

# Highland Kids

ACADEMY

LEARNING, LAUGHING, AND GROWING TOGETHER

## PARENT/STUDENT HANDBOOK

7300 Whittlesey Blvd  
Columbus, GA 31909  
phone: 706-221-5947  
fax: 706- 561-7898  
[info@highlandkidsacademy.com](mailto:info@highlandkidsacademy.com)

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HKA reserves the right to modify this handbook as needed.

Most forms used by HKA are provided by Bright from the Start Agency.

updated: 8/29/18

# WELCOME

Dear Family,

Thank you for choosing Highland Kids Academy as your After School Program. We know that good childcare is important to you and your family, and we are excited to be helping you achieve that goal. Our entire program is centered on providing your child with a safe, productive, educational, and fun program to attend at the end of each school day while teaching moral principles and ideals.

This handbook is written to help you know what programs we offer and the guidelines that will help us be the dynamic program that we know you desire for your children. We would also love your input as to how to make our center the best it can possibly be for your child to thrive.

For the children,

Linda J. Fischer  
After School Director  
Highland Kids Academy



## ABOUT Us

Highland Kids Academy (HKA) exists to care for school-aged children in a positive and healthy environment helping them stay up to date on their homework, develop talents in the arts, encourage creativity, and expand horizons. HKA wants to help each child develop socially, emotionally, and academically.

### Times of Operation and age of children served by HKA

Highland Kids Academy provides after school child care services during the months of August through May from 2:15 pm to 6:00 pm Monday through Friday for children ages 4 (Ga Pre-k) through 13 (7th grade).

During “full time” days (summer time and some holidays) our hours will be from 7:00 am to 6:00 pm.

### Holidays

**It is up to the discretion of the director to open the center for full day camps during certain holidays. This decision will be made according to the needs of our families and availability of staff.** Parents will be notified of any potential holiday camp at least three weeks in advance. These weeks must be paid for at least 2 weeks in advance.

We reserve the right to be closed for the following holidays: All federal holidays, July 4th, the week between Christmas and New Year’s Day, and the week of Thanksgiving. We may also be closed during the week of Muscogee County spring break depending on the needs of our families and staff. Please check with the office staff as to these decisions.

## SECTION 1: ADMISSION & ENROLLMENT

Based on the availability and openings, our facility admits children from ages 4-13 (**pre-k through 7th grade.**) All admission and enrollment forms must be completed and registration fees paid prior to your child’s first day of attendance. **In accordance with state law, we may not admit your child without official up to date immunization records.** The registration fee is non-refundable. For fee information, see appendix A at the back of this booklet.

## **Enrollment Policy**

When enrolling your child at HKA there are several things you must do:

1. All appropriate forms must be filled out, signed, and on file prior to admission. All necessary forms/consents will be given to you in your admission package. \*
2. Read through & become familiar with the policies in your parent/student handbook. You and your child will be required to sign a form that indicates you have read, understand, & agree to all the policies as outlined.
3. We strongly encourage you to visit the center before you enroll. We will be happy to give you a tour, introduce you to our staff and answer any questions you may have.

**The student will not be allowed to stay at the center until all forms are filled out and in their file. Specific items that are extremely important are immunization records and emergency contact information.**

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## **SECTION 2: GENERAL POLICIES**

### **Inclusion**

**Highland Kids Academy** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

### **Non-Discrimination**

At **Highland Kids 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 are designed to meet the varying needs of all students.

### **Confidentiality**

Information regarding your child will not be released with the exception of that required by the state. All records concerning children at our program are confidential.

Due to the sensitive nature of the information that you will know as a parent of young children, it is our policy at HKA to keep sensitive information confidential. Teachers will not discuss personal information about your child or family. Teachers sign a confidentiality agreement. Any information about children or their families must be shared on a need to know basis only, thus we are sensitive about discussing children's developmental needs and information. Protect the interest of each child and family by keeping confidentiality. Also, strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues.

## Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

## Babysitting

We love our teachers and know that they are awesome with our students; however, we strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Highland Kids Academy**.

