



IndelibleIMPRESSIONS
MORE THAN A LEARNING CENTER BUT A MINISTRY

Parent Handbook 2024-2025

*Elizabeth Baptist Church
4245 Cascade Road S.W.
Atlanta, Georgia 30331
(404) 505-7754*

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Dear Indelible Families,

Greetings and welcome to another wonderful year at Indelible Impressions Learning Center (IILC). The 2023 - 2024 academic year marks our 26th year of serving children with quality Christian Early Childhood Education. We are honored that you have selected Indelible Impressions Learning Center to partner with you during your child's exciting early child development years. We look forward to continuing to serve currently enrolled families and building great relationships with newly enrolled families.

Indelible Impressions Learning Center is a ministry of Elizabeth Baptist Church, under the vision and leadership of our Pastor, Dr. Craig L. Oliver, Sr. An **Indelible Impression is a mark that cannot be erased or removed**. We are striving to develop a lifelong love of learning in all our students that will not be forgotten or changed as they matriculate in their academic careers and deal with the worldly issues of life. We are also striving to develop a fundamental core value system in each child that builds character, confidence, and leadership.

Indelible Impressions Learning Center is committed to providing quality educational programs that challenge and encourage children to reach their full potential with a spirit of **EXCELLENCE**. *Our mission is to lay a Christian environment for children to develop into productive and contributing members of a global society.* The Center will provide a safe and nurturing environment that is supported by parental involvement. A Christian based curriculum and planned activities will be used to enhance the spiritual, intellectual, emotional, physical, and social and aspects of each child's life. All learning tasks will take into consideration the learning styles of all children to ensure that excellence will be achieved. Indelible Impressions Learning Center believes that by fostering positive interactions and relationships among staff, children, parents and the church community.

Several volunteer opportunities will be offered to you at the center throughout the academic year. We value and appreciate your patronage and look forward to an exciting, fun-filled, and enriching academic year!

In His Service,
Administrative Team

PROGRAM GOALS

- 1. Provide opportunities for children to develop to their fullest potential**
 - Spiritual growth and development
 - Intellectual growth and development
 - Physical development
 - Interpersonal development with adults and other children (social-emotional)
 - Develop awareness of self and respect for others
 - Develop self-confidence and appreciation of one's self-worth
- 2. Provide a program that is safe and supportive of children and adults**
 - Provide an environment where children feel safe
 - Adults display positive and nurturing attitudes and provide guidance
 - Children are encouraged to take risks and are not afraid to try new things
- 3. Provide support to families**
 - Parents are encouraged to participate in program activities
 - Provide parents with child development materials
 - Provide opportunities where families can share with other families
- 4. Provide opportunities for spiritual growth**
 - Daily praise and worship in each classroom
 - Daily devotion and biblical stories
 - Center wide Chapel services weekly
 - Teaching bible verses
 - Incorporating prayer throughout our day
 - Providing opportunities for students and adults to accept Jesus Christ as their personal Lord and Savior at center programs.

OPERATIONAL INFORMATION

Address: 4245 Cascade Road, SW
Atlanta, GA 30331

Phone: 404-505-7754

Website: www.indelibleimpressionslearningcenter.com

Ages served: 6 weeks – 5 years

Executive Director: Carolyn Bacote
c.bacote@indelibleimpressions.org

Administrative Assistant: Donya Cockrell
d.cockrell@indelibleimpressions.org

Educational Coordinator: Alexandria Graham
a.graham@indelibleimpressions.org

***Policies are subject to change based on the needs of the Center and governing agencies.**

ACCREDITATION

Indelible Impressions Learning Center achieved “Accreditation with Quality” by the Georgia Accrediting Commission (GAC) in 2004. We continue to maintain a standard of excellence and renew our accreditation annually. Additional information about GAC can be retrieved at <http://www.coe.uga.edu/gac> .

We are committed to continual growth and strive to give you the best service; therefore, we also voluntarily enter the phase of the new Quality Rated Program that the state of Georgia rolled out in 2014.

ADMISSION REQUIREMENTS

- We serve children between the ages of six weeks and 5 years old (Birth- Pre-K).
- K-3 children must be three years old by September 1st and fully potty trained.
- K-4 children must be four years old by September 1st and fully potty trained.
- Notification of any illness, medication, or special needs that impair or impede a child’s academic success.
- Indelible Impressions admits students without regard to race, color, religion, national origin, economic status, sex or ability.

BIRTHDAY PARTIES

Administration must approve birthday activities at least one week in advance. Parents are not permitted to bring large sheet cakes with heavy icing. Individual store-bought cupcakes are permitted; however, they must be in the original container with labels attached. **We are not permitted to serve homemade food items, and all food items must be nut free.** When providing party favors, please do not give balloons. Georgia Code# 290-2-2.12(gg) states that balloons shall not be accessible to preschool children. Treat bags are not to be given directly to the children. The teachers will distribute all treat bags to parents upon pick-up. **Invitations to outside parties may not be given directly to the children.** All invitations must be given to the teacher to place in the child’s cubby for parent pick-up.

Parties for children ages 0-2 are held at 2:30 p.m. for all ages. We encourage cooperative play and positive relationships with all the children, therefore, please prepare for the whole age department.

BITING

Because infants and toddlers are often unable to communicate verbally, they may bite one another to obtain objects, gain attention, express frustration, and sometimes just out of curiosity as they explore. Even though biting is developmentally appropriate behavior and learning not to bite is a part of the socialization process, we will do everything in our power to prevent biting. If a child is bitten, staff will treat the bite and notify the parent of the bitten child via accident report. The parents of the child who has done the biting will be notified via incident report. The name of the child who has bitten or who has been bitten will not be released and is kept confidential. This center reserves the right to dismiss your child when redirection and intervention does not correct the behavior after the third proven biting occurrence.

- First occurrence: Consultation with parents
- Second occurrence: Child (that is doing the biting) must remain out a week
- Third occurrence: Child will be dismissed from the program

BOOK/SUPPLY FEES

Each preschool-aged child is required to have his or her own set of ABeka books and other curriculum supplies. Fees are due annually upon registration. The costs are as follows:

Indelible-1 is \$30; Indelible-2 is \$55; Indelible-3 is \$60; Indelible-4 is \$90

CHAIN OF COMMAND

We encourage parent-teacher communication as the first step to resolve classroom concerns. Please address classroom issues and/or concerns with the Lead Teacher first. If the issue is not resolved, please see the Executive Director or Center Administrator for assistance. However, if you have a safety concern, please see Administrative Staff for immediate assistance. We value your patronage and partnership. Please see Administrative Staff to discuss additional concerns or to provide feedback or suggestions. If the Teacher and Administrative Staff are unable to resolve your concerns, you may request a meeting with a representative from the SIMS Board of Directors through the IILC Administrative Office.

