his or her return, the registration fee is to be paid at the time of re-registration. All registration fees must accompany the registration package prior to enrollment. Tuition and other fees must be current prior to the child's enrollment in the center for the new school year. Your child care services will be interrupted if tuition and other fees are not paid in a timely manner.

All fees must be paid whether a child is present or not as well as holidays, sick days and vacations. In the event of unforeseen inclement weather, natural disaster, thunder storms, rolling blackouts, earthquakes, state of emergencies, pandemic, epidemic, endemic or outbreak, and will use our own discretion and handle each situation accordingly for tuition. Please be mindful that you are paying to secure your child's position. Tuition is due every Friday by noon for the week ahead. We do not accept checks. Late fees will apply if tuition is not paid in full.

There will be a \$55.00 charge for returned credit card payments. Please give a 48-hr. notice prior to Friday, if a credit card or checking account information needs to be updated with new information.

Positive Behavior Management

Our primary responsibility is always the health and safety of the children at the center. I will use positive methods of discipline, which encourage self-control, self-direction, self-reliance, self-esteem and cooperation.

This policy applies to all children enrolled at Discovery Academy, LLC. Children's feelings about themselves and their self-worth reflect adults' expectations, attitudes and feelings towards children. I will provide a caring, supportive, structured environment, allowing children some responsibility for the daily program with established boundaries for acceptable social behavior.

1. No child may hit, intentionally or not, or harm another child. Incident of repeated or hitting by children will be discussed with parents. Parents will be notified if their child has been injured and will be given a copy of a written Incident Report, copies of which will also be kept on file at the center.
2. Classroom policies regarding behavior will be developmentally appropriate for each age group. Children unable to meet all classroom behavioral objectives will be encouraging to meet as many as possible with continued encouragement and support from me.
3. Negative behavior will be noted and discouraged using various techniques appropriate to the development and social needs of the child and group. These techniques may include, but are not limited to: verbal signals, forms of time out, removal of the child from certain activity areas, loss of privileges, and in the most extreme cases, removal to the Directors Office.

4. Parents will be informed always of any behaviors that persist or are detrimental to the child or group. Parents and I may initiate conferences at any time to discuss concerns. Parents should view these conferences as opportunities for concerned, caring, supportive dialogue.
5. Enrollment at Discovery Academy, LLC. may be suspended or terminated at the request of the Director due to continued inappropriate or negative behavior by the child. Persistent negative behavior may indicate a child is unable to adjust to the program and/or is developmentally unready to accept responsibility for behavior. Every attempt will be made to prevent termination. However, in some instances, it may be the only recourse.
6. No one may discipline a child by slapping, hitting or spanking, or using abusive language. Our goal is positive reinforcement of positive behavior.

Suspension and Expulsion

I have completed many trainings to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These trainings included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. I complete training each year to understand children who have challenging behavior.

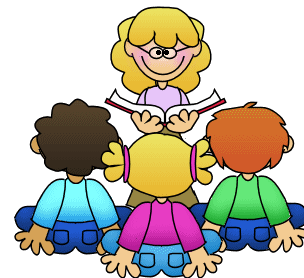
I work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, I will work with you to help your child change his or her behavior and you may need to seek professional services for your child. I will use interventions to help your child learn to manage his or her behavior. If a therapist is involved, I will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

You child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to me or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for child care, as stated in my contract.

Our Curriculum

Discovery Academy, LLC. will create an award-winning curriculum for our children who are Preschoolers, an award-winning research-supported curriculum to use in your child's classroom. Each Learning Scope and Sequence model for full-day care, providing visual, auditory, tactile, fine/gross motor skills, emotional, social and intellectual stimulation. The program promotes S.T.E.A.M. creativity S.M.A.R.T foundations and family involvement and development of the whole child. Daily experiences capture and support the learning of important skills and concepts.



Discovery Academy, LLC. strives to reach a balance between “academic” structure and creative social interaction. A mix of quiet and active play considers that the children are participating in group activities all day. A goal of the program is to encourage children to make simple and appropriate choices emphasizing planning, working and evaluating which establishes personal responsibility. The questions and suggestions set the stage for key experiences that stimulate the child’s thinking processes, language development, and social development. We also do Gross Motor Skills for physical activities.

Our goal is to provide infants with a safe, nurturing environment encouraging exploration and discovery along with time for listening to music and stories. A wide variety of age-appropriate toys are available to stimulate cognition, social interaction, large and small muscle control. A soft mat or climbing area where children can interact with each other and also allows children to safely practice rolling, climbing, jumping, and sitting up or standing. Infants and toddlers will be taken outside daily for play on the playground or for walks in strollers, weather permitting.

Zoo-phonics is a curriculum-based reading and spelling program which teaches children the fundamentals of The Multisensory Language Arts Program. Zoo-Phonics exceeds state standards!! Our children will learn the sounds of the alphabets in no time. Faster than we ever expected our children are reading, spelling and writing.

Information regarding specific programming/special activities is sent to parents each month in the Parent Newsletter.

