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Family Foundation Fund, Inc.  
A 501C3 Non-Profit Georgia Corporation

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APEC Learning Center  
APEC After School Enrichment

# PARENT HANDBOOK

Effective  
2/5/24

*Advanced Preparation for Every Child  
"Building the Future, One Child at a Time"*



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## FORMS

Authorization for Emergency Care of Children  
With Severe Allergies

Release and Waiver of Liability for Administering Emergency Care  
To Children with Severe Allergies



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**APEC MISSION**

**The mission of APEC Learning Center is to provide  
Advanced Preparation for Every Child**

**The goal of APEC is to aid in the development of**

**Astute,  
Productive,  
Educated and  
Creative individuals.**

**We accomplish this by:**

**Assisting families,  
Preparing children for success,  
Establishing trusting relationships and  
Caring enough to maintain the highest standards  
We are dedicated to service and customer satisfaction.  
At APEC Learning Center we are...**

**“Building the future, One child at a time”**



POLICY: WELCOME

POLICY NO.: 2

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We would like to take this opportunity to welcome you to the APEC family. APEC was established in 2003 for the purpose of providing quality child development programming at affordable prices. It is our hope that you will assist in this endeavor by offering honest feedback as we strive for excellence. We are committed to customer service and maintain an open-door policy. Serving your children is our top priority, but we will need your help to ensure every child reaches their highest potential. We have selected highly qualified and well-trained Site Directors who are eager to address any concerns you may have. Additionally, if you need further assistance you can reach me directly at [info@APECprep.com](mailto:info@APECprep.com).

Yours Truly,

Angie Dutch  
Founder/CEO

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- First, We must establish ORDER
- We are a part of a BUILDING TEAM
- We Spread LOVE, Practice PEACE and Live in HARMONY
- We are our INSTRUCTION therefore all GOOD students have GREAT teachers
- We are actively seeking GREATNESS by GIVING love and respect and EXPECTING love and respect
- We perfect what we PRACTICE by becoming good at what we do OFTEN
- We SUPPORT positive BEHAVIOR

爱 平 和  
Love      Peace      Harmony



POLICY: LICENSING INFORMATION

POLICY NO.: 4

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We are licensed by



We are accredited by



We are a

Quality Rated Program!







POLICY: ENROLLMENT/Inclusion

POLICY NO.: 5

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Enrollment at APEC is open to children from six weeks to 14 years old. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

APEC believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. To best serve children, we require that parents share all information regarding children relative to their care ie Individualized Education Plans (IEP’s), 504 Plans, Babies Can’t Wait data, etc. Children requiring small group or individualized instruction during the school day may require the same care during after school and may be subject to relevant fees associated with providing that care.

Parents can apply for enrollment of their child in APEC by completing the Enrollment Application online and paying the Registration Fee. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed online enrollment application, signed fee agreement, payment of registration fee and first week’s tuition, immunization records and signed APEC Parental Agreement.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

APEC reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at APEC is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of APEC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition and appropriate conduct.

Parents are required to notify APEC immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit and/or fees paid.



## APEC Learning Center Preschool Enrollment Requirements:

### ALL Students

- Completed online registration designating class assignment available at [www.APECprep.com](http://www.APECprep.com); Locations; Cascade; Register Here
- Current Certificate of Immunization: Form 3231
- Completed Income Eligibility Statement: Available at [www.APECprep.com](http://www.APECprep.com); Contact; Forms; Income Eligibility Statement; will have to be updated every July
- Allergy Documentation: Please provide documentation from a medical professional supporting your child's allergies
- Religion Documentation: Please provide a letter if your child cannot take part in items listed on our Meal Plan. For Example: Milk, Meat, Bread, etc.