CHANGES IN INFORMATION

Parents are expected to notify the Center immediately of changes in name, address, telephone number, or family status so they can be reached in cases of emergency. Georgia Code #591-1-1-.08

CHAPEL

Chapel is held weekly on Wednesdays in the Chapel. Please make sure that your child is here by 9:00 a.m. *Chapel participation is strongly encouraged!* During that time the children have communal praise & worship and biblical lessons. We ask that parents dress their child in specified Chapel attire on Wednesdays during the school year.

Praise and worship are also a part of our daily curriculum. Please see your child's classroom schedule for assigned times. Parents are welcome to participate in Chapel.

CHILD ABUSE

The Administrators and Teaching Staff of Indelible Impressions Learning Center are "Mandated Reporters" and are required by law to report any suspected cases of child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services. Georgia Code #591-1-1-.29. No legal action can be taken against IILC in retaliation for reporting suspected cases of abuse. All reports are confidential.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in the Learning Center. However, we are here to serve and protect all the children in our care. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical and/or emotional well-being of another child may require the following actions.

-Initial Consultation

The Executive Director may require the parent(s) of any child who attends the Indelible Impressions Learning Center to attend a Parent-Teacher Conference. The problem will be defined in writing, goals will be established, and the parents will be involved in creating a corrective action plan with the goal of curbing undesirable behavior.

-Second Consultation

If the initial plan for helping the child is not successful, the parent(s) will be required to meet with the Executive Director. Another attempt will be made to identify the problem, revise the corrective action plan, and discuss the consequences if the undesirable behavior continues.

-Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the Learning Center indefinitely. The Executive Director may bypass the previously outlined steps and immediately suspend a child at any time if the child exhibits a behavior, which is harmful to themselves and/or others. A parent may be required to pick up their child who exhibits uncontrollable behavior that cannot be modified by the Learning Center's staff. That parent may be asked to take the child home immediately. Suspensions from Indelible Impressions Learning Center may vary from a few hours to an indefinite period.

COMMUNICATION

Communication at Indelible Impressions Learning Center takes several different forms. We post upcoming events, announcements, and general center information on our website which is www.indelibleimpressionslearningcenter.com. We also send activity reports home with your child daily, post information on classroom doors and bulletin boards, post information in the lobby area, distribute newsletters, send out email blast, and use the Procure App.

The teachers are unable to talk on the phone while they are providing instruction and supervising the children. If you would like to speak to your child's teacher, we are more than happy to take a message. Non-emergency calls will be returned during naptime or at the end of the day. Children will not be permitted to use the telephone. In the event you need to phone the Center and there is no answer, please do not panic. Center Administrators are often away from the office conducting classroom observations and staff trainings. Please leave a message on the voicemail and your call will be returned expediently. Center Administrators also regularly check emails throughout the business day.

The following notices are posted near the front entrance of the Center or in classrooms for your information, and copies will be provided upon your request: State Daycare Center Rules and Regulations, Current Reports, Communicable Disease Chart, Statement of Parental Access, Names of Persons in Charge, Current Monthly Menu, Emergency Plans for severe weather and fire, and a statement for visitors to report to the office upon entering the center. Georgia Code #591-1-1-.27

CONFIDENTIALITY

The teachers are happy to share all information regarding your child with you. Teachers may not disclose information about the other children enrolled in the classroom. Those children will only be discussed with their parents or guardian. Information relating to your child is confidential and will not be released unless written consent is provided by the parent or legal guardian. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to Center Administrative Staff for immediate investigation and action with the appropriate authorities if needed. Georgia Code #591-1-1-.08(n) and Georgia Code #591-1-1-.29(a)

CURRICULUM

Children under the age of two are engaged in nurturing and stimulating activities such as story time, tummy time, manipulative play, dramatic play and art activities to help mold cognitive, social, emotional, and physical development while building a foundation for academic success and a lifelong love of learning.

We utilize the [Abeka Curriculum](#), [Teachers Strategies Gold](#), and added resources from [GELDS \(Georgia Early Learning Standards\)](#) as our primary curriculums along with a variety of enrichment activities to foster positive learning experiences for ages one and up. The Abeka curriculum is a Christian faith-based curriculum, and the Teachers Strategies Gold provides opportunities for the teachers to modify the learning environments to expand on the children's interest and meet their developmental milestones. We plan developmentally appropriate lessons that take into consideration the individual learning styles of each child to assure that excellence is achieved as well as researched based developmentally appropriate activities that stimulate learning. Additional information about the curriculum can be found at <http://www.abeka.com/> and www.teachingstrategies.com.

DISCHARGE POLICY

Indelible Impressions Learning Center reserves the right to cancel the enrollment of a child for the following reasons:

- Child intentionally injures self or others.
- Child jeopardizes the safety of self or others.
- Child damages property or equipment.
- Child has guns, knives, or weapons in his/her possession.
- Child has special needs, which we cannot adequately meet with reasonable accommodations of our current staffing pattern.
- Chronic Tardiness & Frequent Absenteeism.
- Chronic Tardiness to Chapel or frequently missing Chapel.
- 1 consecutive weeks of non-payment of tuition or excessive late payments of fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Parent behavior that is physically or verbally abusive, aggressive, or disrespectful towards administration, staff, children, or facility.

DISCIPLINE AND GUIDANCE

Parents will be notified in writing when a child's behavior is continuously abusive, disruptive, or destructive at the Center. Parents are expected to assist in controlling the child's behavior. No discipline will be associated

with food, napping, or bathroom usage. Discipline problems that result in three consultations with the parent may lead to suspension and possible disenrollment.

At Indelible Impressions Learning Center, the term guidance is used for several reasons. It is a positive term and implies working with the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

GUIDANCE TAKES SEVERAL FORMS:

1. Environment- A place designed for children. The furniture is child sized, with lots of hands-on experiences.
2. Logical Rules- Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum- Is developmentally appropriate, based on the children's interests and level of readiness.
4. Positive Behavior- We reinforce the behaviors we encourage. Catch them being "good!"
5. Redirection- Often redirecting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder- Telling the child what we want them to do rather than using "no" or "don't".
7. Renewal Time- Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior. This is a last resort after other steps have been taken to redirect inappropriate behavior.

