

## Mission Statement

The mission of Millennium Academy is to be a family support system that provides a safe and nurturing environment for the exceptional care of children. It is our belief that quality early care and learning centers can brighten the future of our children.

## Philosophy

Millennium Academy believes that the first and most important task of any community is to care for our children. Quality childcare provides our children with opportunities for growth while allowing our parents to improve their family's living standards. Childcare, more than any other service, has supported women in becoming working professionals. This is vitally important for families that need two incomes and for single parent families, and also for the economy which benefits from the skills and productivity of these individuals in the work force. With the economical and social value of a good quality early care and learning facility our children will begin learning at a very young age and this will give them a head start in life.

This handbook is a basic guide to the policies of Millennium Academy. A copy of Licensing Rules for Group Day Care Centers is available at the center for parents to view.

Millennium Academy is owned and operated by Clayton Wood Investments, LLC doing business as Millennium Academy. We are under the direct guidance of Bright from the Start, Department of Early Care and Learning (DECAL). Each center is under the direction of the following:

- Jennifer Wood, Owner/Director
- Kimberly Maxwell, Assistant Director
- Center Teachers

Parents are welcome to meet with the Director at any time. In order to assure the best quality care for our children, Millennium Academy asks that meetings with classroom teachers be scheduled to ensure proper student/teacher ratios and supervision.

## **State of Georgia License**

A copy of the State of Georgia Day Care License and a compliance statement are posted on the bulletin board in the lobby of the child care center.

## **Confidentiality**

All staff having access to the children's records will not discuss or disclose any personal information regarding the children or their family unless authorized by the parent.

## **Nondiscrimination/ADA Policy**

Millennium Academy does not discriminate on the basis of race, color, creed, gender, religion, national origin, or any other prohibited by applicable law in the enrollment of students, hiring of staff, or in the administration of our program or policies. Admission is based on the availability of space in the developmentally appropriate class. Millennium Academy will accept children with physical or mental handicaps only if an appropriate student/teacher ratio can be withheld, and if the staff is properly trained to care for the child. **No qualified individuals as defined under the Americans with Disabilities Act shall, by reason of their disability, be excluded from participation in or be denied the benefits of the services, programs or activities of Millennium Academy or be subjected to discrimination by Millennium Academy.**

## **Location of Facilities**

Millennium Academy is located at 110 Redding Drive Bremen, Georgia. This facility's services are provided to, but are not limited to, children in the following Haralson County school district.

## Program Overview

Millennium Academy provides a comprehensive early care and learning program for children ages 6 weeks through 12 years. We offer fulltime and part time (as space permits) care, before and after school care, summer programs, transportation to and from local schools, and have applied for Georgia Pre-K. The program focuses on the physical, social, emotional, and intellectual development of young children. Experiences in the center include opportunities for creative expression, intellectual stimulation, large and small motor activities, and social interaction. The center provides activities in art, science, math, cooking, music, language, literature, and problem-solving. These activities are implemented through the guidance of Pinnacle Curriculum, and foster the self-awareness of the child. Success in these areas provide for the child's positive self image.

Millennium Academy will be celebrating many different holidays throughout the school year. If there are any holidays that your family does not celebrate, please let us know. Birthdays are a special time at Millennium Academy. Families are welcome to join in the celebration. Please make arrangements with your child's teacher or the Center Director at least one week in advance. If there are any other special traditions or celebrations that you would like to share with us please let one of the staff members know.

Parents are welcomed to be actively involved in the center as their schedule permits.

## Fees

<b>Age</b>	<b>Weekly Rate</b>
<b>&lt;1yr</b>	<b>\$140</b>
<b>1yr</b>	<b>\$140</b>
<b>2yr</b>	<b>\$135</b>
<b>3yr</b>	<b>\$130</b>
<b>After-School</b>	<b>\$50</b>

## Yearly Calendar

Millennium Academy is open year round, Monday - Friday. The hours of operation are 6:00 a.m. till 7:00 p.m. We will observe and be closed for the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day & the day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a regularly closed day, Millennium Academy will observe the Friday or Monday before or after the holiday.