Screen Time Policy

Interactive Technology- is educational, age-appropriate technology including non-commercial TV programming that is designated to facilitate active and creative uses of technology or encourages social engagement. Passive Technology- is non-interactive TV, internet or media

Daily Routine

6:00 am Center Opens – Handwashing, Free Play Table toys, puzzles, coloring, etc. 8:00 am

Breakfast (Handwashing)

8:30 am Clean-up/Handwashing Circle Time/Other Educational Activity, Educational Activities and Programming: - Art, Science Experiment, Weather Chart and Story Time

10:00 am Nutritious Snack (Handwashing)

10:15 am Outside Play weather permitting – Gross Motor skill activities, walks, sports (time varies)

11:00 am Clean-up/Handwashing and bathroom break -Quiet activities

11:45 am Lunch (Handwashing)

12:30 pm Lunch Clean-up/handwashing/bathroom break

12:45 pm Naptime - Children remaining awake may read books, do puzzles, quiet activities

2:45/3:00 pm Clean-up/Bathroom break

3:00pm Nutritious Snack(Handwashing)

3:15 pm Educational Activities and programming, examples include– Art, Science, Music, or Literacy Activities that relate to current theme/web, homework time for school aged children

4:30 pm -5:30 pm Outside Play weather permitting-Closing

*School-Age children will need a written agreement/permission slip on file from the parent while attending. It must specify how they are either picked up and dropped off daily.

Photography

Our center is here to enhance and educate the whole child. We believe in every child being an active participant in all activities and events. There comes a time when your child must be photographed or videoed for the enhancement of our daycare. A permission slip to photography will be needed to add to your child's file.

Emergency Procedures—WHERE DO WE GO FOR FIRE EMERGENCY

FIRE: A fire extinguisher is located in every room area along with the first aid kit. The children will be led out the back door. If the exit is blocked, a window in the day care room will be used or we will exit through the front door. Emergency services will be called from a cordless or cell phone immediately. The first aid kit contains emergency information & will be retrieved if possible. Otherwise backup information in the van will be used. All parents will be called. Parents can meet us at the high school near the center.

SEVERE WEATHER: The children & adults will take shelter in the innermost area of the center, which is the hallway. Everyone will kneel facing the wall until the storm has passed. A tablet will be used to monitor the situations & cell phone if necessary.

LOSS OF ELECTRICITY: Battery operated flashlight & iPad are available. I will be notifying all parents if the electricity is out over an hour. You will have one hour from the time of the call to have your child picked up.

LOSS OF WATER: In the event there is a water loss for over an hour time frame. I will be notifying all parents to come and pick of their child within one hour of the phone call.

Emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. Cite as Ga. Comp. R. & Regs. R. 591-1-1-.27 Authority: O.C.G.A. § 20-1A-1 et seq

NO CHILD WILL BE ADMITTED AFTER 10:00 AM

If a child was administered shots during the doctor's visit, the child may not return to childcare due to complications from the shot and fever like symptoms associated with the medicine that often cause the child to be irritated and uncomfortable.

Center Closings

Discovery Academy, LLC. is closed on the following holidays/training days:

Monday, January 17, 2022 ----- Martin Luther King Jr. Day

Monday, February 21, 2022 ----- President’s Day

Friday, April 15, 2022 ----- Good Friday

Monday, April 18, 2022 ----- Easter Monday

Monday, May 30, 2022 ----- Memorial Day

Monday, June 20, 2022 ----- Juneteenth

Monday, July 04, 2022 ----- Independence Day

Monday, September 05, 2022 ----- Labor Day

Monday, October 10, 2022 ----- Columbus Day

Friday, November 11, 2022 ----- Veterans Day

Wednesday, November 23-25, 2022 ----- Thanksgiving Break

Monday, December 19 -January 3, 2023 ----- Winter Break



“These closing dates and times are subject to change”.

We are paid for two-week vacation and 5 personal days per each calendar year.

EMERGENCY CLOSINGS

If the Federal Government or State or local officials declares a state of emergency, inclement weather, world outbreak/emergency, storms, natural disaster, rolling blackouts, epidemic, pandemic, and or other state/local emergencies,

I will use my own discretion in whether or not to open or remain open.

Please understand that this is strictly for the safety of everyone.

Tuition is still due.

No discounts or credits will be given.

Religious Holidays: Discovery Academy, LLC. is not a religious school, therefore; we do not single out any one holiday to celebrate to respect the differences of our community religious practices. We celebrate the different cultures. Please feel welcome to bring special foods, traditions, etc., to celebrate and teach our children about other cultural tradition. Let us know if there are other traditional festival that you celebrate so the center can participate in observing them with your child.

I participate in two professional development-training days during the year. Dates will be announced as much in advance as possible. The center is closed for participation and all training activities. Tuition is not discounted or refunded for these training days.

Inclement/Emergency Closings

Sometimes Discovery Academy LLC must close because of emergencies due to inclement weather, natural disasters, rolling black outs, pandemics, epidemics, world outbreaks or other state emergencies. When you are not sure about the closing of the center, please call by 5:30 am for updates. Tuition fees are still due during emergency and/or inclement weather closing. Refunds or credits will not be given. If snow or ice developments during the day, after the children have arrived, and there is an accumulation of two or more, the center will close for the safety of everyone. Please plan for such for emergencies. The child(ren) must be picked up no later than one hour after notification. Discovery Academy, LLC. is NOT responsible for children left at the center or accidents that take place during your arrival or departure of inclement weather

Birthday and Celebrations

Discovery Academy, LLC. celebrates birthdays and other parties in the during afternoon snack. The party must be planned and approved. Please fill out a birthday request form and submit it no later than 7 days prior to the party. Birthday celebrations are from 3:30 pm to 4:30 pm only.

Discovery Academy, LLC. Substitute

Discovery Academy, LLC. strives to recruit dedicated, caring professionals who support our philosophy and program. All must meet the requirements for certifications as child care providers in a group setting, and must participate in ongoing staff development programs, classroom meetings and outside continuing education seminars. **All must provide a criminal history record/background check to be cleared through licensing along with training in pediatric CPR/First Aid soon after they are hired.**



Our center currently has one Director, Ms. Kim. If we recruit and hire new STAFF, parents & agencies will be notified respectfully. We meet or exceeds state required child/staff ratios.