NOTE: In accordance with Georgia Code #591-1-1-.11 no corporal punishment is allowed on site be parents or staff. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

DRESS CODE/UNIFORMS

Students 2yrs – 4yrs will be required to wear uniforms.

The Uniforms can be purchased at our online store located at:

<https://www.frenchtoastschoolbox.com/schools/indelible-impressions-QS5QQMP>

Uniforms shirts and pants can be purchased through other vendors, but shirts, sweaters, and jackets **MUST** have the school's logo embroidered. **PLEASE do not alter, add to, or substitute the uniforms.**

For logo embroidery uniform items can be taken to:

Prestige Uniforms

2841 Greenbriar Pkwy SW

Unless otherwise stated by the administration, students (Ages 2yrs – PreK) must be in complete uniform each day. **Please do not alter uniforms; preferred uniforms have been chosen.**

Children are not permitted to wear open-toed sandals, flip-flops, open-toed shoes, or boots (any style) due to possible injury. Students also are not permitted to wear dangling jewelry (earrings, bracelets, necklaces) due to the danger of injury or swallowing. Indelible Impressions Learning Center is not liable for any jewelry that is lost or stolen. **Girls are not prohibited to wear hair beads.**

In case of need and for convenience, each child is expected to keep one complete change of uniform clothing at the center. All articles of clothing should be clearly marked. Shirts used as a change of clothing do not require monogramming.

You may wish to keep an extra sweater or lightweight jacket at the Center in case your child feels the need for it, as the temperature may vary from room to room.

Any sweater or jacket worn in the classroom must be an approved article and monogrammed.

***Girls:**

- Plaid Scooter Skirt
- White Peter Pan Collar Blouse (with Plaid Adjustable Tie)
- Navy or Khaki Twill Straight Leg Pants
- Navy or Khaki Twill Skirts and Shorts (**Must be Twill Knee Length**)
- Navy or White Picot Collar Polo Shirts (with IILC Logo)
- Anti-Pill Crew Neck Cardigan Sweater
- All Black Shoe (protected tie laces)

***Girls Chapel Attire (Wednesday's)**

- Plaid Dress Jumper
- White Peter Pan Collar Blouse (with Plaid Cross Adjustable Tie)

***Boys:**

- Navy or White Pique Polo Shirt
- Navy or Khaki Relaxed Fit Twill Pants
- Navy or Khaki Relaxed Fit Twill Shorts (**Must be Twill Knee Length**)
- Classic Dress Shirt (with Plaid Adjustable Tie)
- Anti-Pill V Neck Cardigan Sweater
- All Black Shoe (protected tie laces)

***Boys Chapel Attire (Wednesday's)**

- Classic Dress Shirt (with Plaid Adjustable Necktie)
- Navy Blue Relaxed Fit Pants

****All Enrolled Children:**

Please be mindful of the fact that we are a Christian learning environment. **Clothing with obscene pictures or words, skulls, witches, and weapons are not permitted.** Please send a complete change of weather appropriate clothing and place them in the rubber maid tote assigned to your child in his/her assigned cubby. If your child

uses back-up clothing, please replace them on the following day. Each child should have a full set change of clothing on site daily! Accidents of all sorts (paint, water, food, toileting, etc.) are possible in a preschool setting. In addition, please refrain from dressing your child in loose (hanging) jewelry, small jewelry and small hair bows (beads included) that could possibly be a safety hazard and easily broken/misplaced in a preschool setting. The staff will not be held responsible for misplaced items during the day.

Please dress potty training children in potty friendly clothing that they can manipulate (pull up and down). Separates, as opposed to one-piece outfits, are easier to manage and re-attachable pull ups are preferred. Please do not dress potty training children in onsies t-shirts, overalls, or belts. This will limit frustration as they grow in independence.

Weather permitting, a minimum of one to one and half hours of daily outside activity is required by state regulations for all children. Please send weather appropriate outerwear. If your child is not allowed to go outside due to medical reasons, please send a doctor's note and arrangements will be made for them to remain inside. Outdoor restrictions are limited to three (3) days. Georgia Code #591-1-1-.03

Please make sure the shoes your child is wearing are safe for running and playing. Boots, sandals, flip flops, crocs, and dress shoes are not safe for daycare center activities. **No open-toed or open backed shoes permitted.**

PARENT DRESS CODE POLICY

Parents and guardians are expected to dress in a manner that is neat, clean, and appropriate for a school setting when visiting the school premises for any reason.

Specific Guidelines:

- Clothing should be modest and not revealing. Avoid clothing that is overly tight, sheer, or low-cut.
- Offensive language, symbols, or images on clothing are not permitted.
- Shorts and skirts should be of an appropriate length, generally reaching at least mid-thigh.
- Tops should cover the midriff and cleavage.
- Clothing with rips, tears, or holes that are revealing or inappropriate are not allowed.
- Footwear should be worn at all times.
- Pajamas and slippers are not considered appropriate attire for school events or meetings.

School staff may remind parents of the dress code policy if it is not being followed. If a parent's attire is deemed inappropriate, they may be asked to address the issue before continuing their visit or participation in the school event. Exceptions to this dress code policy may be made for certain school events or activities where specific attire is requested or appropriate. In such cases, parents will be informed in advance. All parents and guardians are expected to comply with this dress code policy when visiting the school premises or attending school events.

DROP OFF AND PICK UP

Each child must be accompanied by a parent/guardian or authorized person into the Center each day. **Each child must be clocked in and out of the Center by the parent/guardian or authorized person.** We ask that parents physically walk their child to their assigned area (classroom, gym, or chapel). As a safety precaution please don't let your child (ren) roam the halls unattended.

Our academic day starts promptly at 9:00 a.m. Children are expected to be in their assigned classrooms by 9:00 a.m. unless they have a medical appointment. Late arrivals disrupt the learning environment and distract the other students as well as your child missing key components of our curriculum. If your child must come in late, due to an appointment, please notify Center Administrative Staff and bring the appointment letter at the time of arrival. Failure to notify Center Administrators may result in an absentee from the program on that day. Children will not be admitted after 11:30am on any operational day (even with a doctor's note).

The Center closes promptly at 6:00 p.m. All children must be picked up by 6:00 p.m. Any child picked up after 6:00 p.m. will be assessed a \$2.00 per minute per child late fee, which is payable at time of pickup. If a parent is late three (3) times within a twelve-month period, Indelible Impressions reserves the right to dismiss the child from the program. If a child is left in the program after 6:30 p.m. and we have not heard from the parent, the Department of Family and Children Services and the Fulton County Police Department may be called and notified that we have an abandoned child in our custody. Custody will be surrendered to the proper authorities.