Millennium Academy Georgia Pre-K program follows the county school system calendar August through May.

## Children's Needs List

Please be sure that your child has the following items to be kept at the center. Please label all items. Millennium Academy does not assume responsibility for lost items.

### Daycare Children

- A complete change of clothing
- Beach towel or light blanket for rest time (please do not send large blankets or blankets that have sentimental value)
- Disposable diapers and wipes (if needed)
- Bottles and other personal items that your infant/toddler may require (Bottles and lids must be labeled with child's first and last name, and Date )
- Crib sheet

## Georgia Pre-K

- A complete change of clothing, labeled and placed in a gallon size Ziploc bag
- Beach towel or light blanket for rest time (pillows and large blankets are not allowed)
- Pre-K children should bring a backpack to school daily. This bag will help promote parent/teacher communication, and will assure that children's work, permission forms for fieldtrips, weekly newsletters, notes from teacher, etc. make it home. This bag should be able to fit in your child's cubby. Book bags on wheels are prohibited.

### **Transportation**

Children will be transported to and from both First Baptist and First Methodist Churches of Bremen, as well as, both Jones Elementary and Bremen Middle School. A signed transportation form must be signed and on file for every child to be transported.

### **Child Release Policy**

A child will not be permitted to leave the center with anyone other than persons listed on the release form. If there is a change of names on the release form it will be the parent's responsibility to notify the office and change the form. If the person picking up the child is not known to the staff, proof of identification will be required. **All parents will be permitted to visit and remove the child during center hours unless access is prohibited or restricted by a court order. A copy of the court order must be on file.**

In the event the person authorized to pick up the child appears to be under the influence of an intoxicant or other controlled substance, the following steps will be followed.

1. Offer to call your emergency contact (if you refuse see #2)
2. Call the local Police or county Sheriffs Department.
3. If behavior is uncontrollable, 911 will be called.

## **School Closings**

In the event of inclement weather or national emergencies, we will follow the policies of the Bremen City School System. If they feel it is unsafe for children to be transported and therefore are closed, Millennium Academy will also be closed. You should watch the local news for this information.

In the event of severe weather or fire during time of operation, Millennium Academy will follow our evacuation plan which is posted in each classroom and at each entry. If any special arrangements need to be made for the child, you will be notified by phone.

## **Child Abuse and Neglect**

As child care providers, Millennium Academy staff is mandated by Georgia law to report any suspected or known child abuse or neglect. We cooperate fully to ensure the health and safety of the children. If abuse or neglect is suspected, the staff member will immediately contact the Director who will contact the Department of Family and Children Services. If an allegation of child abuse or neglect is brought against a staff member, that staff member will immediately be removed from the classroom until allegation has been fully investigated. If allegation is proven to be true, the staff member will be terminated immediately and the situation will be reported to the Department of Early Care and Learning, and the Department of Family and Children Services.

## **Outdoor Play**

DECAL requires children to participate in outdoor activities daily, weather permitting. Children will remain inside when weather is inclement (raining, snowing, icy conditions) or in extreme cold or heat. Please make sure your child(ren) have weather-appropriate clothing such as hats, mittens, coats and boots.

## Tuition Policy

Tuition is due and payable weekly on the first scheduled day of attendance for the current week. A late fee will be assessed if tuition is not paid on time per the enrollment agreement.

If your child is absent for three or more days due to sickness, and a doctor's note is provided, your tuition will be reduced 50% for that child, for that week.

No allowances, credit or refunds will be made for occasional absences. Refunds, credits or make-up days will not be granted. An absentee credit of 50% off your regular week's tuition will be granted for each absence of one full week (M-F only). You will be required to pay a reservation fee (50% of one week's tuition) during this week's absence. Regular tuition will be due for absences of less than one full week.