Parent's Role

We believe that the parent is a child's first teacher; therefore, we respect the parent's role and influence they have. We strive to work in partnership with home by strongly encouraging parental involvement in our center. Daily communication is most important to both parents and teacher. If you don't have time to speak with me the Director, please send an email. We encourage all parents to sign up to become a Parent Partner an initiative that will start in Summer 2022. Parent volunteers are especially welcome on field trips.

Discovery Academy, LLC. always has an open-door policy.

Parents may call the center during the day to ask how their child is doing, but please remember that I do get busy. I will check on the child and report back. I am available to speak directly with parents from 1:30 pm to 3:00 pm daily.

Parent/Teacher Conferences will occur twice a year (if needed). There are "progress reports" for both parent and teacher to discuss your child's developmental progress, and any other situations regarding your child. Again, this is a good opportunity to develop a working relationship with your child's teacher.

Positive Guidance (Redirection)

We use positive guidance, redirection and encouragement:

"It works best if" instead of "Don't do it that way"

"You can do it You did that well"

When people hear demands, they react by resisting, no matter what their age. Adults often call this behavior in children “not listening”. Frame all requirements as requests or suggestions:

“Wouldn’t that work better if

“How about trying it another way.... Let’s think what will work....”

“Would you help us clean up we need you!”

“Why don’t you and (friend) try doing this another way...”

Just as we don’t have “bad” children, we do not have “bad” behaviors. Sometimes behaviors “work” or “don’t work”; when a child’s behavior does not work, there are consequences. Make sure the child understands the consequences, but do not use the consequence as a threat: “if you can’t stop running, you will have to take a seat for five minutes and read a book”.

We give children choices and leave it up to them. Making choices gives them power!! Choosing behaviors that works gets recognition and encouragement; behaviors that don’t work have other consequences.

A consequence may be a rest period away from activity, going to the office or even withdrawal from the center. Consequences are not punishments. Consequences flow naturally from choices. We want children to learn to choose for themselves to do what “works” because they see that it really works, not just to avoid being “bad” to be “good”

Field Trips

Providing children enhance monthly “them” with opportunities for outside experiences. Field trips are scheduled approximately three per year. Taking into consideration the age and developmental readiness of the group. Some field trips are schedule “in-house”; the program comes to the center. The classroom monthly calendar will not field trip days for your information. Parents are always welcome- and encourage-to participate on trips.

Because a field trip is the scheduled activity of the day, parents are encouraged to participate on the field trip for safety and security reasons, care will not be available at the center for a child who does not attend the field trip. You may choose not to participate on a field trip and may have to make alternate arrangements for your child during that time. Parents are requested to participate one time per “semester” on field trips.

Field Trips, bus transportation, entrance fees, etc. are the responsibility of the parents. Information regarding cost, transportation arrangements, date, location and activity will be sent home to the parents on the permission form. This form must be completed, and all fees paid prior to the day of the field trip for your child to participate. Tuition is not discounted if you choose for your child to not participate on a field trip. All preschoolers ages (3’s-4’s) are expected to attend the field trips. If the parent decides that the child can’t attend, Discovery Academy, LLC. does not have alternative care.

Field Trip Permission Policy



Parents must return a separate signed permission form for each trip. Forms are provided by the Center prior to each trip. If a signed permission form is not on file at the center on the scheduled field trip day, your child will not be allowed to go. If you are not available to sign the permission, or to pick up your child, and no alternate care arrangement has been made, the center will contact the next person on the Emergency Contact form to pick up your child for the period covering the field trip.

Car Seats

On any trip in which a parent drives their own or other children, car seats must be provided for any child four years age or younger, and/or under forty pounds. Parents will be asked to leave car seats at the center on any day in which a field trip is planned and parents are driving. When parents drive children other than their own, permission forms and waivers must be signed and filed at the center for each child.

Food and Nutrition

Discovery Academy, LLC. provides breakfast, lunch snack, afternoon snack, dinner and milk daily. Breakfast is generally between 8:00 am to 8:30 am, lunch is at 12:00 pm, snack is at 3:15 pm and dinner 4:45 pm. Times may vary accordingly.

Diapering and Toilet Training

Infants/Toddlers are changed on a schedule of every 2 hours unless there is a need in between diaper schedule time. Discovery Academy, LLC. accepts children in diapers and cooperates with parents when toilet training begins. Parents should involve the center in the decision to begin toilet training. Since children spend most of their day at the center, I may have some concerns and suggestions as to readiness and the method of training to be used. It is important that toilet training be a pleasant, non-stressful, successful experience for the child, parent(s) and myself. Handwashing is done before, during and after toilet breaks. Changing Diapers. Diapers shall be changed in the child's own crib or on a diaper changing surface that is used for no purposes other than changing clothes in each room where infants or any other children wearing diapers are served. If diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel.

Safe Sleep for Infants

In order to reduce the likelihood of Sudden Infant Death Syndrome (SIDS), I use these safe sleep practices:

- Infants are placed to sleep on their backs.
- If your child requires a different sleeping position, you must provide documentation from your child's doctor stating the new sleeping position. If a device is to be used, the child's doctor must

state which device is to be used and how to use it.

- If your child falls asleep in a car seat, swing, or seat, he or she will be immediately moved to his or her assigned crib.
- Infants will only be permitted to sleep in certified cribs with mattresses set at their lowest position.

- The crib mattresses are firm and tight fitting to the frame and are covered with a tight-fitting sheet.
- Blankets, comforters, quilts, pillows, and stuffed animals will not be used in cribs.
- Sleep sacs or blanket sleepers will be used rather than blankets to ensure your child is cozy.
- If you would like your child to be swaddled, you must provide written permission as well as a swaddle-blanket sleeper.