The parent/guardian must provide a list of people authorized to pick up the child. The person will need to show valid picture identification (i.e., driver's license) and be over the age of 18 before the child can be released.

If parents are divorced or separated and one parent is not allowed to see or pick up the child, the Center must have a certified copy of the court order or Final Divorce Decree on file in the administrative office stating that the parent in question cannot pick-up the child. We will try to abide by all court orders but cannot legally deny a parent access to their child. If a situation arises the custodial parent and local authorities will be notified immediately.

ENROLLMENT FORMS

All enrollment forms, including a copy of a current immunization records (Form 3231) must be on file prior to a child's first day at Indelible Impressions Learning Center (IILC) and updated as needed if your information changes. New enrollment forms must be completed every July for each student.

Georgia Code #591-1-1-.08 mandates that the following information is kept on file for every child enrolled.

- a) Identifying information about the child to include name, date of birth, sex, address, living arrangement if not with both parents.
- b) Identifying information about the parents to include names of both parents, home and work address and telephone numbers.
- c) Name(s) and addresses of person(s) to whom the child can be released.
- d) Identifying information about the person(s) to contact in emergencies when the parent cannot be reached to include the name(s) and telephone number(s).
- e) Identifying information about the child's primary source of health care to include physician's or clinics' name and telephone number.
- f) Statement regarding known allergies or other physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the child's participation in the center's program and activities.

- g) Evidence of age-appropriate immunizations or a signed affidavit against such immunizations. The items shall be maintained for each child enrolled in the center on Georgia form #3231. No child shall remain in the center for more than thirty (30) days without this information.

FACILITY TOURS

We request that an appointment be made in advance to tour our facility.

Appointments can be made on our website at www.indelibleimpressionslearningcenter.com

CLASSROOM OBSERVATIONS

As a parent, you are welcome to visit your child's class at any time under the following conditions:

- Observers must sign in and out at the Administrative Office
- A staff member will escort observers to the classroom
- In-class observations may take place for a maximum time of 30 minutes. Please keep in mind that this is not a time to confer with the teacher or your child
- Only one set of parents will be allowed in class at a time
- Observations taking place through the classroom viewing window are unlimited
- If your child is having academic challenges, please be sure to coordinate observation times with the class schedule.

To provide security, we require that all visitors sign in at the administrative office before visiting the classrooms. A visitor's badge will be issued at that time and must be visible for the duration of your stay.

VOLUNTEERS

Parents are invited and strongly encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at IILC. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. **The required number of hours for parents to volunteer will be 10 (per calendar school year, per family).** Teachers will also notify parents of any volunteer opportunities available.

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. IILC reserves the right to create volunteer assignments. IILC does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Please adhere to the following volunteer guidelines:

- Volunteers who supervise in the absence of a teacher must present a current and favorable background check.
- Volunteers must follow the governing rules of the academy.
- Volunteers must be appropriately and modestly dressed. Administration reserves the right to decline volunteer services.
- Volunteers may not offer students gifts, candy, or money.
- Volunteers must keep personal information about students, parents, or staff members confidential unless reporting is required by law.
- Volunteers are to report all disciplinary issues and concerns to the classroom teacher or administration.

EVACUATION PLAN

The Center’s evacuation plan is available for review in the administrative office. If we must leave the property the children will be transported to the Southwest Regional Branch Library located at 3665 Cascade Road S.W. Atlanta, GA 30331.

FEES & PAYMENT POLICY

Registration Fee:	\$150 annually (per child; non-refundable/non-transferable) (ages 6wks– 5 years)	
Book/Supply Fee	One-Year-Old Department	\$30 annually
	Two-Year-Old Department	\$55 annually
	Three-Year-Old Department	\$60 annually
	Pre-K Four Department	\$90 annually
Room Rates:	Infant Department	\$230 weekly
	One-Year-Old Department	\$220 weekly
	Two-Year-Old Department	\$215 weekly
	Three-Year-Old Department	\$210 weekly
	Pre-K Four Department	\$200 weekly

A 10% discount will be given to siblings. The discount will be taken off the oldest enrolled child.

Parent Teacher Organization (PTO):	\$10.00 single child per academic year
	\$16.00 family of 2 or more children

CASH PAYMENTS ARE NOT ACCEPTED. Your account will be billed on Friday leading into the upcoming week. Automated drafting will take place on Tuesday of each week. **When processing, payments that are not successful will accrue an insufficient funds fee of \$35.00.** The system will process on the next business day.

If payment is not cleared during the automated drafting process on Tuesday of the week of service, it is considered late. **The late payment fee is \$35.00 will be applied to your account.** All outstanding balances must be settled in full by Wednesday of the week of service. Failure to do so will result in no childcare services being rendered allowed back in the building until the balance is paid in full. Non-payments on accounts classifies the account as delinquent and the next qualified applicant will fill the slot in question. Habitual late payments will result in dismissal from the program.

Parents/Guardians are responsible for paying childcare fees. **The full weekly fee will be charged whether your child is present or absent; including holidays, teacher workdays and during inclement weather circumstances and the Learning Center must remain closed (snow days, storm days, etc.).** No allowances will be made for illness, vacation, fall break, spring break, Thanksgiving Break, or Christmas break. Special consideration will be made for hospitalization with proper documentation.

For accounting purposes all fees for the calendar year must be paid in full by **December 31st, of the current calendar year.** Itemized account statements for your childcare services which can be used as verification of service when you file your taxes will be distributed by **January 31st, of the current calendar year. No tax financial documentation will be released if there is a balance on the account.**

EARLY WITHDRAWAL POLICY

You are enrolling your student(s) for the entire school year; therefore, budgets and teacher salaries are set accordingly. The early withdrawal of students creates an opening which IILC may not be able to fill with a viable candidate. Students who withdraw any time between July 1st and April 30th will be assessed a Withdrawal Fee. Admissions records cannot be released or sent to other schools with any outstanding balance remaining at IILC. The withdrawal fees are as follows: 20% plus one month's tuition for Annual Payees; 10% plus one month's tuition for Semi-Annual Payees; one month's tuition for Monthly Payees; \$300 for Weekly Payees. *All Fees paid to IILC are nonrefundable.*

FIRE AND TORNADO DRILLS

In compliance with Georgia Child Care rules and regulations fire drills will be conducted monthly and tornado drill will be conducted at least twice per year. Children will be instructed and directed by teachers to leave the building in a quiet and orderly manner to go to their designated area.