### Uniforms: (all classes except infants)

- Black, white or gold collar shirt/polo; Black or khaki bottom

### Classroom Items:

#### ALL:

- All students are required to have 2 complete sets of changing clothes, 2 pairs of underwear, 2 pairs of socks, 2 seasonal bottoms, and 2 seasonal tops. Please label all items with name and date of birth.
- For napping, please provide 2 fitted crib sheets and 2 blankets to fit a toddler cot.
- We use unscented wipes; please provide wipes if you prefer a specific brand

#### Infants/Toddler 1/2:

- At least 30 diapers/pull ups with side closure per week based on time in care and elimination habits

### Drop Off Times:

Consistent routines are a vital part of child development. Meal counts and curriculum objectives must be implemented daily. For those reasons we require children to be checked in as follows:

Infant/Toddler 1/2 checked in before 9:00AM

Preschool  $\frac{3}{4}$  checked in before 8:00AM

**Unavoidable delays must contact the center at 404-758-6081.**

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POLICY: TUITION

POLICY NO.: 6

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All custodial parents and/or legal guardians are required to sign a Parental Agreement prior to enrollment of their child in APEC. Billing information can be discussed with anyone authorized to pick up children in our care. Fees are due for children enrolled whether your child attends the center or not. GACAPS recipients are responsible for payment if GACAPS will not cover. If the child is absent for two consecutive weeks, the child will be considered withdrawn from the program. Re-admission will require an additional registration fee and payment of any past due fees. Family vacations, holidays, absences due to illnesses, weather related closings and any other absences are expected to be paid for under the normal payment policy.

Families are eligible for 4 weeks of planned vacation per school year and fees for those weeks will be waived with prior notification.

Families must notify [System@APECprep.com](mailto:System@APECprep.com) of absence before close of business on Wednesday of the week prior to absence to avoid automatic billing of weekly fees. If you do not attend but fail to submit notification as noted, your account will be billed automatically.

6.1 Tuition Fees

**ALL FEES ARE NON-REFUNDABLE**

Registration Fee - \$100.00

All Day Care –	Infant Room- 6 wks to 12 mos. - \$325.00 per week
	Toddler 1 & 2- 13 mos to 36 mos - \$250.00 per week
	K3/K4, School Age Care - \$225.00 per week

After School Care - \$100 per week

Reduced Ratio Care – Priced based on staffing requirements

Before School Care (where applicable)- \$225 per month

Before and After Care (where applicable)- \$150 per week

Late Payment Fee - \$25.00

Late Pick-up Fee - \$1.00 per minute after closing time; repeat offenders \$5.00 or more per minute.

Cash, money order, or credit cards may be used to pay tuition (We do not accept Discover Cards). Printed receipts will be given for tuition payments made by cash only. All cash payments must be handed directly to the Site Director or person designated to accept payments. There is no credit given for vacations, scheduled school closings, child illness, or for closings due to emergency situations, inclement weather or acts of God.

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## 6.2 Late Tuition Payments

All tuition payments are due on the Friday of the last business day before the week of service. A \$25 late fee will be applied to ALL payments made after close of business on Friday. No balances can be carried over to the following week. Children will not be accepted into the center if fees have not been paid. A \$100 re-enrollment fee will be required for readmission.

## 6.3 Subsidized Care

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at APEC. Parents of subsidized children agree to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies or subsidy is discontinued. GACAPS recipients are responsible for payment if GACAPS will not cover the cost when absent all week. If the child is absent for two consecutive weeks, the child will be considered withdrawn from the program.

APEC offers some in-house scholarships that are based on established financial need and availability of funds. All parent fees must be paid on time in order for scholarships to be credited. Late Parent fees will result in scholarship revocation.

## 6.5 Multiple Child Discounts

APEC offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted \$5 per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

## 6.6 Special Scholarships

Scholarships are limited based on funding and offered on a first come first served basis. All fees must be paid on time for scholarships to be credited. Late payments will result in scholarship termination. Chargebacks will result in scholarship termination. Family engagement and/or participation may be required in order to maintain scholarship eligibility and fulfill funding requirements. Scholarship termination is at the discretion of APEC officers and/or Board of Directors.

APEC would like to recognize the contributions of educators and parent leaders by offering a \$15/week discount to Fulton County School employees as well as active PTA officers and School Governance Council members. FCS employees must submit a copy of current pay stubs at the beginning of each semester to [System@APECprep.com](mailto:System@APECprep.com). Scholarships are applicable to custodial children only ie FCS employee or Parent Leader is the apparent/legal guardian of child and that child reside in the same household.