Parent's Responsibilities

Parents are responsible for dressing children appropriately for the season and weather. Discovery Academy, LLC. will make sure all children are always comfortably dressed and dressed warmly during cold weather when outside.

Coats, hats and mittens will be put on children before going out in cold weather, however, children sometimes discard heavier clothing as they plan and get overheated. I will be supervising children and making sure they are always appropriately dressed.

All personal clothing must be labeled to avoid loss. I am not responsible for identifying clothing that is not labeled.

Children grow rapidly, and clothing provided at the time of enrollment may soon be outgrown. Please provide current sizes as necessary. The following items of clothing should be at the center for your child's use: undershirt, shirt, underpants, pants or shorts, socks and shoes

These additional clothing items should be labeled and brought in when indicated by the Director or indicated on the calendar:

1. Bathing suit, trunks, towel, water shoes
2. Raingear
3. Snowsuit and snow boots
4. Extra hat & mittens

Children go outside during the winter unless the temperature is below 30° F. The Director determines whether children will have outdoor play. DECAL requires that all children are to go outside unless directed by a doctor.

The following personal items are also required and must be labeled:

1. Light cover – crib size only
2. 2-3 cot sheets – crib size only

Due to sanitary precautions, pacifiers and/or bottles are only allowed in the infant/toddler area. Sleeping bags or pillows are also not allowed.

Please note: If your child does not have a clean cot sheet, light cover and extra change of clothing, you will be asked to bring in required items or pick up your child immediately. Failure to do so will result in a charge of \$10.00. This charge will be used to purchase a replacement cot sheet for your child.

Personal Objects and Toys

Children may not bring toys or other special items from home unless its specifically for a “Show and Tell Day”. Toys from home create tensions when owners are unable to share, and toys become lost or broken. On “Show and Tell Day” special items will be stored in your child’s cubby until your child leaves. Unless medically indicated.

Custody Concerns

In the case of families where parental custody is an issue, the center must retain on file a notarized copy of any court-ordered custody settlement and/or visitation agreement for either parent. Should any changes occur in the status of custody or visitation, a copy of the new agreement or court order must be provided to the center for the file within 48-hours of the changes. It is the custodial parent’s responsibility to provide this information to the center.

Please remember that your child needs to feel secure and comfortable at the center, particularly when home life has been disrupted.

Drop Off/Pick Up Procedures

Your child must be signed in and out at the desk each day. The parent, guardian or a designated adult are the only ones allowed to pick-up your child. They must accompany your child to and from their classrooms. If you have information for your child, you are encouraged to write it in the parent communication log.

Your child will not be released to a person not previously authorized by a parent to pick up a child. We must have written authorization, and if the parent has not notified us of the change, the child will not be released until we have spoken with the parent and received proper authorization. In addition to the above, picture identification will be shown to the Director for safe release of a child and I will make a copy of the identification of the person we are releasing the child. The copy will be kept on file (front and back). If your child is brought to or pick up from the center by private bus, transport service, school bus or taxi service, friend or relative, the person is responsible for bringing your child in or out of the center and sign the child in and out.

Pickup by a Person Who Appears Unwell

If a parent/authorized person appears to be unwell/intoxicated when they arrive to pick up a child and I’m concerned for the safety of the child, I will suggest that the parent/ authorized person not leave with the child. I can offer to call a cab/share ride or call another authorized contact person to assist. Should the unwell/intoxicated person agree to alternate transportation when the Family

Childcare center is closing, I will remain with the parent/authorized person until the alternate transportation has arrived.

If the unwell person insists on leaving the childcare with the child, staff cannot prevent the parent/authorized person from taking the child. In the event that safety concerns for the child are present, I will call the local authorities and document the event including:

- time of incident
- location
- people involved
- my concern and details about the conversation or actions
- any other relevant information
- my name and position

If the unwell/intoxicated person is driving the child, I will make a note of the car, license number and probable destination, then call the police. I will do my best to retain the authorized party until the authorities arrive. In an event this disrupts the center and or pose a threat/problem that will cause harm to the center, I will not have an altercation with the said party and release the child.

I must remember the safety of the staff and center.

Community Resource and Referrals

Discovery Academy, LLC. maintains a current listing of resources and referrals, both public and private, in the areas of child health/development, childcare providers, parents' seminars and specialists in various area relating to family, child health and welfare. These specialists are available on a consulting basis to families. Please contact the center Provider for more information.

Illness, Accidents, Emergency Care, Sick Child Policy

Discovery Academy, LLC. is not licensed or responsible for the care of sick children. Children in this age group are highly susceptible to illness and infection. Please be considerate of other children, and most important, your own child's need to recover completely before returning him/her to the center.

If your child becomes ill during the day with a fever of 101 degrees, or appears ill upon arrival, you will be required to pick him/her up immediately. If you are unable to pick up your child within one hour, the next person on the Emergency Contact Form will be called. Emergency card must be kept current with the business phone numbers and emergency contacts. Your child will be taken to the Director's office where a cot is available for resting, pending parent arrival.

Common Indicators of Illness

1. Green, runny mucus from the nose, ears or eyes is generally a common indicator of infection. If your child is congested, coughing, and generally not feeling well, he/she will not benefit from being at the center. We realize that children may retain a "runny nose" longer than the actual virus. Please take into consideration your child's general condition before bringing or returning to the center. The child may not return without a physician's note.