HAND WASHING

Studies confirm that hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms. Our most important goal is maintaining the health, safety, and well being of all children enrolled at Indelible Impressions Learning Center. Because of this, we ask that **EVERYONE** wash their hands upon entering a classroom. This includes staff, children, and parents. Parents, please assist and encourage your child to wash their hands upon arrival.

HAZARDOUS MATERIALS

The health and safety of all the children in our care is of the utmost importance to us here at Indelible Impressions Learning Center. Please remove all hazardous items from your child’s diaper bag, book bag, or cubby. Anything that is labeled “keep out of the reach of children” is considered hazardous. Everyday items that you may not think are hazardous can be very dangerous if ingested by a child. **The items listed below are some items that children should never have unsupervised access to:**

- ***Baby powder, Diaper Rash Ointment, Hand Sanitizer, Insecticides, Lip Gloss, Lotion, Medications, Nail Clippers, Plastic Bags, Scissors, Sunglasses, and Sunscreen.***

The previous list is not all inclusive. To ensure that we remain in compliance with Georgia Child Care Code 591-1-1-.25 we have implemented a citation system. The teachers and administrators will continue to conduct spot checks of the children’s bags. If hazardous items are found in your child’s bag, we will proceed with the following steps:

- 1st Offense: Citation Issued (warning)
- 2nd Offense: Citation Issued and Letter from Center Administration
- 3rd Offense: Citation Issued and Final Warning Letter from Center Administration
- 4th Offense: Citation Issued and Dismal from program.

In addition to the hazardous items listed above, please refrain from dressing your child in loose (hanging) jewelry, small jewelry, and small hair bows (including beads) that could possibly be a safety hazard and easily swallowed, broken, or misplaced. Open-toed shoes and open backed shoes are also not permitted. Thank you for helping us to maintain a safe environment for all the children we serve.

ILLNESS AND COMMUNICABLE DISEASES

Disease	Guidelines to Return to Center
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink Eye)	24 hours after treatment starts and if drainage and tearing have stopped
Ringworm	After medication, wash clothing and bedding
Diarrhea-Gastro Enteritis	24 hours after last episode or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever of 101* F or higher	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	48 hours after start of treatment
Poison ivy	After lesions have dried up
Pneumonia or epiglottis	Written note from physician
Mumps	14 days after swelling begins
Bacterial (spinal) meningitis	When Health Department gives OK

This chart does not reflect all communicable diseases. If you are uncertain, please give us a call.

If your child is ill, please keep him/her at home. In the event your child becomes ill or injured while at the center, you will be notified immediately. Parents are expected to pick up sick children within one hour of being

notified. Children who are absent because of a contagious disease may not return without a signed doctor's statement. ***Children sent home with any illness will not be allowed to return until 24 hours (medication free), after the last episode of the symptom, unless they have a medical release.*** Parents will be notified if their child has been exposed to a communicable disease. If a child has any one of the following conditions, your child will not be allowed to stay at the center:

- Contagious disease
- Runny nose with colored discharge
- Fever of 99° F or higher (with a degree added)
- Excessive coughing
- Vomiting or diarrhea
- Accident requiring medical attention

Keeping all the children safe and healthy is of the utmost importance to us. In accordance with Georgia Code #591-1-1-.07(5) Hazardous Items; children shall not be permitted to wear around their necks or attach to their clothing pacifiers or other hazardous items. These items include but are not limited to pacifier attachments, necklaces, hanging jewelry, and bibs with sting ties.

Parents are requested to notify the Center immediately if their child contracts a communicable disease. Epidemics and outbreaks of communicable diseases will be reported to the Fulton County Health Department.

COVID-19 POLICY and PROTOCOLS

Individuals that test “positive” for COVID-19 virus and have **NO SYMPTOMS**, must quarantine for a minimum of 5 days.

- After day 5, the individual must receive a “negative” PCR COVID-19 test (no at home test will be accepted), to return to the Center.
- Individuals who decide not to retest, must quarantine for a total of 10 days before returning to the Center, with no symptoms.

Individuals that have been identified as a “**close contact**” (someone that has been within 6ft of a positive COVID-19 case for a cumulative total of 15 minutes or more within a 24-hour period) with a someone diagnosed with COVID-19 must quarantine for a minimum of 5 days.

- After day 5, and no COVID-19 symptoms (fever, congestion, shortness of breath, coughing, etc.) the individual may return to the Center providing a “negative” PCR COVID-19 test (no at home test will be accepted).
- Individuals that decide not to test, must quarantine for a total of 10 days before returning to the Center with no symptoms.

Individuals that **have COVID-19 SYMPTOMS** (fever, congestion, shortness of breath, coughing, etc.) and have tested “positive” for COVID-19 virus, must quarantine for 5 days.

- Once the 5-day quarantine period has passed and the individual has not had **any symptoms for 24 hours; medication free**, he or she may return to the Center without requiring a negative COVID-19 test.

Individuals that **have COVID-19 SYMPTOMS** (fever, congestion, shortness of breath, coughing, etc.) and have tested “negative” for the COVID-19 virus many return to the Center once it has been **24 hours since symptoms have resolved, medication free.**

Wearing masks is not a mandate currently, however, it is optional. At any time, this regulation changes with the CDC or State, it will be implemented at IILC immediately.

In accordance with our emergency closure policies, anytime a class or the Center must shut down due to a COVID-19 outbreak, tuition fees will be continued.

MEDICATION POLICY

Parents must complete, date, and sign a Medication Form for the Center to dispense medication to a child. Georgia Code # 591-1-1-.20. Medication will be given twice a day at **11:00 a.m.** and **3:00 p.m.** Please adjust home dispensing times accordingly. Due to our high enrollment, we cannot dispense medications at other times.

Do not leave medication in your child's bag or cubby. All medication must be in its original container with the prescription labels attached. We reserve the right to only dispense prescription medications. All medication shall be returned to the parent when the child is picked up.

In the event of an adverse reaction to medication, the Director or supervising administrator will call 911. If your child must be transported to the hospital, he/she will be taken to Children's Healthcare of Atlanta – Hughes Spalding Hospital, 35 Jesse Hill Dr SE, Atlanta, GA 30303. The parent or guardian will be notified by phone as soon as the child is stabilized. Children who are asthmatic are required to have an inhaler or nebulizer machine on site in case the child has an asthma attack during daycare hours.

NOTIFYING PARENTS DUE TO ILLNESS

Parents are required to pick up an ill child or seriously injured child within 45 minutes of notification by phone. If a parent is reached, but cannot 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. IILC reserves the right to refuse to allow a child to return if the director or designee believes the child to be too ill to participate in the program.