## Child to Staff Ratios

Children are supervised at all times. We maintain the following standards for child to staff ratios:

Age	Child to Staff
4-5 year olds	18 to 1
6-13 year olds	25 to 1

## SECTION 3: COMMUNICATION & FAMILY PARTNERSHIP

We want to do everything we can to keep you involved and informed about our program and what your child does during his day with us. To that end, we have many ways to keep you up to date with what is going on.

**Bulletin Boards** Located throughout the center, bulletin boards provide center news, classroom schedules, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters** Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

**Email** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates. Our email address is **Info@Highlandkidsacademy.org**

**Family Night and Parents Night Out** Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families. Parents' Nights Out will be also be offered on an occasional basis.

#### **PERSONAL PICTURE TAKING POLICY**

Taking pictures of the children will be a routine part of our day. We use the pictures in our teaching activities and daily routines. We may also use the pictures on our website or promotional materials. **If you do not want us to use your child's photo in our promotional materials or website please note that on our photo permission form.**

#### **Volunteering**

We welcome volunteers into the classroom. Parents have access to their child and all parts of the center during the hours that the child is in our care. We love visitors! Parents can help in a variety of ways such as preparing materials for an activity. If you are interested in helping, please let your teacher know. If you have something special you would like to share with the class, let us know so we can make arrangements. This may include a craft, something to do with your work or anything that you feel the children might enjoy. Let us know what you have in mind.

**Conferences.** Family & teacher conferences occur at least once a year, usually during the second half of the year. You may request additional conferences regarding your child's progress at any time. **Please call or visit our office to get an appointment.** Appointments will mean that you have the total attention of the teacher at that time. We would prefer that distractions in the classroom are minimal, but we encourage you to communicate any concerns you may have.

Please take time to read our posted notices of licensing, communicable disease chart, statement of parental access, current weekly menu, emergency plans for severe weather, and many other notices that will be posted on our bulletin boards. This is important information that you should be familiar with.

## **SECTION 4: CURRICULUM AND LEARNING**

### **Learning Environment**

We provide a rich learning environment with curriculum that is developmentally appropriate to the specific ages in each classroom. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem solving, responsibility, independence, and reasoning.

Copies of daily schedules are posted inside each classroom.

## **Outings & Field Trips**

During our Full-Day camps, there may be supervised field trips, and we encourage you to join your child on these trips. *Permission Slips* for each trip must be signed by the child's parent/guardian. There may be an additional activity fee involved in field trips.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip flops are not recommended.

## **Television/Movie Time**

Our normal daily routine does not include watching television. Occasionally however, on bad weather days or as a special treat we may watch a G rated movie. Programs will normally consist of non-violent and high-quality educational material.

## **Electronic Media**

Generally, we keep the use of electronics, internet, and cellphones while at HKA to a bare minimum. We want the children to enjoy interacting with each other and the teachers. Electronic Media is limited to Friday afternoons for 40 minutes or less per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

## **Multiculturalism**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, photos, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. If your family has any special cultural traditions that you would like to share with HKA, please let us know. We love to learn!

## **Celebrations**

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We will learn about many holidays and we will celebrate those that are relevant to our Christian values and beliefs.

## **SECTION 5: GUIDANCE**

### **General Procedure**

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Acts of Aggression and Fighting**

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. (See Class environment- section 9)

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### **Notification of Behavioral Issues to Families**

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **SECTION 6: TUITION AND FEES**

Payment is always due on Fridays for the week ahead. We do not charge for holidays when the center is not open. Please refer to appendix A for applicable fees and costs. We accept all credit cards. If a payment is returned, a fee of \$25.00 will be assessed. Your child may not be allowed to continue in the program until restitution is paid.

### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Please contact us as soon as possible if you know you will be late for pick up.

If this becomes problematic, we reserve the right to charge a \$1.00 fee for each minute after 6:00 pm until the child's name is checked out of our computer system. If this becomes necessary, the parent will be notified in advance.