2. Vomiting may or may not be illness related. Please note your child's general condition, and if there are two or more episodes of vomiting in one-hour period, a stomach "virus" or "flu" may be present. We require that you keep your child home for 24 hours after the last episode. If a child vomits two or more times at the center, parents will be called to pick up their child immediately.
3. Diarrhea may or may not be illness related. Help avoid unnecessary spread of infection by keeping your child home for 24 hours after the last episode. If a child develops diarrhea at the center (2 runny stools within a one-hour period), parents will be called to pick up their child immediately.
4. Ear infections are not contagious, but the "virus" or cold causing the inner ear blockage is infectious. We require that you keep your child home for 24 hours after diagnosis and for medications to take effect.
5. Pink eye is highly contagious with pink eye must stay home for a full 24 hours (1 days) after diagnosis and for the medication to take effect.
6. If a child has been diagnosed with the Hand Food and Mouth virus, we ask parents to keep their child out for 5 days. This is a common virus similar to the chicken pox for your children.
7. If your child shows sign of coronavirus or symptoms related to this, your child will not be permitted until cleared 100 percent from a licensed pediatrician (see symptom chart).

Please give your child prescribed medication as indicated until finished at home. We can give medication only if a MAR form is on file and a form from the physician.

(ex. Epi pen/Asthma treatments only)

Our goal is to avoid a series of needless infections, caused by allowing a sick child to remain at the center. We are aware that a sick child can pose many concerns and problems for working parents, and we may be able to offer suggestions for alternative care in an emergency situation.

Please note that tuition is not refunded/discounted if your child is absent due to illness.

covid19 has a separate description sheet and policy

Re-Admission After Illness

THERE MUST BE NO VISIBLE SIGNS OF SICKNESS, WHEN YOUR CHILD RETURNS TO THE CENTER.

All children will have their temperatures read upon arrival.

Return after absence due to illness requires a parent's written statement and a physician's note in order for the child to return indicating your child is free of illness or is taking medication and is able to participate in the program's activities.

Children may not return until free of vomiting/diarrhea/fever for a 24-hour period or have been on prescribed medication for a 24-hour period. Your child's temp will be taken upon arrival.

If your child is not attending due to illness, please call the center to let them know your child will not be at the center that day. Children will not be admitted after a doctor's appointment or during nap time between 12:30 pm to 3:00 pm, after 11:00 am or if shots have been administered.

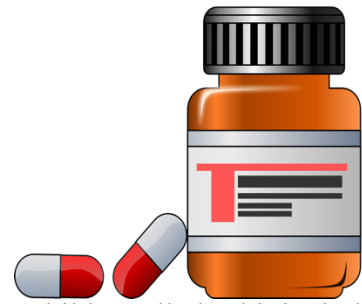
Accidents, Injuries, and Serious Incidents

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.
- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or head, lips, mouth, or face you will be notified immediately.
- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.
- You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a serious medical incident such as a seizure or allergic reaction, you will be notified immediately after I call an ambulance and you will receive an incident report.
- You will be required to sign the report as proof that I notified you of the accident/injury/serious incident.

Medication

Medication may be administered to children in the center only upon the written order of a licensed physician. A Medication Administration Record (MAR) form supplied by the center shall be completed for each medication prescribed. The first dose must be given at home.

A record of medication dispensed to the child during care is recorded on the Child's Personal Record. Only the Director is authorized to administer medication and maintain medication records. Please provide a medication spoon or dropper so that the correct amount of medication is given. Medication must not be expired and bear the name of the child to whom it is given. The parent's instructions must be consistent with the labeling on the medication. There can be no stock or medication of any kind on supply at the center.



Non-Prescription, over-the-counter medication may not be given to any child enrolled. This includes eye drops, bug repellent and sunscreen or orajel. Parents are advised to put medication on child prior to the school day.

All medications are labeled and stored in locked cabinets, generally in located box kept in the center's refrigerator. In order to comply with the Americans with Disabilities Act, I will make reasonable accommodations for children with medical needs.

Emergency Care Procedures

Discovery Academy, LLC. provides trained, conscientious and safety-conscious to supervise your child always. However, children in a group care setting are exposed to minor injuries such as bumps, scrapes, bruises and bites. Discovery Academy, LLC. will attempt to prevent such injuries by always providing safe, developmentally appropriate equipment and play areas and by always supervising the children.

Should an accident occur, involving head, tooth, eye, back or bone injury, I will provide appropriate emergency care, and the child will be taken immediately to the nearest emergency room by ambulance. The cost of the ambulance service will be the responsibility of the parents. Each parent will get a copy of the emergency preparedness plan at the time of enrollment.

The center will contact the parents immediately. I will make every attempt to take the child to the hospital of choice as noted on the Emergency Card. Parents are responsible for contacting the child's pediatrician or other health provider.

Authorization to Treat a Minor Form

Parents must complete and notarized the "Authorization to treat a Minor" form provided at enrollment to guarantee treatment in an emergency. If a notarized Authorized form is not in the center's file, it is possible that a hospital will refuse treatment until parent authorizes treatment.

Child Abuse/Neglect

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling, or isolation used. I have a responsibility by law to recognize and report any evidence of child abuse, physical or emotional neglect. This is strictly for the benefit of your child.

The Georgia Child Abuse Law, **O.C.G.A. §19-7-5**, requires nurses and all public health employees to report suspected child abuse. Child abuse is a broad term that includes, but is not limited to, physical abuse, neglect, sexual abuse, sexual exploitation, and emotional abuse of children. The [Georgia Department of Human Resources' Division of Family and Children Services](#) directs those who wish to submit a report of child abuse or neglect to the DFCS Child Protective Center at **1-855-GACHILD** (1-855-422-4453)

First Aid Information

First Aid will be limited to preserve life or prevent further immediate damage and will be administered within boundaries of the first aid training. The center has a complete, easily located, and approved First Aid Kit.