Together we are "Building the Future, One Child at a Time".

*Advanced Preparation for Every Child  
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## 6.7 Fee Schedule

All fees are due prior to service week.

**All accounts must have a valid credit card on file that will be charged at the close of business on Fridays for the upcoming weekly fee.**

Cash or money order payments must be made on site prior to close of business on Fridays for the upcoming week's fee to avoid card being charged.

Credit card payments must be made by parents via the parent portal. All card information must be kept up to date and all accounts with balances will be charged automatically at the close of business on Fridays. If you feel you have been charged in error, you must contact [System@APECprep.com](mailto:System@APECprep.com) for resolution. Any account holder who initiates a dispute of charges from APEC with your card company will be required to prepay for services monthly by cash only and risks termination of services and removal of applicable scholarships.

All declined credit card payments will incur a \$25 late fee.

Accounts with balances, including those with declined charges, will be suspended and children will not be accepted into the program; the school will be notified, and children cannot return to the program until balance is paid in full.

All fee related matters must be addressed via email at [System@APECprep.com](mailto:System@APECprep.com). Group Leaders, Program Leaders, Site Directors and all other staff cannot adjust your account.



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Within APEC, confidential and sensitive information will only be shared with employees of APEC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as APEC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with APEC.

Outside of APEC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of APEC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of APEC are strictly prohibited from discussing anything about another child with you.



POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of APEC are considered mandated reporters, under this law. The employees of APEC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at APEC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of APEC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation



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APEC requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of APEC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of APEC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH APEC:

Threats of any kind will not be tolerated. In today’s society APEC cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT APEC:

While APEC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director’s attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything





about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### 9.4 SMOKING:

For the health of all APEC employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of APEC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of APEC. Please be particularly mindful of APEC entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF APEC:

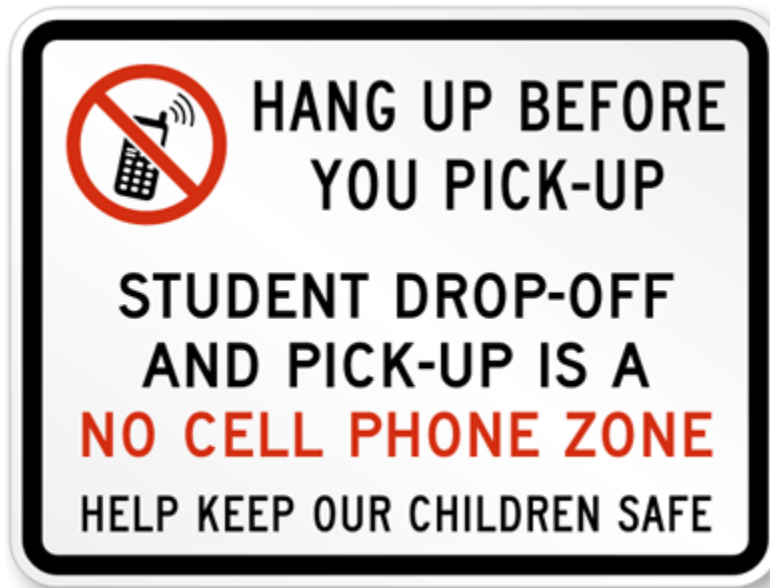
While it is understood that parents will not always agree with the employees of APEC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

APEC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with APEC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

#### 9.8 CELL PHONE USE:

Some children have been in care for 10 hours or more. Your children miss you and they are desperately seeking your undivided attention. Your child's development partners (teachers/group leaders) may have important information to share. Please complete all cell phone use prior to drop off and pick up.



#### 9.9 PERSONAL APPEARANCE:

At APEC we are, “Building the Future, One Child at a Time”. For that reason, we want all stakeholders to represent themselves respectfully. Please refrain from entering the center with exposed mid-drifts, chest, rear end, pajama pants, or house shoes. No sagging pants or exposed undergarments. Please cover offensive tattoos/body art. Refrain from wearing excessively tight clothing which may highlight inappropriate body parts. Be mindful at all times that we want to make a positive impression on our children and represent our community well.