After the first ten minutes we will attempt to call the parent/guardian two times. After the second attempt, we will begin to call each of the names on the child's emergency contact list. If after 30 minutes (at 6:30 pm) we are unable to contact a parent/guardian or emergency contact, we reserve the right to contact the police and/or social services.

### **Special Activity Fees**

During our full-time days there may be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

## **Late Payment Charges**

Late payments can pose serious problems for our program. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10.00 will be added for each day that the payment is late. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

If HKA feels it can no longer enroll your child, you will be given a one-week notice. However, if your child exhibits behaviors that endanger other children or staff, expulsion can be immediate. Examples of reasons for expulsion include but are not limited to:

- Failure of parent to pay tuition
- Failure of child to adjust to HKA after a reasonable amount of time
- Behavior that endangers other children or staff

## **SECTION 7: ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent, please make it a priority to call us at 706-221-5947 before 1:00 pm. It is very important to our bus drivers that they know who is supposed to be on their bus each day. They are on a tight arrival schedule for each school, but do not want to leave any children behind.

### **Withdrawals**

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify may result in additional fees. Any outstanding fees must be paid on or before the student's last day. If legal action to collect fees becomes necessary, the parent will be responsible for legal fees incurred.

### **Closing Due to Extreme Weather**

We will follow the public Muscogee school district when they determine that weather conditions prevent us from opening on time or at all. When conditions such as snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water occur, we will follow our emergency plans located in section 14 of this manual.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

All classrooms have emergency procedures posted in the classroom.

## **SECTION 8: DROP-OFF & PICK-UP**

### **General Procedure**

Our normal school year operating hours are from 2:15 pm- 6:00 pm. Children usually begin arriving at 2:30 pm. Parents are expected to come into the building to sign them out. The children must be signed in and out if they have ridden the bus to the center.

- Please park your car and come into the main Highland Kids Academy entrance.
- Please sign your child out at the computers.
- At the classroom door, hand the “exit” ticket to the teacher. The teacher is not allowed to release the child without that ticket.
- Please take care of any business before you pick up your child. This will allow them to continue to take part in the classroom activities until you are ready to leave.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or to those persons you have listed as Emergency and Release Contacts. **If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify us in advance, in person, by email or by fax. If notifying by email or fax, please make sure that you have the date the child will be picked up, the name of the person picking them up, their address, phone number, and relationship of the child. Also include your signature and a picture id of you on the fax.** Our fax number is 706-561-7898. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. This policy is for the safety of all our children.

### **Custody Issues**

In the case of custody issues, we will need copies of the agreement or court order that outlines visitation times or disallows a parent contact with the child. We also ask that staff not be asked to take sides in these matters. We will keep accurate attendance records and factual information on file but will not provide opinion based information on either side of these issues.

## **SECTION 9: CLASS ENVIRONMENT**

### ***Cubbies***

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

### ***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Box located in the office. When something is found, we will place it in the box with a note attached with the date it was found. If it is not picked up within 10 days’ time, we will arrange to have it taken to Goodwill or a similar facility. Please note that we are not responsible for lost personal property.

## ***Toys from Home***

We request that you do not allow your child to bring toys or electronics from home into the center unless they are part of a show-and-tell activity or a special planned activity.

### **Typical Day at Highland Kids Academy (after school program):**

#### **Elementary school schedule:**

1:30	Bus drivers/floaters arrive and clock in at the office. Do safety check on buses
2:00	Teachers arrive and clock in at office
2:15-3:00	Pick up from elementary schools and arrival to the center
3:00	Snack
3:15-4:00	Homework/study time Mon- Thursday (Friday- Club day)
4:00-4:20	Pick up from Middle schools and arrival at center
4:15	(Fridays) "Celebrate" Time
4:00- 4:45	Lesson/centers/outside
4:45- 5:30	Centers/outside/lesson
5:30- 6:00	End of the Day Festivities (awards, announcements, etc.) (Fridays: Club time will be instead of homework time)