For minor injuries, the teacher will inspect the wound, administer first aid (if necessary), and keep the student under observation in the classroom. An injury report explaining the details of the incident will be sent home to be signed and returned by the parent/guardian.

Parents are routinely notified in the following situations:

- Blow to the head
- Injury to the eye
- Insect stings

- Fever
- Vomiting

ADMITTANCE AFTER ILLNESS GUIDELINES

Symptoms which indicate that a child should not be in school include but are not limited to the following:

1. Temperature above or below normal 98.7
2. Vomiting and/or diarrhea
3. Severe headache
4. Colored nasal discharge or constant cough
5. Evidence of communicable diseases such as influenza, pink eye, strep throat, chickenpox, etc.
6. Spasm, seizure, or convulsion
7. Returning to school too soon following a diagnosed illness

Please adhere to the following guidelines for admittance into the academy after these illnesses:

Temperature 101 degrees Fahrenheit or higher requires exclusion from the Center until 24 hours following no fever has passed

“**Diarrhea**” Requires exclusion from the Center until 24 hours following last episode of diarrhea has passed

“**Strep Throat**” Requires exclusion from the Center for 24 hours following treatment by a physician has passed. Doctor’s excuse required for admittance

“**Vomiting**” Requires exclusion from the Center until 24 hours following last episode of vomiting unless it is determined that the vomiting is not due to a communicable condition

“**Ringworm**” Requires exclusion from the Center until 24 hours following treatment has passed. The infected area must be covered, and a doctor’s excuse is required for admittance.

“**Pink Eye**” Requires exclusion from the Center until 48 hours following treatment by a physician has passed. Doctor’s excuse is required for admittance.

Parents must provide a physician’s note clearing scholars who have been diagnosed with Strep Throat, Ringworm or Pink Eye.

MEDICAL EMERGENCY

If a medical emergency arises, 911 will be called. The parent will be notified as soon as the child is stabilized. The child will be taken to ***Children's Healthcare of Atlanta – Hughes Spalding Hospital, 35 Jesse Hill Dr SE, Atlanta, GA 30303.*** Parents/Guardians may be fully responsible for all medical expenses incurred during the treatment of the child; this is determined on a case-by-case basis. The final decision is determined by the cause of incident, accident, or illness. A staff member will stay with the child until the parent or designee arrives at the hospital.

Please note that Georgia Code #591-1-1-.14 mandates that at least 50% of staff be First Aid and CPR certified. Here at Indelible Impressions Learning Center 100% of our staff is First Aid and CPR certified. Staff certification is renewed bi-annually.

INCLEMENT WEATHER CONDITIONS

Indelible Impressions follows the Atlanta City Public Schools inclement weather schedule. If APS (Atlanta Public Schools) closes the Center will also close. In the event of inclement weather, Indelible Impressions Learning Center will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close, or open later due to natural disasters (i.e. Snow, ice, power outages, etc....) Indelible Impressions Families will be notified of the decision, prior to 6:00am, in the following ways: WSBTV Channel 2, Procure Email System, Procure App, and Indelible Impressions Learning Center Facebook Page. In the event of severe weather and/or bad road conditions, administration decides to close early, families will be notified by phone, in addition to the other communication devices. We will make every effort to remain open for working parents; **however, if we find it necessary to close, we will not credit or discount tuition fees.**

INFANT CARE

We understand that placing your newborn in childcare can be an emotionally stressful process. We want to reassure you that your infant will be given lots of loving care while you are working. Daily updates are sent periodically throughout the day via our Procure App detailing your child's meals, moods, naps, diaper changes, and supply needs. Supply needs are an essential part of your infant's learning experience and must be replenished in a timely manner.

A written feeding plan must be completed at enrollment; it is the parent's responsibility to update this form, as the child's needs change and new items are introduced into the child's diet. State regulations require bottles to be prepared, capped, and brought into the center by parents. Each prepared bottle and cap must be ***labeled with the child's first and last name and the date.*** We are not permitted to mix formula in the center. Unused bottles will be returned at the end of the day. Georgia Code #591-1-1-.15. If a bottle is left over night, it will be discarded and will not be served to the infant.

Parents are responsible for providing diapers and wipes, baby food, formula, bibs (Velcro or pull-over only), and at least two changes of clothes. No tie bibs or pacifier attachments are permitted due to choking hazards and state regulations.

All infants will be placed on their backs to sleep with their feet touching the bottom of the crib. No toys, pillows, or fuzzy blankets may be placed in the cribs with the infants. Those items potentially can cause Sudden Infant Death Syndrome (SIDS). Georgia Code #591-1-1-45.

IMMUNIZATION REQUIREMENTS

In accordance with Georgia Code #591-1-1-0.8(g) evidence of age-appropriate immunizations or a signed affidavit against such immunizations. The items shall be maintained for each child enrolled in the center on Georgia form #3231. **No child shall continue enrollment in the center for more than thirty (30) days without such evidence.**

LESSON PLANS

In accordance with Georgia Code #591-1-1-.03(2) current lesson plans shall be kept on site and reflect appropriate instruction practices and activities to support children's development. Here at Indelible Impressions Learning Center, lesson plans are posted in every classroom and kept on file for at least one year.

MEAL SERVICE

For students to have breakfast *they must be in the facility by 8:35 a.m.* Breakfast ends at 8:45 a.m. Students must be in the facility by **9:00** a.m. to be included in the lunch count. If your child will be late due to a doctor's appointment, please call the center to be included in the lunch count.

The center will provide breakfast, lunch and an afternoon snack. Children will be encouraged but not forced to eat. Children shall be given necessary assistance in feeding and encouraged to develop good nutritional habits.

In accordance with Georgia Code #591-1-1-.15 when a child requires a modified diet for medical reasons, a written statement from a medical authority shall be on file. When a child requires a modified diet for religious reasons, a written statement to that effect from the child's parents shall be on file. **Parents are responsible for providing alternate meal components if your child has allergies or dietary restrictions.** All sack lunches must be nutritious and follow licensing sack lunch requirements.

Food such as formula, juice or solid food must be clearly labeled with the child's name. Parents must complete the Infant Feeding Plan Form, which gives directions for heating and feeding along with a schedule of use. Georgia Code #591-1-1-.15.

This center participates in the CACFP; which is federally funded food program that provides funding for us to provide quality meal service. We are **prohibited from allowing families to bring in outside food unless there is a documented medical reason**, and we are required to collect income eligibility forms on each student annually for data purposes only. Income eligibility forms are securely kept in your child's file and are confidential. Completing the forms helps to reduce our food expenses, which ultimately helps keep tuition costs affordable.