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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at APEC, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) APEC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with APEC, **both** parents shall be afforded equal access to their child as stipulated by law. APEC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, APEC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. APEC staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of APEC will accompany visitors at all times, throughout the center.

APEC will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, APEC cannot have a child at the agency when the child’s parent is prohibited access. APEC will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.



POLICY: DISMISSAL

POLICY NO.: 11

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APEC reserves the right to dismiss any child at any time, with or without cause.

Parents of children dismissed without cause, will be refunded any unused tuition within 30 days of the dismissal. An agency check will be mailed to the address indicated in the child’s file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency’s legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. APEC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by APEC.



POLICY: WITHDRAW

POLICY NO.: 12

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Two weeks notice is required when withdrawing a child for any reason. Please email [System@APECprep.com](mailto:System@APECprep.com). If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at APEC. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.



POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 13

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In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) APEC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with APEC administration, both parents shall be afforded equal access to their child as stipulated by law.** APEC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, APEC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, APEC is obligated to follow the order for the entire period it is in effect. Employees of APEC cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. APEC will report any violations of these orders to the court.



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Upon arrival at APEC, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet or check in computer located at the front desk. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

APEC discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. APEC believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of APEC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child’s teacher or Center Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:00AM if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. APEC will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.



Parents who know in advance that a child will be late, are required to notify the center by 8:00AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

Children must be signed into the center before 8:00AM (Preschool) and 9:00AM (Infant/Toddler1/2) unless accompanied by a doctor's excuse.

#### 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

APEC reserves the right to refuse admission to any child at any time with or without cause.

APEC strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at APEC if the child were to be present at the center.
5. Parent's failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.
7. Lack of staff qualified to meet the needs of child or family i.e. Mistaken Behavior Needs (CARE Group Referral), 504 Plan, IEP, etc.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.





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Parents or other authorized adult are required to sign their child out of care on the sign-out sheet or check in/out computer located at the front desk upon arrival. Parents must then retrieve their child directly from the direct care provider (Teacher/Group Leader). Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

All persons authorized to pick up students must be at least 16 years of age and possess valid identification.

Parents must take home all papers in the child’s cubby or school bag each day.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP:

A \$1 per minute late pick up fee will be assessed to all children not pickup by the designated close of business. This late pick-up fee and all other fees must be paid before the child can return to the center. Repeated late picks can result in a \$5 per or more minute late pick up fee. Children should not be left in care for more than 10 hours.

A child’s services can be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent’s responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of APEC will contact local police and/or the other custodial parent should a parent appear to the staff of APEC to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, APEC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.



Any other authorized person who attempts to pick-up a child, and appears to the staff of APEC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of APEC will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will submit names of people authorized to pick up their children. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from APEC. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

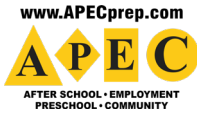
Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

All people listed as authorized pick up have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues and account balances.

The persons on the Emergency/Alternate pick-up form will be required to provide valid, Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

APEC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.



POLICY: TRANSPORTATION

POLICY NO.: 16

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Parents must also sign a field trip form permitting APEC to transport their child and a Vehicle Emergency Form may be required.



POLICY: SCHOOL CALENDAR

POLICY NO.: 17

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APEC All day care programs generally follow the following closing day pattern:

- New Year’s Day
- Martin Luther King Jr, Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (3 days)
- Christmas (3 days)

APEC may designate additional days to close and those dates will be posted at least 2 week prior to closing.

APEC on site after school programs follow the calendar of the schools they service.



POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

POLICY NO.: 18

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone and email if possible.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures.