Tuition Express is the preferred method of tuition payment. This can be set up to automatically deduct from your checking, savings, or credit card account.

If more than two personal checks are returned due to non-sufficient funds within a calendar year, a fee will be assessed for each check returned. Future payments must be paid by money order or through Tuition Express credit card.

For each additional child in your immediate family that enrolls, you will be entitled to a 10% discount which is applied to the lowest tuition rate. This discount is available only to those accounts when full tuition is paid in advance. Discounts are not applicable to Registration Fees, Activity/Program Fees, Agency Co-Pays, or other special program promotions.

If a child must be picked up after closing time, an additional late pick-up fee will be charged. This fee must be paid when the child is picked up. Repeated incidents of late pick-ups may result in a child's dis-enrollment.

An annual, non-refundable registration fee must be paid in advance to enroll your child. Summer camp children will pay a separate registration fee and camp activity fee during the summer months.

If there are circumstances that would prevent you from paying tuition on a timely basis, please discuss this confidentially with the Center Director. Failure to pay tuition per the Enrollment Agreement will result in disenrollment.

Children enrolled in the After School Program that attends the center for a full day or a full week due to school closings or holidays will be charged according to the current fee schedule.

A child will be dismissed/suspended if tuition fees become two (2) weeks overdue. The child will not be allowed to re-enroll until the balance is paid in full. If the invoice balance is not paid in full in a timely manner, your account will be filed with the county magistrate court.

Please give two weeks written notice if you plan to withdraw your child from Millennium Academy. There are no refunds on tuition or registration if you withdraw.

The tuition rate is subject to change and the parent will be expected to pay the new rate after the Center Director has given a minimum of a two week notice.

## **Child Enrollment Forms**

The child enrollment forms must be completed by the child's parent or guardian and must be on file by the first day of attendance. The parents of any children enrolled at Millennium Academy must maintain accurate required records for their children's files.

## **Immunizations**

A Certificate of Immunization - DHR form 3231 is required and must be signed by your child's doctor within thirty (30) days of enrollment. No child will be allowed to continue enrollment at our facility without this proof. This form must be kept to date at all times. Immunizations are regulated by the State Health Department. In addition to up-to-date immunizations, Georgia Pre-K children must also have the Haemophilus influenza type B (Hib) vaccine.

## **Eye, Ear and Dental (EED)**

All Pre-K children are required to have a completed Certificate of Eye, Ear and Dental Examinations (EEDs - DHR form 3300) indicating that the child has passed these screenings within 90 days of enrollment.

## **Termination of Enrollment**

- Millennium Academy staff is committed to working with children and their families so that each child's experience at the center is positive and rewarding. If we have concerns about a child's needs, we will meet with the parents to discuss our concerns and establish a plan to benefit the child, family and center. When circumstances prevent a child's needs from being met at Millennium Academy, the Director may terminate the child's enrollment.
- Abuse of other children, staff or property by child or parent/guardian may result in termination of enrollment.
- Continued violation of Millennium Academy policies by child or parent/guardian may result in termination of enrollment.
- Disruptive or dangerous behavior by child or parent/guardian may result in termination of enrollment.
- Children may be excluded if parents fail to submit required health/enrollment forms within the appropriate time schedule.
- When Millennium Academy staff and parents mutually agree that placement is inappropriate for a child and termination is the end result, the parent will only pay for the days services were rendered.
- Parents whose bills are delinquent in excess of two weeks will be excluded from Millennium Academy upon written notification from the

Director. The child or children shall not be admitted back into the center until the total owed has been paid or an acceptable payment plan has been made with Millennium Academy.

- Georgia Pre-K children who do not attend on a regular basis, are routinely late, or routinely leave the program early will be referred to the Center or Project Director. Children who continue to be chronically tardy or absent after intervention must be disenrolled.

This is a partial list and Millennium Academy reserves the right to end the enrollment of a child at any time for any reason seemed appropriate.