HOLIDAY CLOSURES

The Center is open from 6:30 a.m. until 6:00 p.m., Monday through Friday, January through December; except for the dates listed below.

Labor Day

September 2, 2024

Columbus Day

October 14, 2024

Fall Break	October 16 - 18, 2024
Professional Development Day	November 5, 2024
Thanksgiving Vacation	November 27 – 29, 2024
Christmas Holiday	December 23 – Jan 3, 2025
Christmas Holiday	December 26- 27, 2024
New Year’s Holiday Break	January 1- 3, 2025
Professional Development Day	January 3, 2025
Martin Luther King, Jr’s Birthday	January 20, 2025
President’s Day	February 17, 2025
Professional Development Day	March 17, 2025
Mini Spring Break	April 2 - 4, 2025
Good Friday	April 18, 2025
Memorial Day	May 26, 2025
Memorial Day	May 27, 2025
Juneteenth Holiday	June 19, 2025
Independence Day	July 4, 2025

Although the Center is closed during the above-designated holidays and training workdays, tuition charges will be due.

OUTDOOR PLAY

State law requires that all preschool children are to play outdoors one and a half hours daily, except in cases of inclement weather (40 degrees or below or 90 degrees or above). Please be sure children are dressed appropriately and have seasonally appropriate outerwear if needed. Georgia Code #591-1-1-.03 Limited exceptions (1 to 2 days) will be made for medical conditions when parents submit a written request. Extended requests require a doctor’s note but are limited to three (3) days.

PARENT PARTICIPATION

Parents are a vital component for our program. Your child’s academic success depends on parents and teachers partnering together to ensure that each child’s needs are being met. Parents are welcome to visit the program at any time that their child is present. Please sign in at the front desk upon arrival. We encourage all parents to attend the monthly Parent-Teacher Organization Meetings during the academic year. Parent conferences are also scheduled bi-annually with the classroom teacher, and as needed or requested. We have several volunteer opportunities throughout the year, such as: being a room parent, reading to the children, assisting the teachers, helping with special events, classroom coverage during staff trainings, and fund raising. We encourage your participation...it will mean the world to your child. Setting the example and showing your child that education is a priority to you is a lesson that will transcend as your child matriculates to different levels of higher education. The children’s attitudes towards education start now.

PARENTAL RIGHTS

In accordance with the Georgia Code #591-1-1-.22 The custodial parent(s) of the child shall at any time the child is in attendance be permitted access to all childcare areas of the center and shall make his or her presence known to center staff prior to removing the child from the center.

Parents are encouraged to openly communicate with their child's teachers. The teachers as well as administrative staff at IILC view education as a partnership. Instilling a life-long of learning starts from birth. Regular communication is key in establishing cohesive routines that make the transition from home to school smooth and less stressful for the child.

The administrative office has an open-door policy. The Administrative Team welcomes your feedback and wants to know your concerns. Please inform the administrative staff of your arrival before proceeding to your child's classroom. Please note that due to privacy laws videos may not be taken off-site and copies will not be provided.

PARENT CODE OF CONDUCT

Indelible Impressions always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of IILC 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 IILC, is the responsibility of each parent or adult who enters the academy. 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 IILC property thereafter and please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

***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.

***THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH Indelible Impressions Learning Center:**

Threats of any kind will not be tolerated. 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.

***PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT IILC:**

While IILC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the learning center facility by staff members. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse or corporally punish their child in the presence of other students. 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 the Executive 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 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.

***SMOKING:**

For the health of all IILC 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 IILC.

***VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to always follow all safety procedures. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Indelible Impressions. Please be particularly mindful of IILC's entrance procedures. We all like to be polite. However, we need to be careful not to 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 Executive Director.

***CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Indelible Impressions Learning Center:**

While it is understood that parents will not always agree with the employees of IILC 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.

***VIOLATIONS OF THE CONFIDENTIALITY POLICY:**

Indelible Impressions Learning Center 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 IILC. 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 in violation of the Confidentiality Policy.

***Violations of any of these codes can terminate your enrollment with IILC immediately.**

PARKING LOT SAFETY

Our parking lot can be a busy area at certain times of the day. Please help us maintain a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.
- Please make sure that your child doesn't run ahead of you or behind you upon arrival and departure.
- Never leave your vehicle running or the keys in the ignition.
- Please drive slowly in the parking lot.
- Please Park in designated parking spaces.
- **Never leave children unattended in a parked or idling car.** We are required to report this kind of neglect/child endangerment to the Department of Family and Children Services.
- At times security will block off portions of the parking lot for church events and funerals. Please do not remove the cones or park in unauthorized parking spaces.
- Please do not leave valuables in your vehicle.
- Please do not play loud music on site.
- Please report any suspicious activities to Center Administrators or EBC Security.

POTTY TRAINING

Potty training here at Indelible Impressions Learning Center is primarily done in the two-year-old department. However, if a child enrolled in the one-year-old department is showing signs of readiness, potty training may be introduced. To make the potty-training process as successful and stress free as possible for the children consistent routines must be established between home and school. We ask that parents follow the guidelines below that we utilize in our two-year-old department.

- 1) Be consistent and establish routines
- 2) Absolutely "NO DIAPERS"
- 3) Pull-ups only!
- 4) Take me to potty often (every 1 hour and after meals)
- 5) The children will need a lot of praise, encouragement, patience, and understanding...we want to make potty training a stress-free positive experience for the children.
- 6) Dress your child in potty friendly clothing
 - a. No full body undershirts
 - b. No overalls
 - c. No belts
 - d. No one piece outfits
 - e. Elastic wadded pants are preferred
- 7) Encourage and teach self-dressing and self-help skills
- 8) Bring in several full changes of clothing including an extra pair of shoes.
- 9) Talk to the teachers often about your child's progress.
- 10) Once your child starts to regularly stay dry and accident free during the day his or her teacher will consult with you about transitioning from pull-ups to underwear.

All children must be fully potty trained (not in pull-ups or the equivalent) before matriculating to the three-year-old department. This means that they must be totally independent in the restroom and in underwear. There will no longer be set restroom breaks. Children will be able to use the classroom restroom independently as needed.

PROGRESS REPORTS

Teachers will keep parents informed of their child's progress. Teachers communicate with parents through written daily reports, conferences, classroom postings and the Procure App. Teachers will provide verbal and written feedback as anything noteworthy happens with a child.

The teachers also track your child's development throughout the school year. The Teachers Strategy Assessments are completed twice per year. They will be reviewed with parents during our bi-annual Parent-Teacher Conferences in the Fall and Spring of each year. You will be provided with a copy for your records.