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19.1 DAILY SCHEDULE OF ACTIVITIES

APEC After School Enrichment sites use the Pinnacle Curriculum. APEC Preschool Program use a combination of the Creative and the Abeka Curriculum. Although APEC is not a faith-based organization, we recognize the value of many of the literacy and character development components of Abeka and other structures. APEC children are encouraged to pray and bless their food before consumption but are never forced to participate. Our children will be provided learning opportunities in the areas of Physical, Emotional/Social, Language/Literacy, and Cognitive Development. Children in our care participate in daily Physical activities and should be dressed appropriately. Instruction is differentiated based on the individual child’s approach to learning and play. The Georgia Early Learning and Development and the Common Core Standards guide our work. Daily class schedules are posted in all classrooms. All children must be signed into the center before 8:00AM and may not remain in our care for more than 10 hours. APEC is not responsible for accidents that occur during physical activities.

19.2 CLASS ASSIGNMENTS

Classes are assigned based on age and abilities. Children must be fully potty trained to enter the K3 class. Children enrolled in after school enrichment are grouped by grade.

19.3 STAFF TO CHILD RATIOS

BFTS staff to child ratios are maintained at all times.

19.4 NAP/REST TIME

Children in Prek and younger have scheduled daily rest time.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

All bottled formula/breast milk and diapers/pull-ups must be provided daily by parents. Supplemental education supplies may be requested by teachers.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

Parents are welcome to schedule birthday celebrations for their children but must first confirm with the classroom teacher and site director as to not disrupt instruction. All outside food must be pre-approved to ensure USDA nutritional guidelines are met and classroom allergies are considered. Healthy options at encouraged.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION/REFERRALS

Conferences will be scheduled at least twice per year but can be requested as needed. We use the Ages and Stages Evaluation tool as well as curriculum based evaluation tools to ensure your child is progressing in our program. These results will be discussed with parents during conferences or as needed. As a parent/teacher team, if developmental delays or issues are suspected, we will assist families with provided the best support

options for our children. Babies Can't Wait is a great referral option for children birth through 3 years and the local public school system provides services for children age 4 and older. We are constantly exploring a multitude of options to best serve all children.

## 19.8 GRADUATION

APEC PreK students participate in a PreK graduation held in May to celebrate their accomplishments. This service serves as a milestone and is not to diminish their expected high school and college graduations. This is an opportunity to gather families and fellowship in commemoration of the importance of education. We strive to send our graduates into the world fully prepared for what lies ahead and equipped to realize their full potential.

## 19.9 TRANSITIONS

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

**Transition from home to center.** Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's teachers, and communicate any anticipated concerns. At this time please let the teacher know the best way to reach you.

**Transition between learning programs.** Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. We feel it is important for children to transition and be comfortable in their new classrooms and with their new teachers. We want this to happen at a gradual pace to allow your child to become acclimated in his/her new room.

When a child is ready to transition to another room, we will inform the teachers in the current and new classroom, and the parents of the child transitioning. The child is taken to his/her new classroom daily for (one/two) weeks spending more time each day until the child is comfortable in his/her new environment.

By the last day of the transition the child will have spent most of the day with his/her new friends and teacher(s). If the child has adjusted well the child will begin the following Monday in the new classroom.

When a child is ready to transition to another room the Staff member will meet with the parent and the teacher from the new classroom. Each move is well planned and thought out to meet the child and the parent. Parent's will be taken on a tour of the new room, introduced to the staff, schedule, routines and materials. We want you and your child to be comfortable in his/her new classroom.



Prior to day one—new teacher will meet the child transitioning into the classroom

Day 1- The child will visit the new classroom for two hours during free play and outdoor play.

Day 2- The child will visit the new classroom for two hours during free play and outdoor play.

Day 3- The child will visit the new classroom during free play, outdoor play, and lunchtime returning to the current classroom for nap.

Day 4- The child will visit the new classroom during free play, outdoor play, lunchtime, and naptime

Day 5- The child will visit the new classroom during free play, outdoor play, lunchtime, naptime, and afternoon play.

Day 6- repeat as needed day's 1-5 or fully transition the child to the new class. This will be done by the Director walking the child and parent to the new classroom.

**Transition to elementary school.** Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school. We also, read books and talk about the transition to "big school" in the classroom within (one/two) weeks before a child departs us.