## **Guidance & Discipline**

The guidance philosophy of Millennium Academy is intended to guide children and promote self esteem as they work toward independence and responsibility, by encouraging them to problem solve and respect the rights of others. We do this through:

- Modeling of appropriate behavior by staff members
- Setting clear, reasonable and developmentally appropriate limits
- Problem solving with the children
- Redirection of children's inappropriate behavior

While the children are allowed a great amount of freedom to engage in various activities, the freedom must be exercised within the limits of physical safety of all children and also with respect and courtesy to others. In the event a child is acting in a harmful manner, the teacher will talk with the child and try to redirect the behavior. If this approach is unsuccessful, the child will be removed from the group for a brief period of time or until the behavior (if extremely upsetting) comes under control.

All discipline techniques will be carried out in a manner that is beneficial to the child in developing self-control and an understanding of the limits set. There shall be no physical punishment or other punishment which is harmful to the child even at a parent's request.

According to Georgia State Law, punishment which is humiliating or frightening to children is prohibited.

Examples of prohibited punishment include:

- Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment
- Verbal abuse, threats, or derogatory remarks about the child or the child's family
- Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle
- Withholding or forcing meals, snacks, or naps
- Children shall not be punished for lapses in toilet training.

Parents are not allowed to practice any form of corporal punishment on their children on Millennium Academy property.

### **Family Involvement and Communication**

Millennium Academy will make opportunities available for parents to participate in their child's educational experience. Parents are encouraged to volunteer their time, talents, and experiences in the classroom. For Georgia Pre-K children, two documented individual conferences per year between the teacher and parent/guardian will be held to discuss the child's growth and development using the Georgia Pre-K Assessment.

Parents/guardians are welcome to observe their child in the classroom through the large observation window or on our closed circuit monitoring system. Parents should check with the Director before entering their child's classroom for observation. Many children have a difficult time transitioning when visitors are in the classroom. This type of situation can be very disturbing to both the children and the teacher. Parents are not allowed to linger in the classrooms and should only have brief conversations with the teacher while other children are in that teacher's care. Conferences should be scheduled if you need one-on-one conversation time with your child's teacher. Pre-K parents are not allowed to gather in the Pre-K classrooms at or around the start of the Pre-K day or at dismissal time.

Parents of infants through pre-schoolers will receive an "All About My Day" paper at the end of each day. This form includes observations regarding length of naps, amount and what types of food eaten, diaper changes or toilet training progress. This form also includes an overview of classroom activities and any special notes/request from your child's teacher.

## **Children's Health Policy & Ill Procedure**

Childhood illnesses are a frequent occurrence among children in the age range served by our Center. We ask for the cooperation of all families in trying to limit children's exposure to infectious diseases. **For the health and well-being of your child and others, a child must be kept home if he/she develops any of the following symptoms of contagious disease until symptom free for 24 hours or the child's physician indicates a child can return to the center.**

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellow skin or eyes
- Tears, redness of eyelids with discharge
- Mouth sores with or without drooling
- A fever of 101° or above
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching of body or scalp
- Unusually cranky, less active behavior
- Headache and stiff neck
- Vomiting
- Tea-colored urine
- Loss of appetite
- Gray or white stool
- Heavy nasal discharge that is not clear
- A parasite
- Any other contagious or communicable disease

If your child has any communicable disease, please inform the center immediately so we can take the necessary precautions. Children will be re-admitted to the center when they have been symptom free for 24 hours. In certain cases when an illness is contagious and communicable, a physician's

written release stating the child is no longer contagious will be required. The Center Director will inform you when a written release is required.

Children with other symptoms of illness, including runny nose, sore throat, headaches, cough or stomach aches will be evaluated by the center staff regarding their ability to attend the center.

Children in attendance are expected to be able to participate in all daily activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at the center, we will make every attempt to comply with your request when presented with a physician's written instructions.