Toilet Training

When you or your child's primary caregiver see signs of readiness for toilet training, we will discuss the subject and agree on a mutually acceptable time to begin. It is our experience and belief that training usually proceeds smoothly for most children if not started too soon and if treated lightly. Accidents are part of the process and will be handled casually. Please be sure during this process that your child has plenty of extra pull-ups, training pants, clothes, socks, etc.

Fee Structure and Payment Plan

In order to place your child on a waiting list or to reserve your child's place, a two-week deposit may be required as a deposit to hold your child's position. This deposit guarantees placement within one-month time frame. This deposit goes towards the first two of enrollment. If you are returning to Discovery Academy, LLC. from the previous school year, you are required to re-register your child for the Fall in June.

Tuition at Discovery Academy, LLC. is based on the child's enrollment schedule. Discovery Academy, LLC. offers full time/full day care Monday thru Friday. We have drop-in care for a requested case by case basis. Payment is due prior to or upon arrival. Please request a current enrollment and tuition schedule.

A late fee of \$55.00 will charged on Friday by noon if your week's tuition is not paid as required in the enrollment agreement. The due date for your tuition is Friday. If the center has not received your tuition by the due date for your weekly tuition, the center may refuse to admit your child to the center until you pay the amount due. The center also reserves the right to suspend or terminate your child's enrollment for non-payment. If has to take collection action to collect unpaid fees, you will be responsible for all accrued late charges until the date collected, and for reasonable collection cost, including attorney's fees.

Parents will be notified of any tuition increase at least 30 days in advance.

Tuition does include the following:

- Required instructional materials for Infants-Preschoolers
- Hot/Cold breakfast, lunch, dinner, snacks, milk
- Plan activities at the center

- Foreign language/S.T.E.A.M./S.M.A.R.T.

Tuition does not include the following:

- Field trip fees and bus transportation
- Optional enrichment programs that are offered through Discovery Academy, LLC. see Director

There are no refunds/discounts/prorating made on tuition for absences of any kind, including those due to pandemics, epidemics, endemics, outbreaks (globally), illness, holidays, vacation, snow days or center closing as listed in this Parent Handbook. The registration fee and deposit are to hold your child's position is non-refundable.

Withdrawal/Dismissal Procedures

You must give the center a two-week notice in writing if you wish to withdraw your child with pay. If you do not give such notice, you will still be responsible for your child's two weeks of tuition. The withdrawal process will start on the date the notice is submitted.

TERMINATION POLICY

I reserve the right to terminate childcare services for the following reasons (but not limited to):

- 1 Failure to pay
- 2 Failure to complete the required forms
- 3 Lack of parental cooperation
- 4 Failure of child to adjust to the home after a reasonable amount of time
- 5 Physical or verbal abuse of any person or property
- 6 Child exhibits disruptive behavior
- 7 Lack of compliance with handbook regulations
- 8 Serious illness of child
- 9 Continuous late pick-ups

I would appreciate as much advance notice as possible when terminating and will give the same courtesy in return. You are required to give two weeks written notice of termination. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

I will give two weeks written notice of termination for which full tuition is due, whether or not the child is in attendance. I reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of me, my staff or other children in attendance. In this situation, two weeks payment of tuition will still be required.

Cash only Payment

Enrollment Deposit

Any enrollment deposit received at registration is NON-REFUNDABLE.

Enrollment Agreement Forms

Please review and ask any questions at the time of enrollment. You are responsible for any part of the enrollment agreement which you have signed and agreed to. Including: Health Inventory, Immunization Record, Emergency Card Information, Authorization to Treat a Minor, Current Address and Phone Numbers for home and business, Emergency Contact Form, Custody or Visitation Agreements, Field trip Permission Forms, and all Financial Responsibilities.

Late Pick-Up Policy

If your child is picked up after the schedule closing time of 5:30 pm you will owe a late fee of \$10.00 for the first 5 minutes and \$2.00 for each additional minute. These late pick-up penalties must be paid immediately. If your child is picked up more than thirty (30) minutes late two (2) or more times in any thirty (30) day period, the center may terminate your child's enrollment. If you need services longer than 10 hrs. a day, there is a \$45.00 fee for extended hours.

Early Pick Up

If you decide to pick up your child early for any reason, that child cannot return the same day.

Damage to Center Property

Parents are responsible for any damage to center property or equipment caused by themselves or their child. If these costs exceed the enrollment deposit, parents must reimburse the center for the damage.

Biting Policy

Children often bite; particularly prior to developing large vocabulary skills. The frustration of not being understood, or of being provoked by another child often manifests itself in aggression behaviors, especially in children under the age of three.

Because of health and safety concerns, children who bite will be removed from the group for a short period of time immediately after the biting incident. Parents of both children (biter and the one bitten) will be notified. I will be observed closely and implement developmentally appropriate practices to redirect aggressive behaviors. If three incidents do occur within a short amount of time, the child may be moved to another classroom or enrollment may be terminated at the discretion of the center. Parents will be notified of the all incidents and will be given every opportunity to work with the center to prevent other biting incidents.

No Hair Beads

Due to the number of beads that are found on the floor and in children's mouths and even noses, we have been forced to implement a NO HAIR BEADS policy for the center. Please do not put beads in your child's hair. If they come to school with beads in their hair you will be asked to remove them or take them with you. They pose a danger to all children in the center.

10- Hour Rule

Children maximum number of hours at Discovery Academy, LLC. is 10 hours. If you need more than 10 hours in a day, there is additional charge of \$45.00 per week if any child is over the contractual agreement or I will be charged a late fee as outline in the agreement.