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Our staff consists of a committed group of professionals. They receive orientation in and on-going staff development in Guidance and Discipline techniques as set forth by the Child Care Provider Rule and Regulations. The Discipline Policy states that disciplinary actions used to correct a child’s behavior, guidance techniques and any activities in which the children participate or observe at our center, shall not be detrimental to the physical or mental health of any child. Positive guidance methods will be used, including but not limited to:

“DRIP”

- Distraction- changing a child’s focus to an acceptable behavior; Switch it, Change it, Rearrange it
- Re-direction- anticipating problems and intervening before a problem occurs; ex. Assign student as a teacher helper
- Ignoring- Keep activities moving; making sure the behavior does not hurt the child, other children, or destroy property
- Positive Reinforcement- focus placed on appropriate behaviors which are recognized and rewarded with incentives ie. Tickets, treasure box, etc

“You make me SICK!”

- S- See, observe and reflect
- I- Identify the emotion
- C- Connect to the source by asking questions- Who, What, Where, How (never Why)
- K-Kick off an Action plan; What do you want to happen? What have you tried to solve this? What are you willing to try?

Appropriately aged children may be asked to write the APEC Code of Conduct and/or complete a Student Problem Solving Model. All serious disciplinary actions will be reported to the parent/guardian via our Mistaken Behavior Notice. If the behavior continues, a mandatory parent/teacher conference will be scheduled. A behavior modification plan will be devised at this time. If the behavior modification plan is not effective, the child may be removed from the center temporarily or permanently.

## **CODE OF CONDUCT**

### **At APEC Learning Center we do:**

- Enter the building quietly
- Walk, not run so we do not hurt ourselves
- Play and have fun without touching each other, horse playing, wrestling or fighting
- Use our inside voices and our listening ears
- Remain silent during homework/academic time even if we have finished
  - Raise our hands when we need help
  - Use good words, not bad words
  - Respect ourselves and others
  - Treat people the way we want to be treated
- Keep our areas clean and use our equipment properly
  - Act in a way that shows our “Personal Best”
  - Uplift, not put down our peers because we are

**One Family**  
**Only as Good as the worst of us!**



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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the item.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by APEC staff for safety and appropriateness, and may be prohibited at the sole discretion of APEC.

APEC is not responsible for items brought into the center or left in the center by children or parents i.e. ipods, hand held games, cell phones, cd's, dvd's, etc. We do not recommend sending expensive items with children.

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## 22.1 CHILDREN

### Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. APEC is not responsible for lost or damaged items of clothing.

Children enrolled in APEC Learning Center are required to wear APEC uniforms: Gold, Black or White Shirt; Black or Khaki pants/skirt/shorts.

### Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, APEC will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.



Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending APEC.

APEC is not responsible for damage to or loss of and articles of clothing.

## 22.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at APEC, or involved in any APEC sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited. Sagging pants and exposed undergarments are prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

### Jewelry:

While volunteering in the classroom or at any APEC sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.



POLICY: FIELD TRIPS

POLICY NO.: 23

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APEC frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

APEC provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a APEC sponsored trip.



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Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

APEC reserves the right to make Volunteer assignments. APEC does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.



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25.1 PRE-ENROLLMENT REQUIREMENTS- Hearing, Vision, Dental and Immunization

Each child is required to register on our parent portal online and complete applicable paper forms requested prior to start date. All children are required to have a complete up to date immunization record on file at APEC. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a notarized wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the site director.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases APEC from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided APEC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a





parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. APEC reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. APEC will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

## 25.4 BITING

APEC recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the



discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of APEC.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of APEC cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 25.5 DISPENSING MEDICATION

APEC does not administer medication. If your child has to be given medication within the time frame he/she is attending APEC, parent or designee must come to the center to administer that medication.

## 25.6 FIRE/EMERGENCY DRILLS

APEC conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once



again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## 25.7 ALTERNATE SAFE LOCATION

Should the administration of APEC or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the closest emergency shelter or fire or police station. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the child's cubbie or provided by the teacher or director.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

## 25.9 FOODS

APEC provides Breakfast, Lunch, PM Snack and Supper during the school year and we provide Breakfast and Lunch during summer camp according to the CACFP menu guidelines.