Millennium Academy has a no nit policy. If your child has nits (lice) you will be required to pick your child up from the facility. Your child will not be allowed to return to Millennium Academy until all nits are gone. The box top from the treatment kit will need to be provided upon return to the center.

Children who become ill at the center will be taken to the Director's office and parents will be notified. We ask that you come to pick up your child as soon as possible, at least within one hour, to avoid further exposures to the other children in our care. In the case of illness, accident or injury, we will attempt to reach you first. If we are unable to reach you, the emergency contact person will be contacted. In case of a perceived emergency, we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911. Millennium Academy will use Higgins General Hospital, if needed.

### **Medication & First Aid**

A Medicine Authorization Form or other state-specific form required by the licensing agency must be completed if your child is to be administered medicine (including diaper ointment, sunscreen, teething gel, etc.) while at the Center. This form can be obtained through an office staff member (the Director will assist you in completing the form - you cannot put "as needed" for the time/frequency to be administered). The form is valid for one week. *The only exception to this is for the use of sunscreen where, one form can be completed for each child for the entire summer.* All medicine must be

kept in the original container with the child's name on it. All medication should be left with the Director or Assistant Director and not sent back to the child's room. All medication will be dispensed once daily (mid-day) unless otherwise indicated in writing by the child's physician. **No medications will be dispensed in a manner that is contrary to the label directions without a physician's written instructions.** If your child's medicine needs to be carried home each day, you should see the Director on duty to pick it up. All medicines should be picked up at the end of the week. Medicine that is left at the center for more than one week will be discarded. Parents will be notified immediately via phone if their child were to suffer an adverse reaction to a medication dispensed to them.

All classroom teachers will administer basic first aid if needed. Minor injuries will be washed with soap and water. Ice and Band-Aids will be applied if necessary. A record of the accident or injury will be recorded on an Incident Report. A copy of this form will be kept in the child's permanent file and one copy will be sent home with the child.

Due to the age of children that are in our care, biting may occur. In the event a child is bitten by another child, proper first aid procedures will be followed and parents will be notified by a staff member. The parent's of the child that bit will also be notified in order to try to prevent this from occurring again.

The entire staff of Millennium Academy are certified with First Aid and CPR!

## **Nutrition Policy**

Millennium Academy serves breakfast, lunch and snack daily. Menus are posted weekly and are planned and served according to the CACFP (Child and Adult Food Program) guidelines. Exceptions in the menu will not be made for individual children unless there is a food allergy or special diet prescribed by a physician. In such cases, documentation from the child's doctor must be provided and kept on file at the center (this includes milk allergies as well as food allergies).

Children will be taught the importance of good nutrition and they will be encouraged, but not forced, to eat all foods served. **No other food should be brought to the center unless prior arrangements have been made with the Center Director.**

Millennium Academy will apply for the Child and Adult Care Food Program (CACFP); and if granted, all meal fees are waived. All children enrolled at Millennium Academy will be required to keep a current Income Eligibility Statement on file. Acceptable proof of Pre-K Category One or Title XX should be on file if applicable.

Georgia Pre-K students enrolled at Millennium Academy will be required to pay a monthly lunch and snack fee of \$50 (The meal cost is included in child care students weekly tuition). This fee is waived if your child has Category One status (receives PeachCare for Kids, Medicaid, SSI, TANF, CAPS or Food Stamps). **Proof of this status is required.** This fee is due the first Monday of each month regardless of the amount of days your child is in attendance. **Meal costs have been prorated on a school term basis and figured monthly; therefore, the lunch fee is \$50 a month no matter how many school days are in the month.** You will be charged a \$25 late fee if the lunch fee is not paid within one week of being due.

Breakfast is served from 6:30 till 8:00 a.m. only. Pre-K snack is served at 9:30 a.m. Lunch is served from 11:30a.m.- 12:30p.m., and afternoon snack is served between 2:30 and 4:00 p.m. daily. If your child arrives at the center after a meal/snack time, it will be the parent's responsibility to have the child fed before their arrival. Georgia Pre-K children are served lunch and morning snack (breakfast is only served if the child is enrolled in the Before School Program). Pre-K children enrolled in ASP will also be served an afternoon snack.