REFUNDS

There are no tuition deductions, credits, refunds, or transfer of payments given for absences, suspensions, inclement weather issues or dismissal from the program. Tuition payments are due regardless of your child's actual daily attendance. Tuition is based on enrollment.

RETURNED CHECKS

After the return of two checks marked "NSF" (Non-Sufficient Funds), the Center requires all future payments to be made by money orders, cashier's checks, or credit cards. Georgia law requires returned checks to be paid in full amount within ten (10) days from the receipt of notice to render payment. A **\$35** fee will be charged for each returned check.

TAX STATEMENTS

Indelible Impressions Learning Center will make accessible through the Procure App itemized account statements of your childcare expenses for the previous calendar year on **January 31st, of the next calendar**. For accounting purposes all current calendar year fees must be paid in full by close of business on **December 31st, of the current calendar year**.

TOYS FROM HOME

Our classrooms are stocked with age and developmentally appropriate learning materials and props that are utilized daily to expand your child's learning. Indelible Impressions Learning Center does not assume responsibility for loss or damage to personal property, therefore children should not bring money, toys, or anything else of value. Parents are strongly discouraged from bringing in toys from home. To avoid hurt feelings, breakage, or loss of children's treasures, we need your cooperation! Please only bring in toys from home on designated "Show-n-Tell" days. At no time are children permitted to bring in any items associated with violence including toy guns, knives, swords, etc.

TRANSITIONS

Here at Indelible Impressions Learning Center we do not transition children to the next classroom automatically on their birthday. **Please note we do not do mid-year transitions.** Our program curriculum runs for forty (40) weeks running from August to May. The children remain in their current class during the summer and transition to their new classroom during the month of July so they can prepare for the new academic year.

Please note that Georgia Code #591-1-1-.32 states that children under three (3) and over three (3) shall be housed in separate areas except for the first and last hour of the business day. An exception is made for two-year-old's who turn three during the academic year. If your child is enrolled in the two-year-old class, he or she will not transition into the three-year class automatically on his or her third birthday. He or she will remain with his or her classmates that are two and three years old for the remainder of the school year. This allows my child to complete the Abeka two-year-old curriculum which is a developmental building block to the three-year-old curriculum. Also, all children must be fully potty trained (not in pull-ups or the equivalent) before matriculating to the three-year-old classroom.

WAITING LIST

Families are placed on the waiting list on a first come first serve basis. Entrance is awarded according to space and availability. Current families are not guaranteed a slot; entrance is awarded according to space and availability. Parents are required to pay the annual registration fee for the new child within one week of the space being offered to them. If a space becomes available before a family desires the space the family has **three** options.

1. **Pay for the space to secure a slot in the classroom.** Failure to pay will forfeit your space and priority status. Refunds will not be given if a family chooses to secure services at another facility.
2. **Relinquish the space,** if a family chooses to relinquish their space, they will be removed from the waiting list
3. **Wait to see if another space will become available closer to their desired enrollment date.** If a family chooses to wait to see if another space will come available closer to their desired enrollment date, they will remain on the list. Please note that placement is not guaranteed on your desired date. Entrance is awarded according to space and availability.

ABC BIBLE VERSES

A ll have sinned and come short of the glory of God.	(Romans 3:23)
B elieve on the Lord Jesus Christ, and thou shalt be saved.	(Acts 16:31)
C hildren, obey your parents in the Lord: for this is right.	(Ephesians 6:1)
D epart from evil and do good.	(Psalm 34:14)
E ven a child is known by his doings.	(Proverbs 20:11)
F ear not for I am with thee.	(Isaiah 43:5)
G od is Love.	(1 John 4:8)
H onor thy father and thy mother.	(Exodus 20:12)
I f ye shall ask anything in my name, I will do it.	(John 14:14)
J esus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by me.	(John 14:6)
K eep thy tongue from evil.	(Psalm 34:13)
L ook unto me and be ye saved.	(Isaiah 45:22)
M y son, give me thine heart.	(Proverbs 23:26)
N o man can serve two masters.	(Mathew 6:24)
O give thanks unto the Lord: for he is good.	(Psalm 118:1)
P raise ye the Lord: for it is good to sing praises unto our God.	(Psalm 147:1)
Q uit you like men, be strong.	(1Corinthians16:13)
R emember the Sabbath day to keep it holy.	(Exodus 20:8)
S eek ye the Lord while he may be found.	(Isaiah 55:6)
T hou God seest me.	(Genesis 16:13)
U nto thee O God, do we give thanks.	(Psalm 75:1)
V erily, verily, I say unto you, Whatsoever ye shall ask the Father in my name, he will give it you	(John 16:23)
W hat time I am afraid, I will trust in thee.	(Psalm 56:3)
e Xceeding great and precious promises are given unto us.	(2 Peter 1:4)
Y e are the light of the world.	(Matthew 5:14)
Z ion heard and was glad.	(Psalm 97:8)

BASIC CLASSROOM SUPPLY LIST

<p>INFANTS</p> <ul style="list-style-type: none"> ▪ Baby formula or breast milk (in bottles with full name & date) ▪ Baby food ▪ Bibs (Velcro or pull-over only, no ties) ▪ Diapers ▪ Extra clothing ▪ Pacifier (if used) ▪ Wipes 	<p>ONES</p> <ul style="list-style-type: none"> ▪ Blanket ▪ Diapers ▪ Full change of clothing ▪ Wipes ▪ Sippy cup
<p>TWOS</p> <ul style="list-style-type: none"> ▪ Blanket ▪ Pull-ups (attachable sides preferred) ▪ Flushable baby wipes ▪ Full change of clothing ▪ Extra pair of shoes (potty accidents) ▪ No diapers ▪ No sippy cups ▪ No pacifiers 	<p>THREES</p> <ul style="list-style-type: none"> ▪ Blanket ▪ Pencil box ▪ Box of crayons ▪ Erasers ▪ Full change of clothing ▪ Glue Sticks ▪ Large pencils (thicker than #2 pencils) ▪ Scissors ▪ Two pocket folders
<p>FOURS (K-4)</p> <ul style="list-style-type: none"> ▪ Pencil Box ▪ Crayons 8 or 16 pack ▪ 1 Eraser ▪ 2 Glue Sticks ▪ 2 Paintbrushes ▪ 2 #2 Pencils ▪ Scissors ▪ 2 Two Pocket Folders ▪ Blanket ▪ 1 container of Baby Wipes 	

**Teachers may request additional supplies.*