### **All age groups:**

All food items must be labeled with your child's name. APEC does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)



APEC never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Any and all snacks and meals brought from home must meet the most updated CACFP meal pattern which can be found at [www.dec.al.ga.gov](http://www.dec.al.ga.gov).

### **Infant through 2 ½ year old age groups:**

Children enrolled in the infant through 2 ½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

### **3 year and older classrooms:**

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

APEC curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents sending meals from home are required to provide a full, healthy meal for their children each day they are in attendance. Meals must include all CACFP components. APEC will provide water for children who wish to have it with meals. Snack food items should be healthy, such as fruit, vegetables and the like. When preparing your child's lunch please refer to the Peanut Free Policy that follows. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

APEC does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet,

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please give them to your child at home. One or two miniature sized candies are permitted in a child's lunch as a treat. However, APEC staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.

APEC prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Meals containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be placed, by the parent, in the refrigerator designated for your child's classroom's use. To locate which refrigerator is designated for each classroom, ask your child's teacher.

Meals should not be heated for children due to risk of cross-contamination.

All food items provided in your child's meal must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

#### 25.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

#### 25.11 HEALTH AND WELLNESS

APEC would like to help you keep your child healthy and happy. For that reason, we ask all parents of four year olds to read the Bright Futures Parent Handout provided by the American Academy of Pediatrics and have your health care professional complete Form 3300 within 90 days of enrollment. We will keep all information confidential and review health and developmental milestones at your annual conference or more frequently if needed. Please consult your site director for applicable incentives regarding Health and Wellness.

#### 25.12 UNACCEPTABLE BEHAVIORS

APEC will work diligently with parents to develop and promote positive behaviors. However, there are some behaviors that pose a safety hazard to the child and/or other children in our program and cannot be tolerated. Those behaviors include but are not limited to non-compliance (refusal to follow instructions or stop designated behavior), running from leaders, and combative outbursts towards leaders or other students. These behaviors and behavior potentially endangers safety can result in immediate dismissal from the program.



POLICY: STAFF EMPLOYMENT BY CLIENT’S POLICY      POLICY NO.: 26

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The staff of APEC is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ APEC staff will have their services terminated and any payments will be forfeited. Staff who become employed by current or former clients of APEC will have their employment with APEC terminated.

Employment refers to any relationship outside of the agency’s services which involves an employee of APEC to interact with a current or former client’s of APEC. Such relationships include but are not limited to, baby-sitting, house-sitting, mother’s helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.



POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

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APEC Family Foundation Fund, Inc. is a 501C3 non-profit Georgia corporation. All donations are tax deductible and volunteers can receive community service hours if approved. All direct care volunteers must complete a criminal records check.

Our corporate offices are located at:  
1099 Cascade Road  
Atlanta, GA 30311

We can be reached via email at:  
info@APECprep.com



Authorization for Emergency Care of Children with Severe Allergies

Release and Waiver of Liability for Administering Emergency Care to  
Children with Severe Allergies





**AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in APEC and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at APEC so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at APEC.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided): \_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea



\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

**By Signing this form, I/We authorize APEC to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.**

**PARENT(S)/LEGAL GUARDIAN(S):**



Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by APEC on (date) \_\_\_\_\_. This Form must be updated by (date) \_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



FORM C

## RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”)

Made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between APEC and \_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Legal Guardians) who are the  
Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child’s name).

WHEREAS, APEC provides child care services and the Parent(s)/Legal Guardian(s) have engaged APEC to provide child care services for \_\_\_\_\_ (child’s name);

WHEREAS, APEC has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to APEC’s policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge APEC and its employees or agents from any liability arising in law or equity as a result of APEC’s employees or agents administering epinephrine and providing other emergency care in conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” (hereinafter referred to as the “Authorization”), provided that APEC has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the APEC facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider’s instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term APEC shall include APEC its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.

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5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

APEC:

Center Address: \_\_\_\_\_

\_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_