Parking

Please DO NOT leave your car running while dropping off and picking up your child. Please do not block anyone in. Please do not let your child(ren) run to the door by themselves at any given time. There must be a parent present with the child at all time. “We are not responsible for any negligence on your part if you do not have your child with you when dropping off and picking up at the door.

NO CELL PHONE ZONE FOR ALL

Discovery Academy, LLC. has a no cell phone zone. Parents please refrain from using your cell phone during pick up and drop off. I have very limited times to communicate with you, so please be available to chat about your child’s day.

No Admittance After 10:00 am /Shots

Children will not be admitted after 10:00 am without a doctor’s note. If a child was administered shots during the doctor’s visit, the child may not return to school due to complications from the shots and fever symptoms associated with the medicine that often makes the child irritable.

Safety

For safety reasons, you are not allowed to walk the center freely without permission. Your child must always be with you when picking up and dropping off.

Complaint Procedures

All complaints from a parent are taken seriously. The following measures will be taken to address complaints. The individual making the complaint is required to submit the complaint in writing, so it can be documented and addressed. A meeting will be schedule (via face to face or telephone conference) to follow-up on the complaint to determine the severity. Depending on the severity of the complaint, either a meeting between the parties involved will be scheduled to address the concerns. Any relevant information, including plan of action resulting from a meeting or other action taken by governing agencies will be documented in the file of each of the parties involved.

NON-Discrimination Policy

Discovery Academy, LLC. affords equal opportunity to all employees and prospective families regardless of family structure, socioeconomic status, race, religion, cultural background; gender, abilities; or preferred language are invited to be included in all aspects of the program, including volunteer opportunities. Remember we are here to assist you in the care of your child so that you can attend to your workday with comfort and security knowing your child is being nurtured, developmentally challenged and enjoying the companionship of friends in a safe and loving environment. Thank you for allowing Discovery Academy, LLC. to serve your family.

AGREEMENT

I/We have read this contract and or handbook and will comply to all provisions contained herein and shall at this time enter into agreement with for the care of my/our child,

_____, with the understanding that we shall work together on behalf of the child. This agreement is in effect until a change is mutually agreed upon in writing or upon termination of care. This agreement is subject to review and renewal at Directors discretion. Any changes made by the Director to the terms of the agreement may be made on the renewal date unless mutually agreed to beforehand by the Director and parents who are parties to this agreement. Otherwise, this agreement will remain in effect until the renewal date or upon termination of care as set forth herein.

Parent or Guardian Signature: _____

Legal Address: _____

Date: _____

I, _____ have discussed and reviewed this handbook/contract with _____ and agree to provide childcare for _____ to be placed in childcare on _____ as long as the terms of the contract are upheld.

Director Signature: _____

Date: _____

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

Important Custody Note

Discovery Academy, LLC. will not be in the middle of feuding parents/guardians or act as a mediator. Until a court order is in place, both parents are authorized to pick up the child and both parents can authorize others for emergency pick up by filling out the proper emergency contact paperwork.

Parent/Guardian Signature: _____

Severability/Unenforced Terms Not Waived:

If any term of this Agreement is declared invalid or unforce able, it will be severed, and all other terms will remain effective, and they will be construed as though the invalid or unenforceable term did not exist. If Discovery Academy, LLC. , elects not to require that you comply with any term of this agreement, Discovery Academy, LLC. will not be deemed to have waived its right to demand compliance with said term at a later time.

By signing this contract, you are accepting this contract and all of its terms:

Parent Signature: _____ **Date:** _____

Legal Address: _____

Director Signature: _____

Date: _____ **Filed:** _____

SUPPLY LIST

All supplies must be brought in on the 1st day of care and labeled with your child's name. You will need to provide the following things to be left here:

**2 complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear*. Soiled clothing will be sent and a new change of clothes will need to be brought back the next day.

**Sheets/Blankets & pillows (for resting times)*

**Any over the counter cream medication that you may wish to be used. This must have the child's name on it. Remember, I will always ask your permission before administering any medication (or a form will need to be filled out).

**Proper outerwear for outside play

Swimsuit, towel, and sunscreen to be left here during summer months (if applicable**) - Only "Water Sprinkler" activities may occur during the summer months depending on the weather/heat index. **No** Swimming activities will take place.

Health Exclusions

Ensuring children’s health is of primary importance to me. Therefore, if your child exhibits any of the following symptoms or illnesses he or she will be unable to be in care at the center unless the symptoms are gone or your child’s doctor provides documentation stating the child has been diagnosed and the illness poses no serious health risk to your child or other children:

<ul style="list-style-type: none"> • Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;
<ul style="list-style-type: none"> □ Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
<ul style="list-style-type: none"> □ Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
<ul style="list-style-type: none"> □ Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
<ul style="list-style-type: none"> □ Blood in stools not due to change in diet, medication, or hard stools;
<ul style="list-style-type: none"> □ Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
<ul style="list-style-type: none"> □ Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
<ul style="list-style-type: none"> □ Mouth sores with drooling;
<ul style="list-style-type: none"> □ Rash with fever or behavior change;
<ul style="list-style-type: none"> □ Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
<ul style="list-style-type: none"> □ Scabies, until 24 hours after starting treatment;
<ul style="list-style-type: none"> □ Pediculosis “head lice” or nits, until 24 hours after starting treatment;
<ul style="list-style-type: none"> □ Tuberculosis, as directed by DPH;
<ul style="list-style-type: none"> □ Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
<ul style="list-style-type: none"> □ Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
<ul style="list-style-type: none"> □ Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
<ul style="list-style-type: none"> □ Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
<ul style="list-style-type: none"> □ Pertussis, until completing five days of antibiotic treatment;
<ul style="list-style-type: none"> □ Mumps, until five days after onset of glandular swelling;
<ul style="list-style-type: none"> □ Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
<ul style="list-style-type: none"> □ Measles, until four days after arrival of rash;
<ul style="list-style-type: none"> □ Rubella, until seven days after arrival of rash;
<ul style="list-style-type: none"> □ Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
<ul style="list-style-type: none"> □ Unspecified short-term illness, not chronic illness if the child is unable to participate in activities or I cannot provide care for your child and the other children.

