

Parent Handbook Guide

Welcome To B.C.Y.S

Learning Center

At **Baldwin County Youth Services**, we believe that successful education starts with a stable and consistent learning environment. When children begin their education at a young age, it offers a foundation for academic success. Our center is designed to equip your child with the social and cognitive skills needed to be successful once they reach grade school. Our teachers are trained professionals that have a passion in their hearts to educate children. The lessons are designed to allow children to explore the natures of each subject area of reading, math, science, and social studies with an emphasis on drama, art, music and dance. We believe that parents are an important aspect in children's education, and we encourage parents to work closely with teachers to promote academic excellence. At **BCYS** we strive to provide a safe and secure environment for both our children and staff. We appreciate you giving us the opportunity to educate your child and we look forward to sharing with you the advantages that our program offers. Please feel free to visit our facility and meet our teachers, so you can see for yourself that we are not a day care center, but a quality learning center that provides the first steps to children's academic success.



BALDWIN COUNTY YOUTH CENTER

NON DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Curriculum

Baldwin County Youth Services uses a center -based curriculum that exposes the children to an array of academic development skills. This curriculum is designed to engage children in developmentally appropriate activities that move them toward their potential in all areas of child development. In addition, this curriculum reflects the belief that children need a balance of child-initiated and teacher-facilitated activities each day. Themes are used to introduce information and learning takes place as children explore and manipulate real objects and events.

Policies & Procedures

Enrollment

You are invited to tour our center before registering your child/children. All enrollment forms must be completed and signed before your child can attend our learning center. Upon returning enrollment forms, please pay registration fee and 1st week's tuition. Each guardian will receive a parental agreement as a part of their welcome packet that will outline all of the center's policies and procedures. All families will receive an access entry door code. Parents must use their own family door code to enter through the front door (please do not share your code with others, nor let others through the door with you). Parents must then clock their child into the building using the touch-screen computer system or QR code.

Ages Served

Our center serves children ages 2yr– 12 years. We offer pre-school; Before after school; Summer programs, drop-ins for students at our local area schools: Creekside Elementary, Midway Elementary, Oak Hill Elementary, Blandy Hills Elementary., Eagle Ridge Elementary, John Milledge Academy, Elba Academy, and all other elementary schools in Baldwin County.

Dates & Times of Operation

We are open Monday through Friday from 6:00 a.m. to 6:30 p.m. Therefore, a late fee will be assessed for late pick-up.

Georgia Lottery Pre-K

Georgia Lottery Pre-k is a free state funded program for children who are Georgia residents and turn 4 by September 1 of the current school year. Enrollment is based on a first come first serve basis. Pre-k is a 6.5-hour instructional program. Class begins PROMPTLY at 7:30 and ends no earlier than 2:30. It is **CRUCIAL** that your child is at school on time and remains for the entire day. Children with excessive absences and/or tardiness WILL be dis-enrolled from our program. Before and after school is provided for parents who need those services. Children who need to arrive before 7:30 will be assessed a \$40 weekly fee for before care. Children who need to be picked up after 2:15 will be assessed a \$70 weekly fee for aftercare. For parents who need both before and after school services the fee is \$95 per week. Fees are due on Monday for the week of service or Friday for the upcoming service week. Spaces are limited therefore sign- ups are required.

Holiday Closing

Martin Luther King, Jr. Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve & Christmas Day

New Year's Eve & New Year's Day

*Christmas Eve and New Year's Eve holiday closings may vary each year based on management's discretion

A center holiday closing memo will be posted at the beginning of each calendar year to inform parents of the confirmed holiday closings for the year

Tuition

Tuition is due on Mondays for the current week of service. Payments not paid on Monday will be assessed a **\$35 late fee**. Student's accounts that are not paid on Tuesday evening at the time of center closing will not be able to attend care until their account is paid in full. Tuition is always due on Monday even if the center is closed for any reason. This includes late payment fees and weekly tuition charge. Our center uses ProCare billing which will allow all tuition payments to be made electronically via the myprocare.com website or in person at the parent station sign located at front desk. Phone payments are not a payment option unless there is a procare payment login issue that cannot be resolved. If a student dis-enrolls for any reason, all accounts must have a zero balance to re-enroll. At the time of re-enrollment, a new registration fee will be required prior to returning.

In order to reserve a child's space in the before and after school program for each school year an enrollment plus 1/2 tuition must be paid to secure the space. Partial (1/2) weekly tuition is required to be paid if your student does not attend the center at all due to vacations, sicknesses, and holidays. **No tuition fee deduction is provided for emergency closings, legal holidays, or vacations. Full tuition payments are expected to be made regardless of a student's attendance (if a student attends 1 day then full payment is required and no payment adjustments will be made). Tuition prices may increase at various times and all parents will be notified prior to increase.**

Holding Slot Fees

There may be special circumstances in which your child will be absent and unable to attend; however, a holding slot fee may be requested on their behalf to maintain the child's enrollment slot. The fee will be requested if the child has been absent for an entire week. The holding slot fee is 50% of the weekly tuition payment, no deductions will be given in cases of vacations, absenteeism, sicknesses, legal holidays, emergency closings or etc.

Non-Reimbursable Fees

We have the right to dis-enroll a student for the disregard of our center policies as stated in the parent handbook and if we are unable to meet the needs of your family due to any unforeseen circumstance.

Registration Fee

There is a \$65.00 non-refundable registration for initial enrollment. It is valid for 14 days, if enrollment is no longer needed the fee is non-refundable.

Admission

Upon entering our center, you must provide all vital information pertaining to your child (ren). Because your child is our priority, please keep your records updated (work numbers, address, cell numbers, etc.). Once your child is enrolled, we must have all required records.

These documents includes Complete Enrollment Application, Vehicle Emergency and MedicalInfo. And Authorization, Transportation Agreement, Photograph/Videotape Release, Parental Agreement, Infant Feeding Plan (if applicable), Income Eligibility Form, Birth Certificate, Immunization on Form 3231, Ear, Eye, and Dental Form 3300 (4-year-olds only), Current Physical (if applicable) and Social Security Card. BCYS is a center that strives to meet the needs of the whole child and wishes to see no child struggle or get left behind.

Confidentiality

All information regarding your family's needs, file components, medical information, and conversations will be handled with the appropriate confidentiality. Information will only be shared with those persons requiring the knowledge to better serve your family.

Parent Access

A parent of a child in care shall be permitted access, without prior notice, throughout the center. Viewing of recorded video will only be allowed when the privacy of ALL children and families can be protected. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to the Center. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing.

Assessments

Throughout the year learning assessments are conducted based on learning skills that are geared towards age-appropriate development. If we discover or observe that a child has struggles that may require screening or referrals beyond what our facility can accommodate or offer, we will meet with the student's parents and work towards seeking the assistance of other agencies that are equipped to meet their child's needs. Screening and referral forms designed by Children 1st forms are the referral forms used by our facility.

Late Pick-Up

Our center closes at 6:30 p.m. sharp. If your child is picked up after 6:30 p.m. there is a late pick-up fee of \$15.00 cash for the first 5 minutes and \$1 every minute after that per each student that is late. A late fee will be assessed even if a call is made prior to 6:30 p.m. to inform a staff member that you will be late. Late pick up fees will need to be paid in cash at time of arrival at the center. When parent or the guardian arrives they must sign the student out in procare as usual which will confirm that the student has been picked up. Please note that if your child has not been picked up by 7:30 p.m. and all attempts to contact you and your emergency contacts have failed, we will be obligated to call Baldwin County Police and Georgia Department of Family and Child Services.

Withdrawal

A parent or guardian wishing to withdraw their child from our center must give at least 2 weeks written notice to the director. Two weeks begin the day we receive written notice and issue you a receipt of such notice. You are responsible for tuition those two weeks whether your child attends or not. This notice will allow us to notify the family of the next child on our waiting list of an opening.

Arrival & Departure

It is important that all children are escorted in our building by an authorized adult. Once entering the building, parents must stop at the front desk to sign in children. All students must be in the facility by 9:15AM to be present for the day. However, we ask that you still call if they will be in after 9:15am. If your child will be late due to a doctor's appointment or a major occurrence, you should call the facility to let a member of the administrative team know they will be late. Instruction begins at 9:20am, therefore, it is important that parents have their children at the center by 9:15 a.m. to allow them to participate in all aspects of the program's academic teachings. Late arrivals can be disruptive to the other children's activities and be difficult on the child arriving after the school day has begun. When picking children up, an authorized person must sign out each child.

Child Pick-Up

Children can only be released to parents or legal guardians, or someone authorized in writing by these persons. Please speak with front desk personnel to notify us if someone else other than parents or authorized persons will be picking up your child. We ask that changes to your authorized pick-up list be made in writing. Anyone picking up your child will be asked to show a photo ID, so please make sure that individual has a photo ID when picking up your child.

Young Toddlers.

When entering our toddler room, we ask that parents remove their shoes due to young toddlers spending a vast amount of time on the floor. Parents are expected to supply teachers with diapers and wipes to cover changes for a month. All our young toddler teaching staff will follow the proper diaper changing procedures that have been approved by Bright from the Start, all diapering classrooms will post these procedures around the diapering area.

Toilet Training Transitions

Toilet Training is done as the child shows interest in learning and goes without numerous amounts of wet diapers throughout the day. Toilet training is an age-appropriate skill and will not be forced upon any child. The childcare teacher will notify parents when the child shows readiness skills, and they will work together to help the child meet this goal. The two-year-old toddler room is our designated potty-training room in which the teacher will work with the students in becoming independent in toileting, but it must be a team effort with the parents assisting at home. After a student has become fully potty trained and turns 3 years old then they are able to progress towards transitioning to our three-year-old preschool classroom. Our center preschool three-year-old classroom transitions are based on the students being completely potty trained (no pull ups) and able to assist themselves with limited teacher assistance during bathroom time. The preschool three classroom does not have a changing table and enrolls a higher ratio of students which does not allow for the necessary accommodations to potty train students therefore students must be potty trained to move from the toddler classroom into the preschool room.

Visitation

Parents are invited to visit our program at any time. Observation windows are located on the main hallway for each classroom. Parents are permitted access to their children's classroom and play areas anytime. We request that parents be cooperative and not disturb any ongoing instruction.

Guidance & Discipline Techniques

At **Baldwin County Youth Services**, we offer age appropriate structured lesson plans for each classroom. Students are guided in self-help skills, problem solving and positive self-awareness. Limits are set that promote independence as well as social and cognitive skills according to the child's age and developmental stage. We allow for individual differences and discuss limits daily with children. Verbal praise will be given as often as possible to promote positive behavior. Teachers are to be direct and realistic when giving directions to children. Teachers will give eye contact or other positive behavior when redirecting a child. For further redirection, a firm voice may be used at times, but yelling or screaming at a child is not prohibited. Children that have simply lost control will spend supervised time away from the group to "cool down" and gain control. **At no time will a staff member discipline a child by hitting or spanking them.** For severe discipline cases, parents will be notified and asked to pick up their children immediately. If there is a continuous pattern to where parents are called to pick up their children for behavior issues, biting and physically hitting others: suspension or expulsion from our program may occur depending on the severity of the child's behavior. We ask that parents practice some type of discipline method at home so that children can get use to having consequences when rules are broken.

Disciplinary Policy

Baldwin County Youth Services has a no tolerance policy when it comes to disobedient students and bullying. We will however work with you as a parent in getting your child's behavior under control. Our first step is to have a discussion with your child. We will talk with them to let them know why their behavior was unacceptable. If the behavior continues, we use redirection. Redirection is when you give the child a choice of a different activity. If redirection does not work, we try teaching them problem solving. Problem solving is when we try to teach the children how to talk out their problems amongst each other and try to come to their own solution. When all else fails, we use quiet time. Quiet time is when we place the child at a table and give them quiet activities to do. Quiet activities include but are not limited to small table toys or cozy corners. If we feel as if the child is a distraction or endangers others or themselves in the class, we reserve the right to ask for the child to be removed from our facility. This is a last resort method, and we will seek to include the parent in our decision-making process for disenrollment.

Clothing & Personal Belongings

Please label all clothing with your child's first and last name. We are **not** responsible for lost articles of clothing. Children should wear comfortable clothing suitable for play and artwork. Long dresses, cowboy boots and flip flops can be dangerous, and we recommend that they not be worn. We prefer that children wear rubber soled or non-slippery shoes. State licensing regulations require that children spend 1 ½ hours per day outside (infants should spend 1 hour outside daily); therefore, children will go outside daily except for a few extremely cold or hot days. During cold weather, we recommend that children wear hats, coats, gloves, mittens, and leg coverings. During hot weather, we recommend shorts, sturdy sandals, and short sleeves. Flip flops are **not** allowed. Children should have a complete change of clothing

including underwear and socks. For all diapering age children, we ask that parents bring at least six diapers/pull-ups daily. These items will remain under the diaper changing area until needed. Parents of infants/toddlers should provide a pack of wipes monthly which will be left at the center. **We ask that all toys be left at home.** Show & Tell will be handled in each classroom and will include special requested items that will coincide with the unit topics in the classroom. Book bags are **NOT** permitted at our center unless the student is school-aged due to spacing. Wediscourage this for safety reasons. Parents sometimes put harmful items in their child's book bags such as ointment, scissors, medicine, etc. Sometimes parents don't inform teachers that these items are in book bags and if used inappropriately can cause harm to children. When parents bring items in, they can put them in a plastic grocery bag with the child's name listed on the outside of the bag. Teachers will remove these items and store them in designated places in the classroom. As children transition from the infant room to the toddler room, they will begin to learn to use a regular drinking cup. **Sippy cups are discouraged for children ages two and up** as it hinders their progress with using regular drinking cups. If sippy cups are brought to the center with a child in the morning, teachers will ask parents to take it with them as they leave.

Food & Nutrition

Breakfast, lunch, and an afternoon snack are included in the cost of tuition. Breakfast will be served from 7:45-8:45 a.m. Our meals comply with the State Minimum Nutrition Standards and the USDA. Nutritious selections will be served, and children are encouraged to try foods from the four food groups; however, they are not forced to eat. Drinks served will be milk (whole & 1%), 100% fruit juice and vegetable juice (i.e. V8 Splash, etc.) Substitutions will be made to the menu throughout the year. Menus are displayed in each classroom and are available at the front desk. **If your child misses' breakfast or lunch, we ask that you provide a meal for them before dropping them off and have them eat it at home or in the car so not to interrupt instructional time.** In the case of special dietary needs **as prescribed by a physician**, parents must furnish the food items. Parents must also provide milk for their child if they drink something different from what is served at the center **with a note from your pediatrician.** Please notify the director and your child's teacher of any food allergy your child may have, including the severity of such an allergy, and what to do in the event a child accidentally ingests such food. Please understand that we will make every reasonable effort to accommodate children with food allergies, but there are limits to what can be done in a large group care setting. In special instances students may be allowed to bring a sack lunch

Family Style Meals & Blessings At mealtime, family style meals are practiced. Teachers sit at the table with the children and a generic blessing is said. Good manners are encouraged at each mealtime.

Naptime/Rest Time

Adequate rest time is an important part of a young, growing child's day. All children one year and older are assigned their own mat/blanket and will have 2 ½ hours for nap time/rest time. If possible, please refrain from bringing a pacifier for your child to use during nap time.

Outdoor Playtime

State licensing regulations require that children spend 1 ½ hours per day outside. During extremely hot or cold days, the outside time will be reduced accordingly.

Food & Birthdays

No outside food is allowed in the facility, other than birthday parties or special events. This includes bringing your child into the facility eating a snack of any kind, you may however sit with you child in the front lobby to complete their snack if they are still eating it upon center arrival, but it cannot be eaten in the classrooms. No peanut products are allowed in the center due to some students having severe peanut allergies. We ask that you leave all food and gum at home except for approved birthday treats and specific dietary meals. Birthdays are important days for young children, and we share your desire to make your child's day a special one. We ask that some limitations be honored (e.g. no party hats, horns, confetti, etc.) Birthdays will be celebrated during afternoon snacks with advance notice and approval of the teacher. We encourage parents to participate in the celebration and those snacks are provided for **all** children. Since certain children have severe food allergies, we ask that you speak to your child's teacher ahead of time about the appropriateness of the snacks that you wish to provide. ALL nut products are prohibited due to potential allergies of children. Honey products are also prohibited due to the severity of allergies.

Inclement Weather

In the event of unusual weather conditions please watch the local Channel 13Wmaz, Fox 5 News, call the center to hear an updated message and check our center's Facebook page for updates. On occasions when severe inclement weather occurs, we will follow Baldwin County School Closings and your weekly tuition will still be required and applied for center days of operation.

Transportation

Transportation will be provided during field trips for camps and pre-k field trips. Students in our before & after school program will always wear seat belts. Children in our pre-k program will need a high back booster or car seat during field trips. Parents will need to complete a transportation agreement form, and a field trip permission form.

Health & Safety Policies

Illnesses

Baldwin County Youth Services is committed to the welfare and safety of our children, staff and families. We ask that you keep sick children at home and that you pick up a sick child within one hour when you are called. Children who exhibit any contagious symptoms including fever of 101 or higher, diarrhea, vomiting, nausea, green mucus, or pink eye must go home. If your child is exhibiting any of the following symptoms, but not limited to a fever higher than 100, severe cough or sore throat, undetermined rash or spots, boil, congestion, head lice, severe headaches, upset stomach, diarrhea, pink eye or a runny nose. **He/she cannot be accepted into the center until they are well or have been without a fever or other symptoms for 24 hours.** If your child is running a fever or exhibits signs of illnesses, please be aware that they will be kept in the front office with administration staff until they can be picked up by someone who is authorized to pick up your child. We do not allow children with communicable diseases in our center. In the event your child has a communicable disease, please notify the center immediately so we may notify other parents. We are also required to report any suspected case of communicable diseases to the local county Health Department. A release form from a doctor **is** to be required before your child re-enters the center. **In addition to a doctor's note, we require that your child still be out at least 24 hours after exhibiting contagious symptoms before returning to the center.** We also reserve the right to send children home who are just not feeling well and require more one on one care than the staff is able to provide. Covid-19 illness policy

restricts students with any illnesses from returning to the learning facility for three days until ALL symptoms are non-contagious or visible

Staff and Parents must do all that is possible to promote a healthy environment for all children and other staff members. Teachers are required to follow proper handwashing procedures to always protect themselves and their students not to exclude the following: wash their hands before meals, after art projects, toileting and diapering, coming in from outside, and wiping noses. Teachers must also wash their hands when changing gloves, before and after diapering, after assisting a child with toileting, and when meeting bodily fluids. Parents should also be asked to wash their hands if they plan on staying in the center longer than the time necessary to pick up their child.

Please do not send your child to the center showing signs of ill health, administrator will be notified immediately, and the child should not be accepted for the day. An exception will be given if a licensed physician has examined the child and indicated in writing that there will be no health risk to that child or others, and the child can participate in all activities, including outdoor play.

Examples of health symptoms that require exclusion from the center include (but are not limited to):

- severe pain or discomfort in the joints, abdomen, or ears
- vomiting or diarrhea (2 or more instances within a 2-hour period)
- severe coughing or sore throat
- oral temperature of 100.3 degrees or more accompanied by other behavior changes
- jaundice skin or eyes
- red eyes with discharge
- infected, untreated skin patches or severe itching of the body or scalp.
- Difficult or rapid breathing
- Skin rashes lasting more than 24 hours. (Excluding diaper rash)
- Swollen joints, visibly enlarged lymph nodes, or a stiff neck
- Blood/pus from ears, skin, urine, or stool
- Unusual behavior characterized by listlessness, loss of normal appetite, or confusion
- Symptoms of chickenpox, impetigo, lice, scabies, or strep throat

If a child becomes ill during the day the parent will be notified. The child will be given the opportunity to rest and have diversion activities in an isolated, supervised area until a designated release person can pick the child up. If the child is not picked up within a 1-hour period, the emergency contact person will be called. Children, who are sent home, cannot be readmitted to the school until they have been symptom free for 24 hours. The student needs to be fever free, without the aid of medication. The only exception to this rule would be having a licensed physician send a note in writing indicating that the child does not present a health risk to himself or others and is able to participate in all school activities.

An employee or supervisor must file a report with the Department of Health within 24 hours in cases of communicable diseases. Parents will be notified via posted notes outside the classroom and/or a letter home if any communicable disease is reported in the center. If a child has not been fully immunized to these diseases, due to the child's age, medical condition or religious belief, they will be excluded from the school during the outbreak of a vaccine preventable disease, as directed by the state department of health.

Reported diseases include but are not limited to:

Covid 19

Lyme Disease

German Measles

Giadiasis

Whooping Cough
Tuberculosis
Measles

Spinal Meningitis
Salmonellosis
Rubella

Mumps
Hepatitis A or B
Shigellosis

Parents will be informed in writing if a communicable disease is reported. All employees of **Baldwin County Youth Services** should follow the guidelines as established by the State of Georgia. A copy of the guidelines should be available in the office for review.

Baldwin County Youth Services and its employees will only administer prescription medication, and only if specific criteria are met. This procedure is only in addition to state regulations.

- Medication should only be given for a certain purpose
- Medication will not be given “as needed”, unless it is an emergency medication to counteract an allergic reaction.
- Every medication must have a child’s first and last name printed on the bottle.
- Siblings and family members cannot share medication
- Adverse reactions will be noted, and parents will be immediately contacted
- Other than the noted exception, medications must be taken home daily.
- Medications can only be stored in the director’s office.
- Authorization forms must be completed for allergy medication and must remain on file. If it is determined that a child needs this medication, a staff member will contact the parent, complete a log, and will have the parent sign it upon arrival at the school. A copy of the authorization must remain on file at the school and updated every 6 months.
- A doctor’s note must state the illness, dosage, and possible side effects must be kept on file. A parental authorization form must also be kept on file.
- If a child requires over-the-counter diaper ointments, lotions, lip balm, or sunscreen, these must be labeled with the child’s first and last names. An authorization form must be filled out by parents and kept on file. Any time it is used, it must be logged and noted on the child’s daily activity sheet.

Parent Responsibilities

- Complete the authorization form
- Administer medication at home if possible
- Be sure form is date and time specific
- Must complete a form for each type of medication
- Authorization should be given to the owner, director, assistant director, or their designee

Center Responsibilities

- Owner, director, assistant director, or their designee is responsible for checking the medication logs and dispensing the medication
- Complete the Authorization Form
- Verify the information on the Form, Log, and medication are consistent
- Verify that the name on the medication is the name for who it is indicated on the form.
- Complete the medication log at the time the medication is dispensed.
- If medication was not given, the reason why must be written in log
- If a child has a reaction, it must also be written in the medication log.

Emergency Medical Care

In the event of a medical emergency our center will call EMS 911, to provide immediate care, at the same time we will notify parents/guardians. If neither parent can be

reached, we will contact persons listed on the child's emergency contact information. If no one can be reached, the EMS personnel will make the decision concerning services provided. EMS will then transport the child (if necessary) to Navicent Health Care. (The parent shall assume responsibility for the cost of such care.) We ask that you keep the center informed in writing of any changes to your telephone numbers (home, work, and cell) as well as those of emergency contacts.

Medications

Baldwin County Youth Services will dispense prescribed medication that is provided by the parent once daily at 10:00am, however breathing treatments are given twice daily at 10:00am and 2:00pm. In order to render medication, you will need to complete a written authorization, which includes: date, name of child, name of medication, prescription number, if any; dosage, and date. All medication forms will be kept on file in the center's medical book. Medication should be in its original container with the child's name marked on it. We ask that you make sure your child is on the same time schedule that the center provides for medication. If your child has any adverse reactions to medications that are administered by management, guardians will be contacted and informed of reactions, if the reactions require immediate medical treatment First Steps will contact the Navicent Health Medical Center for ambulance service.

Procedures for Notification of Parents

Parents will be notified by phone about their children's illnesses, injuries or adverse reaction to medication. We will notify parents in writing about exposure of communicable diseases such as posting a disease notification in the classroom.

Immunizations

Your child's immunization record (Form 3231 which can be obtained from your pediatrician) should be presented during enrollment. At the latest, it is due within 20 days of enrollment. After 30 days, it must be submitted in order to continue your childcare services. This is a requirement from the Georgia Health Department and the Department of Human Resources.

Incident Reporting

At **Baldwin County Youth Services** many precautions are taken to ensure a safe environment; however, occasional incidents do occur. If an incident or minor injury occurs, parents are notified, and first aid is administered to the child. An incident report is then completed. A copy is given to the parents to review and sign. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group care setting we do witness many incidents but occasionally there may be some that we do not see.

Abuse Policy

Baldwin County Youth Services staff are required by the State of Georgia to report any and all instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected abuse, the Director or Owner will immediately inform DFCS or the proper authorities.

Mandated Reporting Information

Teachers and directors are required by law to report evidence of child abuse or neglect of any sort. Those who fail to report according to state regulations can be held

accountable by law. No one, including the school management and/or child's parents, can interfere with reporting requirements.

Parking Lot Safety

Please drive slowly and cautiously in our parking lot for the safety of our children and parents. We recommend that parents hold their children's hands or carry them as they walk to and from the building. **Never leave your car running while you enter the building for drop-off or pick-up. Baldwin County Youth Services is not responsible for any stolen or missing items.**

Security

Security cameras are placed inside and outside of the premises for your child's protection and monitored 24 hours a day. Doors are coded entry; we ask that once codes have been received by parents, they are kept confidential.

Fire and Tornado Drills

An emergency plan is posted in each classroom and at each exit door for parent viewing. All employees are trained at orientation of what steps to take in case of an emergency. We conduct regular unannounced fire and tornado drills. Teachers are responsible for taking attendance during the drills. The local fire department makes annual inspections with recommendations for improved safety.

Parental Involvement and Communication

Daily Reports

Each day you will receive a daily report that has details about your child's day including how they ate, slept, played, and what they learned. For younger children, the report includes information on diaper changes. If you have specific questions about your child's day, please contact his/her teacher.

Monthly Newsletter or Posted Notices

You will receive monthly newsletters or notices that will explain what will be taking place in the class/school for the month (ie. themes, school activities, birthdays, upcoming events, menu etc.)

Lesson Plans

Each classroom has weekly lesson plans posted for parent review. These lesson plans detail the classroom activities for the week.

Parent Information Board

This bulletin board contains current information about the school and other topics of general interest (i.e. license, copy of rules, review of evaluation, communicable disease chart, statement of parental access, names of person in charge, menu, emergency plans for severe weather and fire, etc.) The parent information is located on the wall across from the entrance door.

Social Media- Baldwin County Youth Services is a frequent user of Facebook. Please find our page and become a fan/follower. All are updated frequently, and from time to time you will get to see a great picture or update of your child.

Daily Conversations- No newsletter or written communication should ever take the place of dialogue between parents, teachers, and directors. Parents are encouraged to speak and engage teachers daily to verbally communicate how their child is doing at home, and teachers will do the same about the child's performance at school.

Parent Teacher Conferences

Baldwin County Youth Services offers regular, formal conferences with your child's teacher. Conferences will be held during the fall and spring.

Parent Grievance Procedure

If an issue arises that cannot be addressed by your child's teacher, we ask that you notify the center's Director.

Baldwin County Youth Services does not tolerate any fraternization between parents and our staff at any time! Please do not sit in the classroom and converse with other parents about any problems you may have encountered with any of the teachers. If you have had a problem, a member of the front office staff will be more than happy to listen to your complaint and do our very best to solve any problems you may have

Conclusion

We are proud to serve you and your family here at our center. Our goal will always be to provide an atmosphere in which your child can grow and develop at the most appropriate pace possible by giving you and your children a safe and secure place to learn, in the cleanest facility possible, along with the adequate equipment, an academically learning based curriculum, and the friendliest staff in the area. By focusing on these areas, we can provide each child an environment where they can learn, grow, and develop while being in a nurturing and loving environment.

Thank you for choosing **Baldwin County Youth Services**

Covid- 19 Waiver

Please carefully read the following information and sign as to your agreement and acknowledgment.

Coronavirus disease (COVID-19) is an infectious disease, which is extremely contagious and believed to be spread very quickly by person-to-person contact, and/or by contact with contaminated surfaces and objects, and possibly in air. In order to prevent the spread, health agencies highly recommend social distancing.

Regarding daycare activities:

Baldwin County Youth Services has taken the necessary precautions to prevent spreading COVID-19 by putting into action new procedures, protocols, and policies and purchased required protective safety equipment for the students and staff. However, we cannot guarantee that the children will not be exposed to COVID-19. We understand that children may come in contact with people outside of our facility who may be infected and not display any symptoms.

By signing this agreement and acknowledgment form, I, as a parent/guardian of the child, acknowledge the contagious nature of COVID-19 and voluntarily accept the risk that the student may be exposed to or infected by COVID-19 throughout the no fault of our facility which may result in personal injury, illness, disability, or even death.

I fully understand that any precaution is not 100% effective to prevent COVID-19 infection.

I understand that I am responsible for making sure that my child is free from any kind of COVID-19 symptoms before returning to school. These symptoms are as following:

- Fever of 100.4 degrees Fahrenheit or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches

Any other COVID related symptoms

I understand that I will immediately notify management if I become aware of any person, whom the student or anyone in the family has had contact with and demonstrated any of the symptoms mentioned above, or is advised to self-isolate, or has tested positive, or is assumed to be COVID-19 positive.

By signing this form, I agree that I have read and understood the risk of COVID-19 infection that the child may possibly be exposed to without the center's knowledge.

Guardian Signature _____ Date _____

Administrative Signature _____ Date _____