#### **Full Day Schedule:**

When HKA is open for **a full day camp**, a typical schedule is as follows:

7:00- 8:30	Quiet time/Relax Time/Breakfast
8:30 - 9:30	Teacher led activity
9:30- 10:30	Outside
10:30- 12:00	Centers
12:00-1:00	Lunch
1:00-2:00	Outside
2:00- 3:00	Teacher led activity
3:00-4:00	Centers
4:00-4:30	Snack
4:30-5:30	Reading Time (quiet centers)
5:30-6:00	"The Gathering" (awards, announcements, etc)

## **SECTION 10: DISCIPLINE POLICY**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this center will practice the following discipline and behavior management policy.

### **Reward System:**

We use a point reward system at HKA. We want to reward positive behavior. Each homeroom teacher is responsible for keeping up with the student's points. Points may be taken away because of negative behavior.

Reasons for giving points could include but are not limited to:

Answering questions correctly

Having a good attitude and manners

Going the extra mile

Being a good influence on others

Working diligently on their homework

Winning a contest

The HKA Store will be open approximately every two months. Children are allowed to save up their points from month to month. This timetable may be subject to change.

### **Discipline Procedure:**

These are the disciplinary steps that should be taken if a child does something inappropriate during his stay at HKA. Each teacher will follow these steps with a positive and affirming attitude.

1. Try to refocus the child toward another positive activity.
2. Encourage the student to stop the behavior. Remind him/her of the rule that is being violated and the consequences that goes with it.
3. If the student continues to misbehave, points will be taken away.
4. If the student continues to misbehave, he or she will be assigned to a place away from the action. The time is limited to no more than a minute per year of the child's age. (ex: a 7 year old would sit for 7 minutes.)
5. If these actions do not help, the teacher will radio the front desk and ask for assistance. The director/assistant director will come and assess the situation. The next step will be the students visiting the office and discussing their behavior. This step will be used at the discretion of the director.

6. If the misbehavior is of a physical or violent behavior, the teacher will go directly to step 5. The child may be dismissed from the program if the offense is of a violent nature.
7. If a student continues to misbehave, the director will notify the parent by phone or when the child is picked up at the end of the day.

## **SECTION 11: NUTRITION**

### ***Foods Brought from Home***

We understand that parents may want to bring snacks on special occasions. Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. **A state regulation states that we must have a list of ingredients.** Please make sure there is enough food for all children in the class.

### **Food Prepared for or at the Center**

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

During the afterschool program we will provide a healthy snack and drink. Water will be available at all times.

### **Allergies**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. Please state what the actual reaction is; ie rash, hives, etc. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. This plan will be placed in the child's file.

A list of the children's allergies will be posted in the classrooms. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies. We are a nut-free facility.

## **SECTION 12: HEALTH**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org) Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

## Daily Health Check

We conduct a visual health check, each day that the child enters the center. We look for skin rashes, elevated temperatures, itchy scalps, lethargy and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children we cannot have a sick child at the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 101°F under the arm, 101°F or higher in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They have a physician's note stating that the child is no longer contagious and may return to our care is required.

Head Lice

- Children with head lice will not be allowed to return to the center until they have been treated and no further head lice or nits are detected during a health check at the center.

## Medications

- All medications should be handed to an administrative staff member with specific instructions for administering. **Only prescription medicines will be given out during HKA hours. Medications should never be left in the child's cubby or with the child to administer on their own.** Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. An adverse reaction to medication will be documented on the authorization form and the parents contacted immediately

- **Prescription medications** require an authorized form signed by the parent/guardian and a written order from the child's physician. (The label on the medication meets this requirement.) The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Our med call for regularly scheduled meds is approximately 3:30 pm.

**Medication Storage and First Aid Kit:** All medications and first aid supplies are kept on site and stored in an area that can be locked at all times. An additional locked box is provided for medications that may need to be refrigerated. The following first aid supplies are available at all times: fever thermometer, band-aids, sterile gauze pads, tape, and gloves.