If you would like to provide special treats for your child's birthday, please first check with your child's classroom teacher. Things to consider when planning on providing treats:

- Food must be store bought (not homemade)
- There must be enough provided for each child in the class
- The special treat must supplement lunch or snack

- The treat must be given when the child's teacher feels it is most appropriate for all the children (for example, cupcakes aren't the best idea before nap time)

Classes will eat family style when appropriate.

**Children may not bring in lunch or items to supplement their lunch without prior approval from the Center Director.**

Bottles for infants must be prepared at home and labeled with child's first and last name, and date. Millennium Academy staff cannot prepare bottles at the center. Let your infant's teacher know if you would like the bottles warmed.

## **Nap Time**

All children that are at the Center between the hours of 1:00 p.m. and 3:00 p.m. will have nap/rest time (infants will nap on their own schedules). Each child will have his/her own mat. Parents need to supply a light blanket or towel which will be sent home after five days use for laundering. Parents of Georgia Pre-K children will also need to supply a crib sheet to cover their child's mat (which will also be sent home every Friday for laundering and will need to be returned each Monday). Those children who do not fall asleep will be allowed to get up and find a quiet activity to do.

## **Evacuation Procedures**

Diagrams are posted in each classroom indicating the route of escape in the event of fire or severe weather. During an emergency evacuation, children are taught to stop what they are doing when they hear the signal and go directly to the exit door in their room. They are not to take any objects (toys, clothing, etc.) with them. Each classroom teacher will take the daily roster and emergency information book and lead their students to the designated area. Upon arrival at the designated area, the teacher will make sure that all children are accounted for.

During a tornado warning, children will move into the hallways, away from all outside windows.

In the event of an emergency that requires the children to leave the Millennium Academy premises:

The children will be evacuated to the Bremen Middle School or other appropriate area.

If children are napping, they are to be awakened immediately by their teacher and will continue with the appropriate evacuation procedures.

Food service personnel aid in the evacuation of the infant children.

Fire and evacuation drills are practiced quarterly.

### **Classroom Rules**

All classrooms have their own set of age appropriate classroom rules. These rules are minimal and are set for the safety of all children in the classroom. Parents can speak with their child's lead teacher for more specific information regarding classroom rules.

### **Pre-K Drop-Off & Pick-Up Procedures**

#### Millennium Academy

We understand that parents are in a hurry in the morning time. We ask that all parents please cooperate with the following guidelines to ensure quick as possible drop off. There will be a Pre-K Assistant out front each morning between 8:10 and 8:30 to get Pre-K children out of the car. Pre-K parents should use the 2<sup>nd</sup> covered lane for drop-off in the mornings. All Pre-K parents who need to leave their car to go inside the center must park in a designated parking space. Pre-K parents will not be allowed to line up in the

designated drop off lanes before 8:10 a.m. Child care parents will be using this lane up to this time and will need to get in and out. Child care parents will not be allowed to park and leave their car in the designated Pre-K drop off lane between 8:10 and 8:30 a.m. each school morning. In order to be fair to all customers, Millennium Academy will strictly enforce these guidelines.

If you arrive after 8:30 a.m. your child will be tardy and it will be necessary for you to walk your child to class.

Pre-K pick-up is from 3:00 p.m. till 3:15 p.m. each school day. Parents may begin lining up at 2:45 p.m. in the covered lanes only (You cannot block all three lanes of traffic). Once dismissal begins, all three lanes will be used. Any parent who needs to come inside the center must park in a designated parking space. Parents will not be allowed to gather inside the lobby before or during pick-up time - this causes too much confusion and creates an unsafe environment for the children. If a parent needs to discuss anything with their child's teacher, they must park in a parking space and wait inside their car until dismissal is complete (3:15 p.m.).

Thank you in advance for your full cooperation!