Communicable/Contagious Disease or Condition Policy

Children with a reportable communicable disease will not be admitted for care, unless your child’s doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or DPH has advised me that your child presents no risk to others. For information regarding reportable communicable disease, please view the Division of Public Health’s (DPH) website, <https://dhs.georgia.gov/> If your child’s doctor states your child may return but DPH states that your child may not, I will follow DPH’s instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

(Please note that the Covid-19 policy is separate from the above).

Parent Signature: _____

Date: _____

Food and Nutrition Policy

Meals and snacks will be provided each day as described below.

Schedule subject to change*

- Breakfast will be served daily from 8:00 am to 8:30 am
A typical breakfast will include whole milk for one-year-old children and 1% milk for children aged 2 years and older, a banana, and whole grain cereal. Portions will be based on the Child Adult Care Food Program (CACFP) recommendations.
- A morning snack will be provided daily at 9:30 am (depending on child's schedule) A typical snack will include celery, carrots, cheese, and water, etc.
- Lunch will be served daily from 11:30 am. to 12:00 pm
A typical lunch will consist of green peppers, mushrooms, broccoli, beans, and cheese served on whole grain fajitas. Milk will be served as the beverage.
- An afternoon snack will be provided at 3:00 pm
A typical snack will include whole grain pretzels, apple slices, and water, etc.

The monthly menu will be posted on my bulletin board.

Times may be adjusted accordingly or as needed

Please note all meals and snacks served will follow the nutritional guidelines set forth by the CACFP. Your child will be encouraged to eat, but not forced to eat. I am a great cook and most children love the meals I prepare. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on the child's information card. If these foods modify your child's basic meal patterns written documentation is required from your child's doctor.

Most newborns eat every 2 to 3 hours, or 8 to 12 times every 24 hours. Babies might only take in half ounce per feeding for the first day or two of life, but after that will usually drink 1 to 2 ounces at each feeding.

Discovery Academy, LLC.

Inclusion

Policy Statement:

Discovery Academy, LLC. welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Procedures:

Admissions/waiting list

Children of all abilities are accepted into Discovery Academy, LLC. and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at Discovery Academy, LLC. use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff* will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Georgia law or when information is

Family Centered Practices

Discovery Academy, LLC. acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Discovery Academy, LLC. communicated with each family daily and has regular meetings to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. Discovery Academy, LLC. Welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Discovery Academy, LLC. supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings. Therefore, we do ask that all parents share their child's IEP and/or IFSP with us.

Discovery Academy, LLC.

Addendum to pages 16-17

Symptoms of an Allergic Reaction

Most allergic reactions can be treated at the child care center without hospital help. It is very important for child care STAFF to know the signs and symptoms of an allergic reaction so that they can respond as quickly as possible. As soon as a child care STAFF notices symptoms of an allergic reaction, he or she should follow through with the action plan previously agreed on by the child's parents and doctor. The most common symptoms of an allergic reaction are:

- **Stomach:** vomiting, nausea, abdominal pain, diarrhea.
- **Breathing:** wheezing; difficulty breathing; cough; throat or chest tightness.
- **Skin rashes:** hives, itchy rashes, or red patches on the skin.
- **Other:** difficulty swallowing; runny nose; itchy, watery, or bloodshot eyes; sneezing; anxiety; headache; feeling faint; fatigue.
- **Anaphylaxis:** signs of shock (low blood pressure; skin that is pale or red, sweaty, or dry; confusion, anxiety, or unconsciousness); difficult or noisy breathing.

Anaphylaxis refers to a combination of allergic reaction symptoms that are sudden and potentially life-threatening. **If you suspect a child is experiencing anaphylactic shock, call 911 immediately.**



Treating a Severe Allergic Reaction

Most severe allergic reactions happen within seconds or minutes after exposure to the allergen. An allergic reaction should be considered severe if an individual experiences sudden or rapidly worsening symptoms; swelling of the lips, tongue, or throat; widespread rash or severe hives; vomiting; or unconsciousness. **Call an ambulance if any of these symptoms occur.**

Child care providers should be prepared to respond immediately when a child has an allergic reaction by following the action plan previously agreed upon with the child's parent. If a child is experiencing a severe allergic reaction, the following steps should be included in the action plan:

- **Inject epinephrine** (using an auto-injector) into the muscle of the outer thigh. To administer epinephrine to a child, it may be easier to place the child on your lap so that you can easily access the child's outer thigh. Follow the instructions on the auto-injector packaging.
- **Call 911** and explain that the child is having a severe allergic reaction. The emergency dispatcher may ask you to describe the child's symptoms.
- **Lay the child down** unless he or she is vomiting or having difficulty breathing.
- **If symptoms do not improve or another severe reaction occurs**, the child care provider may administer a second dose of epinephrine.
- **Contact the child's parents or other emergency contacts** and let them know about the reaction, the steps the child care staff have taken, and the next steps required.
- **Make sure an ambulance is on its way, or take the child to the hospital.**
- Be sure to **bring the child's medical information and release form to the hospital.**

Notes:

