

**WELCOME TO OUR  
CHILD CARE  
CENTERS**

**WE ARE HERE TO  
PARTNER WITH YOU  
IN CARING FOR YOUR  
CHILD IN THE  
#FIRST1000 DAYS OF  
LIFE.**

**THANK YOU FOR  
ALLOWING US TO**

**PARTNER WITH YOU  
AND WITH YOUR  
CHILD.**

**LET'S START  
BUILDING ROUTINES  
AND RELATIONSHIPS.  
HERE ARE OUR  
POLICIES AND  
PROCEDURES OF**

**HOW WE OPERATE  
OUR CENTER.**



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# Policies and Procedures f

For  
Lighthouse Early Start Academy, Inc & First Steps Infant/Toddler  
Center

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**Please read and sign:** I have been provided with LESA’s P& P (*The Rules of the Schools*) via **email/website** and I am aware that the P&P are also posted in the kitchen/lobby and I will abide by the contents in this **handbook of policies and procedures (P&P).**

Parent/Guardian Signature: \_\_\_\_\_

**Child’s name** \_\_\_\_\_

Child’s birthday \_\_\_\_\_ AGE \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Date Entered \_\_\_\_\_

Your Primary Caregiver is: \_\_\_\_\_

**The director or the director’s designee has:**

- 1.** Provided me with a copy of the center’s operational policies/procedures.
- 2.** Encouraged my participation in center activities/calendar events & SCHOOL’S APP (**BRIGHTWHEEL BW**)
- 3.** Advises me of my child’s progress, issues relating to my child’s care, and practices concerning my child’s special needs.



LIGHTHOUSE EARLY START ACADEMY, INC

# Policies and Procedures

(First Steps Infant/Toddler Center)

## [A] FOUNDER & Purpose:

**Mrs. JewellCmOore**, B.S. Early Childhood National Credential Director/Instructor (NCCA), BFTS Approved TrainerII, PITC Certified, BFTS Certified COACH, CDA Specialist, Certified PLC Facilitator, **MEMBERSHIPS (Present): Chairlady STC Advisory ECE Board, Telamon Governing Board Member, PAST MEMBERSHIPS:** Association of Christian School International, Inc. Georgia Association of Child Care, NAYCE, GAYCE ,Toombs Chamber of Commerce

### ! PURPOSE

With in these pages of policies and procedures, LESA (covers First Steps Infant/Toddler Center as well). The purpose of our learning center is to provide a safe environment where quality is implemented in all areas to be conducive to growth for children from six weeks to school-age with specialty focus on the needs, milestones, and development of our youngest citizens in the #FIRST1000 days of their lives as we intentionally design our days to create and make magnificent memories EVERYDAY!

Lighthouse Early Start Academy, Inc. will not discriminate on the basis of political affiliation, race, color, sex, mental or physical handicap or national origin. Lighthouse Early Start Academy, Inc. is a private Christian owned childcare. All (SIPES) will be based from the Scriptures of the Holy Bible.

### ! OPERATIONS

**LESA is in operation for service from January – December. (Extended Care & weekend by appointment with “Text-a-Nanny”) . LESA serves six-weeks infants to twelve years (afterschool ages).**

### LOCATIONS & Contact US:

- ! **501 Church St (Light1)**-houses our Early Infant/Toddler Center ; **912-538-8811**
- ! **507 5<sup>th</sup> St (First Steps)**- houses our Preschool, Private Pre-K, Afterschool, & Drop-ins; **912-538-1735**
- ! **COMMUNICATION & CONTACTS:** our office by calling **912-538-8811** or using your Brightwheel (BW) APP. You may also

CONTACT us [light@jewellmoore.com](mailto:light@jewellmoore.com). You may always speak with a director or assistant director. We have an OPEN DOOR policy. However, please make an appointment with Administration if your concerns/conflicts aren't solve with your child's teacher. You may contact Mrs. Moore immediately. You may also Complete a "**Concern Form so that we can** get a solution.

! **WEBSITE:** [www.jewellmoore.com](http://www.jewellmoore.com)

! **LESA Mission Statement** is a Child Care center who is committed to being a light in a dark world while nurturing and teaching each child in order to prepare them to reach their highest potentials in all of the following areas: Spiritual, Intellectual, Physical, Emotional and Social (S.P.I.E.S.)!

! **LESA VISION** is a Christ –centered Child Care facility for Infants through Afterschool ages which exists to bridge the gap with the home, church and the community to godly impact our YOUNGEST CITIZENS in every area of their growth in the #FIRST1000 days of their lives and make great and magnificent memories as we GO!!

! **CONFIDENTIAL INFORMTION.** The information pertaining to the children enrolled at the LESA/FIRST STEPS is considered confidential and may not be released by LESA staff without first obtaining written permission. Relevant information relating to the children's family situations medical status and behavioral characteristics on the children enrolled at the LESA at any time shall not be shared by LESA staff among caregivers of the LESA/First Steps staff, with members of the department or with other persons authorized by these rules or the law to receive such information involving the child.

## [B] HOURS of OPERATION & HOLIDAYS

### OPEN:

Monday-Thursday from 6:30am-5:30pm

Friday – 6:30 am -5:00 pm

COVID HOURS: M-Thurs 7-5pm and Fri 7-2pm.

**Extended Hours:** Available by Appointments

! **ARRIVAL TIME: No Cell Phone Policy**

PARENTS/ADULT MUST SIGN CHILD IN AND SIGN NAME.

All children must be in the center by 9am. Contact us 24 hours in advance for doctor's appointment. Parent's will call or message us on Brightwheel (BW) if child will be absent. Please talk with staff member to relate how your child's morning is going and if the parent isn't dropping the child, please inform the adult who will take the child so they can relate the information or the parent can put the information on Brightwheel. Parent must make personal contact with staff.

**! DEPARTURE TIME: No Cell Phone Policy**

All children are FULL-TIME and must not stay over 10 hours per day which totals 50 hours per week is covered in your weekly tuition fee. Child must be signed out by an adult and not a child/sibling. Parent/Adult must make contact with a staff member before removing child from the school. The pickup person must be an approved person on the list and may be asked for a picture I.D.

**! LATE PICK-UP (See in section [D] )**

**! NOTICE:** We will call CELL phone, your job, home, DFCS or the police if we cannot contact you. **STAFF CAN'T NOT WORK OVERTIME. Be mindful that children aren't allowed to be in the CENTER over 10 hours per day.**

**ABSENCE:** Childcare will contact parent if child is absent in consecutive of three days.

**HOLIDAYS: WE ARE CLOSED on the listed days below:**

Labor Day (1) day  
Thanksgiving (2) days  
Christmas (5) days starting Christmas Eve (CAMP may be available)  
New Year's Day (1) day  
Martin Luther King, Jr. (1) day  
Memorial Day (1) day  
Fourth of July (1) day

**FOUR TEACHERS WORKDAYS** (one per quarter) Check updated school calendar.

○ **POSTED NOTICES**

Our license, the communicable disease chart, a copy of State rules and regulations, our statement of parental access, weekly menu, visitors

check in/out, and the emergency situation plans are posted in our Reception/Lobby area for your convenience. You may review our most recent evaluation report upon request.

**[C] ENTRANCE REQUIREMENTS**

- **AGE:** The child must be between the ages of 6 weeks and twelve years old.
- **FORM 3231 AND NOT EXPIRED-** must be current Must be filled out, DATED, & signed by your doctor or local Health Department. A certificate of Immunization & Wellness Checkup (Eye, Hearing & Dental for 3 years and up). **Child cannot attend school/childcare with expired shots/immunization records.**

**FORMS:** All enrollment forms (each page and each line) must be **completed** and turned in before the first day of enrollment. Not completing forms will delay your enrollment.

- **OFFICIAL ENROLLMENT & ACCEPTANCE: Is not completed until** a scheduled appointment is held with the Director or the child's teachers to answer any questions and go over the enrollment packet and Policies & Procedures and all State required forms are completed and signed. Director has to approve the enrollment if parent only met with the teacher. All BFTS forms and LESA forms must be signed and completed.

**YOU WILL BE BILLED ON BW \$2.00 Sign-In and Out Daily –**

You will sign in and out with your signature daily on a devise provided at the entrance. If you have the BW APP, you can sign your child in or out before getting out of your vehicle.

This is very important that you do this daily. Failure to sign in and out with two warnings will have **\$2.00 fee** because we have to take extra time to go back to update the information and get your signature. **PLEASE SIGN IN AND OUT.**

- **LABELED ITEMS with your child's name on each item with a SHARPIE... All NEEDED TO REMAIN AT THE CENTER:**

Infants: These items must be kept in stock.

Pampers/PULL-Ups Wipes, (check supplies weekly)

Formula, Cereal-(Bring prepared in each labeled bottle daily.)

Change of Clothes(Check weekly)

Soft blankets for infants (LABELED)

(All ages)Each child needs to have a change of clothing and two towels. (LABELED)

All items must be label with child's name on it. If items are lost and have no names, LESA will not be at fault.

NOTE: If your child does not have a change of clean clothes and they are needed, we will put them on an item from our CLEAN CLOTHES BOX and ask that you send them back to school with a set of their own clothes to be returned.

## [D] **TUITION & Brightwheel (BW) APP**

### ! **Annual Registration Fee: \$80.00**

Registration fee is **non-refundable** and IS **due on the Friday** prior to child's first day of attendance to secure the next available SLOT/spot for your child. **This is also due annually each year.**

! **TUITION/BRIGHTWHEEL:** The following dispositions concerning tuition were formulated with this goal in mind: **to provide quality childcare.**

**ALL PAYMENTS MUST BE MADE ON BRIGHTWHEEL BY FRIDAY FOR THE UPCOMING WEEK.**

*NOTE: YOUR CHILD CARE FEES ARE DUE 52 WEEKS PER YEAR. Your child care fees are due each FRIDAY, whether your child attends or not. You have to pay every week. If you choose to pay monthly, that month must be paid in advance.*

**NOTE:** Tuition is due ON Friday for the upcoming week.. Payment is due weekly even if child does not attend.

**WEEKLY FEES Must Be Paid on Brightwheel .**

! **Potty Trained, \$125.00**

! **Infants/not walking, \$130.00**

! **Before/AFTERSCHOOL, \$75.00**

! **Insufficient Funds** for Tuition Payment \$35.00

! **CAPS Scholarship & Contract** must be signed

! If CAPS fail to pay your weekly tuition portion; you are responsible for the full payment prior to attendance.

! **Drop-In, \$50.00 DROP-INS:** are welcome if you have already applied and have been approved providing space is available. The fee is due prior to child staying. You receive **nine hours** of care.

! **EXTENDED CARE-"Text-a-Nanny"** is available by 24 hour advance appointment.

! **Christmas Camp-** \$125.00, as space is available. Register Early

! **Spring Break Camp-** \$125.00, as space is available. Register Early

! **Summer Camp-**\$125.00, as space is available. Register Early

! **Termination** by LESA or Parent-Two Weeks Notice

! **Late Payment Fee, \$20** will be invoiced to you on Monday by 9AM. **A \$20.00 LATE payment FEE** WILL BE

INVOCED IF RECEIVED AFTER MONDAY AT 5:30 PM. If tuition fees get delinquent without proper arrangements approved by the director, your child will loose his or her slot.

**Legal actions will be taken to recover all past due balances if you refuse to pay the two week fees and the past due balance.**

! **Late Pick-Up Fee, \$10** first five minutes, \$1 per minute

! **LATE PICK-UP FEES:** A **\$10.00** fee is charged at 5:31 to 5:35 and at 5:36 a **\$1.00 per minute** thereafter is charged and must be paid at the time of PICK-UP. Your child can't be admitted to class until the LATE PICK-UP fee is paid in total. Not paying the fee could cause you to lose your spot. If you loose your spot, and an opening is available, you will have to pay for two(2) week notice because of neglect to pay the require fees and re-enroll. **Please** call if you know that you are going to be LATE or use the BW APP to contact us.

**! CAPS Scholarship Payments-All children who attend LESA will have access to Quality Care!!**

**All rules and polices apply.** Enrollment will be accepted upon all requirements of this policy are met. All tuition must be paid as contracted. The parent is responsible for the WEEKLY TUITION. A contract is signed in partnership of our duties. Your PARENT FEE IS DUE ON FRIDAY FOR UPCOMING MONDAY AND WILL RECEIVE A LATE FEE IS NOT PAID BY FRIDAY AT 5:30. LESA MUST RECEIVE A CAPS SCHOLARSHIP BEFORE THEY WILL any payment from CAPS will cover your weekly fees. It is the responsibility of the parent to pay in additional fees or overage to attend our center and that will be in your contract prior to acceptance and attendance . You must remain current and follow all abide by the policies. If your parent fee isn't paid, your child will not be able to attend and this will be reported to CAPS, credit bureau, and legal claim courts. .

**CAPS RENEWAL AND REDETERMINATION:** It is important to work and comply with us during your renewal. CAPS will give us a two weeks notice of your update, if they fail to do so, it is still the responsibilities of the parent to keep their CAPS updated so that payment isn't interrupted. Note: If your CAPS isn't renewed, you will be responsible for weekly tuition payment and they are due as listed in this policy and is due a week prior to attendance. Be aware that you can't wait until the last day marked by CAPS to decide. We must have something in writing that you are updating your CAPS prior to two weeks before your end date. Please comply and if we can support you let us know. REMEMBER-a two weeks notice is required from you the parent/caregiver; therefore you cannot wait until your last end date and put in the two weeks notice and nor can you withdraw your child without the written notice. **Please be advised.**

**HOLDING FEE PAID BY CAPS:**

We have a Holding Fee for the regular weekly tuition rate per child regardless if a child is ill or not when they are absent from Child Care for an entire week.

First Steps Infant/Toddler Center.  
HOLDING FEE IS CHARGED WHEN CHILD ISN'T IN ATTENDANCE AND WE ARE OPEN AND PROVIDE CARE.

**! RETURNED BRIGHWHEEL ONLINE PAYMENTS :** INSUFFICIENT FUNDS (I.F.) WILL BE INVOICED on the day it was returned IF NOT RECEIVED ON Friday and it will be considered late and a \$20.00 LATE FEE will be added.  
**1<sup>st</sup> Offense: \$35.00** charge plus the amount of the returned INVOICE. No LATE FEE ADDED.  
**2<sup>nd</sup> OFFENSE: \$45.00** charge plus the amount of the returned INVOICE AND LATE FEE ADDED  
**3<sup>rd</sup> \$50 PER RETURNED I.F. AND payment must be set to AUTO on Brightwheel or your slot will be terminated.**

**TERMINATION:** It is our goal to work with every parent and agency on the behalf of our children. In the case when it is not a “good fit” for our facilities, it is in our right and noted here that our Child Care Services can be terminated at any time- no two weeks notice is required on our part.

**! TWO WEEKS NOTICE WITHDRAWAL**  
Please talk with the director if you plan to withdraw your child. You must complete a “**Two Weeks WRITTEN** Notice Form”. If you have any problems concerning your child’s care or learning or any other center matters at the Lighthouse Early Start Academy, Inc./First Steps, as partners, let us find a solution for the conflict before interrupting your child’s placement. Talk with Mrs. Moore and the Director before choosing to withdraw your child.

**o LEGAL ACTIONS**  
It is **REQUIRED** that parents give a WRITTEN two week notice to withdraw a child. If for some reason your child is not able to fulfill the 2 weeks notice requested, you will be required to pay for the two weeks notice of the current child care fee. **Legal actions will be taken at your expense if any outstanding bills are not paid in full.**

## [E] CURRICULUM:

LESA/First Steps use ABEKA, Creative Curriculum, GELDS and other appropriate Early Childhood curriculum. Children will engage in learning activities led and prompted by the child's interest and new introductions presented by the Teacher. The teacher will post weekly plans and monthly themes AND SEASONAL THEMES.

We take every opportunity to make it a LEARNING EXPERIENCE. From greeting/departure, diaper changing, hand washing, transition from one activity to another one, setting the table, cleaning the table and many more are woven in with the academic to build confidence and social skills...thus all areas of the day are ACTIVITIES. You will see some posted on BRIGHTWHEEL UNDER ACTIVITIES.

! The Whole Confident Child will be invited to tap into the following areas of their GROWTH AND DEVELOPMENT as a growing child: **S. P. I. E. S.**

**S(SPIRITUAL)**- *We believe humans consist of a body, a soul and a spirit. We will use many opportunities to stimulate the spirit (an eternal being) through stories, poems, songs and behavior modeled.*

**I(INTELLECTUAL)**-**Cognitive Development-Brain stimulating processing, intelligence, reasoning, language development, and memory** (*Recognize letters, numbers, phonics, shapes, colors, etc.*)

**P(PHYSICAL)**- **Fine and gross motor development increasing skill at motor tasks.** *As muscles develop, children go from rolling over to riding a tricycle; grasping a rattle to stringing beads, writing, typing on the computer, etc.*

**E(EMOTIONAL)**-**Dealing with their emotions and others-** *understanding that child's inborn temperament, cultural influences, disabilities behaviors by adults, child's security w/ adults, etc.*

**S(SOCIAL)**-**Team work, cooperating, sharing-working with others, self-help skills, confident skills, mannerism, good choices, right words, building friendships, esteem, etc.**

## ! AGES & STAGES

1. Six weeks – NON-Mobile Infants: **BABY BELUGAS I**
2. Six Months-Mobile Infants: **BABY BELUGAS II**
3. Ones/Twos: **Turtle Tots I & II**
4. Three-Five years-**Preschool Penguins**
5. Four Years-**Private Pre-K Starfish**
6. Five Plus-**Lighthouse Café' School-Age**

[F] **DIAPERING**- This is why we need WIPES all the time!

- ! 1. Before beginning the diapering procedure, clean your hands by using proper hand hygiene (handwashing or use of hand sanitizer according to directions).
- ! 2. To minimize contamination, prepare for diapering by getting out all of the supplies needed for the diaper change and placing them near, **but not on**, the diapering surface, for example:
  - ! • Non-porous changing table paper to cover the table from the child's shoulders to beyond the child's feet (in case it becomes soiled and must be folded over to create a clean surface during the change)
  - ! • Enough wipes for the diaper change, including cleaning the child's bottom and wiping the teacher's and child's hands before putting on the clean diaper (wipes must be taken out of their container)
  - ! • Unused diaper and clean clothes, if needed A plastic bag for soiled clothes. We use grocery store bags. If you have clean bags, please give to us. **We can't accept dirty grocery bags.**
  - ! • Disposable gloves (if used)
  - ! • A dab of diaper cream on a disposable paper towel (if used)
- ! 3. Place the child on diapering table. Remove clothing to access diaper. If soiled, place clothes into a plastic bag.
- ! 4. Open the soiled diaper and leave under the child while the child is cleaned.



- ! 5. Use wipes to clean child's bottom from front to back (one wipe per swipe) and throw away with the soiled diaper into a plastic-lined, covered, hands-free trash container.
- ! 6. Check for spills on the paper liner, and if needed, fold the paper over to create a clean surface.
- ! 7. If gloves are used, they must be discarded at this time.
- ! 8. Use a wipe to remove soil from your hands and throw into trash container.
- ! 9. Use another wipe to remove soil from child's hands and throw into trash container.
- ! 10. Slide the clean diaper under the child, and use a facial or toilet tissue or clean disposable gloves to apply any necessary diaper creams, discarding the tissue or gloves in a plastic-lined, hands-free covered can and redress the child.
- ! 11. Wash the child's hands following the proper handwashing procedure-see below (use of hand sanitizer is also acceptable for children 2 and older, if hands are not visibly soiled). Return the child to the play area without touching any other surfaces.
- ! 12. Dispose of the disposable paper liner in the plastic-lined, hands-free covered can.
- ! 13. Remove any visible soil from the changing surface with a disposable paper towel saturated with water and detergent, and then rinse.
- ! 14. Wet the entire changing surface with a disinfectant that is appropriate for the surface material being treated. Follow the manufacturer's instructions for use.
- ! 15. Clean your hands by using proper hand hygiene (handwashing, or use of hand sanitizer according to directions if hands are not visibly soiled).

! **POTTY TRAINING:** *We will encourage Potty Training after two and in partnership with participating parents.*

! **Handwashing Procedure:**

**WE NEED SOAP!! NAPKINS!!!**

1. Moisten hands with water and apply liquid soap.
2. Rub hands together away from the flow of water for 20 seconds.
3. Rinse hands free of soap under running water.
4. Dry hands with a clean disposable paper towel or a one-time use cloth towel, or dry thoroughly with an air dryer.

! **FINGERNAILS:**

Keep children nails clipped and filed smooth to keep from scratching self and others.

o **SHARING DAY : ITEMS BROUGHT TO THE CENTER**

The teachers are eager for the children to occasionally share special discoveries in which they make at home or find on a trip with their families. This will be a "Sharing Day" and will be announced by the class teacher. Please do not allow your child to **bring food, money or toys to the Lighthouse Early Start Academy, Inc..**

**JEWELRY:** Because of injuries that have been documented, do not allow your child to wear bracelets, rings, hoop earrings, necklace or any jewelry that dangles. It can get caught in many things and cause major injuries to your child and others.

[G] **BEHAVIOR MANGANGEMENT /DISCIPLINE &**

**TERMINATION:** Children are much happier when boundaries are established, for it is within boundaries that children learn respect and obedience. The teacher will keep his/her class in the proper order and maintaining control. **OBEDIENCE** is essential. Train your child to **OBEY RIGHT AWAY**. Help them to remember to be fair and kind. Children will constantly be praised for obedient behavior and kindness toward others. We encourage gentle touch among the children in social interactions.

**Children shall not be allowed to cause physical injury to another child at all or CONSISTENTLY, i.e.,**

- o biting,
- o pinching,
- o scratching,
- o hitting
- o bullying
- o or anything that would hurt and leave a mark on another child.

Children will be allowed to express themselves. Teachers will teach the children how to take turns and how to take control over their own behavior. They are children and they do not know how to do this...in excitement or in anger. Children will

not be allowed to use continued disruptive behavior that leave the teacher unable to care for and teach the rest of the class, i.e., throwing toys, pushing, continual harassment of the other children, continued disregard of the rules. Termination will occur with three incident reports of injury to others. Child will be sent home for biting on that day when the biting has broken the skin on another person.

- o **Most toddlers will bite. Your child may bite another child. Another child may bite your child. We do not want that to happen and we will do everything to prevent it; but understand that this will happen.**

- o **CLASS / CENTER/ PLAYGROUND RULES:**

Obey right away                      Be Kind  
Walk inside and run outside      Take turns

**1<sup>st</sup> OFFENSE:** Use of the "Thinking Space." Parents will be informed. Parent will be required to sign an incident report.

**2<sup>nd</sup> OFFENSE:** Same as above in the 1<sup>st</sup> OFFENSE.

**3<sup>rd</sup> OFFENSE:** Parent will sign an incident form.. If the behavior is severe, the parent will be called immediately to remove the child from the Center. The child will be separated from others and monitored until the parent arrives. There will be a conference with the child's parent and the director. Child can be terminated with three incident reports and child's spot will become vacant.

If the disruptive behavior occurs three (3) consecutive days or three different times, the first and second consequence will be omitted and the third consequence will be enforced immediately.

**NOTE:** If after working with the parent and child consistently over a period of 4 weeks, the disruptive behavior continues and the teacher is unable to teach his/her class and give the needed attention to the other children in his/her class because of this disruptive behavior, the Lighthouse Early Start Academy, Inc. reserves the right to terminate services.

**ALL Classroom RULES APPLIES TO THE PLAYGROUND, AND THE ENTIRE CENTER.**

**[H]. USDA FOOD PROGRAM /CACFP:**

- ! Meals are served at the times listed below. If you arrive after these times, be sure to feed your child before arriving or inform

us if the child did not eat. Our protein is served in meats but in Legumes and BEANS as well.

- o **Breakfast 7:30-8:30**
- o **Lunch 10:30-11:30**
- o **PM Snack 2pm-3pm** (This is the last time the children eat and are hungry when they get home)
  - **MEATLESS MONDAYS**
  - **TRY TUESDAYS** New Foods
  - **WHEAT WEDNESDAY**
  - **TASTEFUL THURSDAYS**
  - **FISH FRIDAYS (Foods from the Sea)**

Each of these feeding times are 100% **USDA** approved meals and snacks. We will introduce your child to healthy eating habits, proper table manners, and hopefully get him or her to try something new.

Every child must have an Eligibility Form completed before enrollment and KEEP current form on file annually thereafter. No food can be brought from home or restaurant unless a prescription/letter is received from a medical doctor. If your child can not drink regular cow milk, you must bring a note from a doctor as well as provide the milk for the child. **ALLERGIC:** If your child is allergic to any foods, a letter from a medical doctor must **be on file with us and will be posted in kitchen and child's eating area.**

All children ages one to two are served **WHOLE MILK** and children two and older are served **ONE PERCENT MILK**. **WATER** is available at all times and served at snack.

**! Meal times are activities within itself as well as cleanup time.**

**! SELF-HELP SKILLS**

Using the CACFP & BFTS nutrition guidelines, we provide opportunities for children to challenge themselves and experience success builds the confidence needed to become independent, develop a sense of self, and establish themselves as individuals in the world. From using good nutritional foods, finger foods in the high chair to low chairs and tables for tots and appropriate seating for preschoolers and older children to use utensils, napkins and from bottles (caregiver

will hold infant to feed with the a bottle) , sippie cups to topless cups for drinking. Use a family style approach as caregiver sits and encourage child to try new foods and engage in conversation.

## **[I] EMERGENCY SITUATIONS:**

MEDICAL. HEALTH CHECKS. CHILD ABUSE.EMERGENCY PREPAREDNESS PLAN. BOMB THREATS.

**Our goal** is to promote good health, safety, and good nutrition overall.

Procedures for protection of the children in the event of fire, severe weather or physical plant problems, OR any other acts that will cause harm to staff or children or our community at large and are posted in Lighthouse Early Start Academy, Inc..

**NOTE: STAFF** will phone for emergency transportation and/or medical attention when they deem it necessary for a child or children in our care. The staff will then call parent or emergency contact to inform them of current happenings.

Parents of any child who becomes ill or is injured shall be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: **Elevate temperature(101), vomiting or diarrhea, exposure to a noticeable communicable disease;, noticeable adverse reaction to prescribed medication(s), or any situation which will put the child and others' life in danger.** HEALTH

Children who are ill (fever, sore throat, diarrhea, vomiting, common colds, yellow or green mucus) will not be allowed at the center during his or her illness. This is a state law and it is in the best interest of your child and the other students. Parents must make other provision to provide care for child if he or she must attend work. If the child becomes sick at the LESA center, (the parent must come and pick the child up ASAP.) The sick child will sit in the lobby area or lie down on a mat until the parent comes and pick the child up. An approved staff member will monitor the child while he or she is out of the classroom or away from the main population of children as what staff is available. **The parent or emergency contact person will be contacted by telephone. Staff will not administer medication.**

o **ADMINISTRING MEDS:** We **DO NOT ADMIN** MEDICINE. Be sure to let us know if your child is taking medicine.

The parent can give the meds in the morning and night.

o **Local/State/National Emergencies:**

We will following the guideline of each entity above and we will follow the CDC for any communicable diseases outbreaks.

o **HEALTH CHECKS:** An informal health inspection as each child arrives will be part of the daily routine of the LESA center:

**If any unusual scars, bruises (picture of the bruise will be sent from school's phone to parent), etc. are found and are not life threatening , they will be documented and you will be contacted. If they are threatening to the child's safety, they will be reported to the proper authorities.**

o **CHILD ABUSE,NEGLECT OR DEPRIVATION.**

Whenever there is reasonable cause to believe that a child has been physically injured or has suffered death by a parent or caretaker by other than accidental means; provided, however, that physical forms of discipline need not be reported where the same does not result in injury to the child; or a child has been neglected, exploited or deprived or sexually assaulted or sexually exploited. Sexual exploitation occurs when a parent or caretaker allows, permits, encourages or requires a child to engage in prostitution or other sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct a s defined in O.C. G. A. Sec. 16-12-100. Any suspected incident of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children services in accordance with O.C. G.A. Sec. 19-7-5.

o **EMERGENCY PREPAREDNESS PLAN**

**WE HAVE OUR PLANS PRINTED IN THE NOTEBOOKS IN THE LOBBY HALL CLOSET AT EACH LOCATION:**

In case of emergency, LESA/FIRST STEPS have an Emergency Preparedness kit. This kit contains enough emergency supplies to take care of all the children in the daycare and the staff for at least 72 hours. EMERGENCY EVACUATION PROCEDURE:

1. In the event of an emergency that requires us to evacuate the daycare, we will take our emergency kit and all the children to our emergency **meeting place** the First Steps to the Post Office one block up at the traffic light. Lighthouse on 5<sup>th</sup> St. We will meeting in the parking lot of the old swimming pool and the Boys & Girls Club which is one block away from our site.
2. We will illicit the help from neighboring volunteers and neighboring staff with vehicles to drive the children to the meeting place listed above. Our first priority is to get them away from the danger as safely as possible and as quickly as possible.
3. Each child will have an emergency information listed in Brightwheel, with the child’s name, medical number, emergency numbers and contact people. The devices will be taken and parents will be contacted for pickup as soon as possible. We would leave notes on the doors of First Steps and LESA as to our location.
4. You, as the parent, will be asked upon enrollment in the daycare to prepare an EMERGENCY COMFORT PACK for your child consisting of: a family photo, small stuffy, extra set of clothing & baby formula or food, if needed.
5. Our emergency plan will be tested at least once a year.

**POWER OUTAGE OR BOMB THREAT PROCEDURE:**

1. If there is a bomb threat the daycare staff and children will immediately evacuate the building.
2. Staff will take the children to the field close by the school.
3. Parents will be called immediately. If, within one hour, the fire department determines that the daycare is safe to enter, we will return to daycare.

4. If, after one hour, it is still unsafe to return to the daycare, parents will be called to pick up their child.
5. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child.
6. Staff may call parents at any time to pick up their child if their ability to maintain the child’s safety is in question.

**[J]. PARENTS**

**PAC (PARENT ADVISORY COMMITTEE Year 20\_\_ (This will done upon the interest of the parents.)**

**President:** \_\_\_\_\_  
**Treasurer:** \_\_\_\_\_  
**Secretary:** \_\_\_\_\_

- **PURPOSE-**To have a communication system between the Center, Director, Staff and Parent to Parent concerning the issues facing the care of each child in Child Care.
- **MEETINGS-** Will be held once a a quarter upon parents’ interests. Look for it in your child’s folder. It will be posted on the door and we will work toward setting the dates for the year.
- **ANNUAL EVENTS (Cultural)-** Parties or special Snacks will be held on the days below:

Jan. Dr. MLK B-day FEB. Valentine Party  
MARCH St. Partrick’s Day, Parents Appreciation Day  
APRIL Month of the Child, Easter EggHunt  
MAY Staff-Teachers Appreciation Day/Mother’s Day to Lunch/ Lighthouse Graduation  
JUNE Father’s Day Picnic /Summer Camp Lighthouse  
JULY Fourth of July Picnic and Parade  
November Thanksgiving Dinner  
OCTOBER Fall Festival  
DECEMBER CHRISTMAS PARTY @ SCHOOL FOR CHILDREN

- **Quality PARENT TRAININGS-** We will invite speakers to hold forum, seminars and workshops to help parents deal with each growth development area of their child’s stage development. Other topics will be covered as well concerning all dynamics of Family Life. This will be announced in advance.

- **FUNDRAISERS**— These will be held periodically in order to raise funds to support the cause of the PAC, classroom supplies and playground equipment & upkeep.

**\*\*STAFF OF THE MONTH/Quarter**— Will be selected by you.

You will vote according to the following but not limited to:  
Politeness, Knowledgeable of Job, Care for the children, Prompt, Good communication with fellow workers and parents, good recommendation from the Director, etc.

**[K] TRANSPORTATION Plan**- will not provide transportation from and to the center. The use parents' or staff's cars to transport for emergency situations of AMBULANCE. If we take a walk off of campus ground, we will get a permission slip signed prior to walking trip.

\*\* Is based on implementation each year in August at Teachers' Institute training.

10/5/00LB 7-7-00 jdm/10-10-01 jm/07-20-03 jm/8-1-3jm/ Dec. 12, 2005 jdm, jdm 2007, jdm 2010, jdm July 2012, jdm Jan2019, Feb. 2020 jdm. Feb. 22, 2021 jdm Dec. 14, 2022 jdm