**EPI-PEN:** If your child has an allergy that may require the use of an Epi-pen, HKA will require the child's own Epi-pen kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen will be injected by a staff member.
2. 911 will be called after the Epi-pen is injected.
3. The parent or guardian will then be contacted and given further information.

Teaching staff are trained in CPR and first aid. Any treatment given will be logged on an incident sheet, placed in the child's file and the parent will be notified when and how the injury occurred.

## **Injuries**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. In the event that your child sustains a minor injury, (e.g., scraped knee) first aid will be administered and an incident report will be written outlining the incident and course of action taken and given to the parent when the child is picked up. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital (The Medical Center in Columbus) immediately by ambulance, while we will try to contact you or an emergency contact.

## **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will notify families by email or sending a note home that day to make sure our families know about the exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

## **SECTION 13: SAFETY**

### **Clothing/bedding**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child may be involved in a variety of activities including: painting, outdoor play, water play, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### **Extreme Weather and Outdoor Play**

Children will be encouraged to play games and exercise on a regular basis. Outdoor play will occur each day weather permitting. Schedules may be adapted due to extremely hot or cold days. (Example of this may be shorter outside time during extreme weather.)

### **Communal Water-Play**

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions such as the daily emptying and refilling of water containers are taken to ensure that communal water-play does not spread communicable infectious disease.

### **Respectful Behavior**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### **Cell phone usage**

The time you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with one another about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you do not use your cell phone at any time while visiting the center.

### **Smoking**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used (or intended to be used), is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. **We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.**

## **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **SECTION 14: EMERGENCIES**

All emergency plans such as tornadoes, earthquakes, loss of power, loss of water, etc. are reviewed regularly with staff and posted in each classroom.

### **Lost or Missing Child**

In the unlikely event that a child becomes lost or separated from a group at the center or on a field trip, all available staff will search for the child. If the child is not located within 10 minutes, the parent/guardian and the police will be notified. Our state agency Bright from the Start will be notified within 24 hours.

### **Fire Safety**

Our center is equipped with a sprinkler system, fire alarms, fire extinguishers, and egress windows. Our fire evacuation plan is reviewed with the children and staff on a monthly basis and is posted in each of the classrooms.

### **Emergency Transportation**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called and the child will be taken to The Medical Center in Columbus, Ga. A proper escort will accompany and remain with the child until a family member or emergency contact arrives. The address to the The Medical Center is **710 Center Street Columbus, GA 31904. The phone number is (706) 571-1000.**

## Appendix A

### Fall 2018 Fee Schedule for Kids Academy After school Program:

**Registration fee:** \$35.00 per child

**Tuition for:**

<b>1<sup>st</sup> child:</b>	<b>\$75.00 per week</b>
<b>2<sup>nd</sup> child:</b> \$5.00 per week discount	<b>\$70.00 per week</b>
<b>3<sup>rd</sup> child:</b> An additional \$5.00 discount per week. (Additional children will be at this price)	<b>\$65.00 per week.</b>

**All additional children are priced at \$65.00 per week**

**Drop in rates:**

**\$35.00 per day**

**\$5.00 discount per day if you are a “regular” drop- in. (If you come each week on the same days)**

An additional **\$5.00 discount per month per family**, if you pay your bill for the month, by the Friday before the 1<sup>st</sup> of the month.

**Military discount of an additional 5.00 off of the total weekly bill per family.**

There may be additional activity fees for special activities throughout the year.

Summer fees for 2018 are as follows:

1st child: \$130.00 per week  
2nd child \$120.00 per week  
3rd child: \$110.00 per week

There are additional Military and monthly discounts for summer. Please request a financial sheet at the office for more information.

## Parent/Student Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received the **Highland Kids Academy Parent/Student Handbook**, and I have reviewed the family handbook with a member of the **Highland Kids Academy** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management any questions I may have regarding any policy, procedure or information contained in the **Highland Kids Academy Parent/Student Handbook**.

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Student Signature

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Recipient Signature

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Center Staff Signature

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Date

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Date