



**Early Learning Center**

**FAMILY HANDBOOK  
2025-2026**

**Meghann Harris  
Early Learning Center Director**

**4805 Tilly Mill Rd  
Dunwoody, GA 30360  
770-457-8963  
Fax 770-457-2387  
[www.dunwoody.academy](http://www.dunwoody.academy)**

(as of June '25)

## **Change Tracker**

**Please make sure you read the handbook each year as changes may have been made to policies, procedures, and pricing to match the projected needs of CCA & their families.**

**Per the CCA School Board, the terms of this handbook are subject to change as needed during the period it is in effect.**

**If changes are required, the parent/guardian will be given notice of the change.**

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## About Us

### Statement of Faith

- We believe in God the Father Almighty. We believe in Jesus Christ His only Son. We believe in the Holy Spirit, who proceeds from the Father and the Son.
- We believe in the infinite, personal God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe the Bible to be the infallible, authoritative basis for our understanding of doctrine and truth.
- We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory to judge the living and the dead.
- We believe salvation is by grace through faith in Jesus Christ alone.
- We believe the Christian life is possible only by the indwelling power of the Holy Spirit enabling the believer to live a godly and sanctified life.
- We believe in eternal life
- We believe in the unity of believers through the sharing of common life in Christ Jesus.
- We believe that God creates each human as uniquely male or female, and that each person is created in God's image (Genesis 1:26-27).
- We believe marriage is the union of one man and one woman in a three-way covenant with God (Genesis 2:18-25; Mark 10:6-9).
- We believe that all human life is precious as created in God's image. We believe this extends to every stage of human life from conception through natural death.
- We believe that we all sin, and while we cannot condone, endorse, or in any way participate in the expression of beliefs or lifestyles that are at odds with this statement of faith, all persons must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31). In this context, we do not believe that disagreement with another's beliefs is to be equated with intolerance or a form of "hate speech." While God sets clear ethical standards through His infallible word – the Bible – for which we are to stand without compromise, God loves all men and women, even those who reject His moral imperatives.

### Mission

The mission of Crossroads Christian Early Learning Center is to partner with parents of children ages 6 wks-4 years by providing Christ centered education in a caring, nurturing environment.

### Philosophy of Education

At Crossroads Christian Early Learning Center, we believe that each child is a blessing from God and His unique creation, designed with a purpose and potential to grow in every aspect of life—spiritually, academically, physically, socially and emotionally. Our philosophy is rooted in God’s love and Biblical teachings that guide us as we nurture and develop children during their most formative years.

We believe that early childhood is a time for children to explore, learn and discover the world around them in a safe and loving environment. Our program focuses on the holistic development of each child, ensuring that they aren’t only prepared for academic success but also grow in their relationship with God and with others. By emphasizing Christian values such as love, kindness, respect and forgiveness, we aim to cultivate a foundation of faith that will serve children throughout their lives.

We are committed to creating an inclusive and supportive community where parents and teachers partner to work together. Our curriculum is designed to foster a love for learning, encourage creativity and curiosity and build positive relationships. We view learning as an exciting, dynamic process and seek to make every experience an opportunity to discover God’s world and deepen the children’s understanding of their role within it.

The following are goals that we strive to accomplish:

1. To introduce children to the love of God and the Christian faith in a way that is developmentally appropriate for their age
2. To foster a love of learning and intellectual curiosity while helping children develop foundational academic skills
3. Help children recognize, understand and express their emotions in healthy, appropriate ways.
4. Help children develop strong, positive relationships with peers and adults and understand the importance of community and cooperation.
5. Promote healthy physical development through both fine and gross motor skills activities.
6. Instill Christian values that build moral integrity and guide children in making ethical choices.
7. Provide opportunities for children to express themselves creatively and appreciate the beauty of God’s creation
8. Partner with families in the educational and spiritual development of their children.

### Non-Discrimination

We are committed to providing a welcoming environment where all children and families are valued, regardless of ethnicity, gender, religion, or cultural background. We believe in nurturing the unique qualities of each child and fostering respect, kindness, and understanding among all members of our community.

The ELC does not discriminate in admitting families on the basis of ethnicity, religion or sex (male or female, as defined in Genesis 1:27). As a Christian school, we do ask families to agree to respecting and adhering to our statement of faith.

### License Capacity

A Center's License capacity is based upon its size. A Center must have thirty-five (35) square feet of usable space per child. Kitchens, bathrooms, closets, halls, storage areas or rooms, offices, rooms designated for Staff use, other single use areas and space occupied by adult size furniture shall be excluded in determining usable space.

## School Calendar

# Crossroads Christian Early Learning Center 2025-2026 CALENDAR

1 Teacher Workday-CLOSED  
1 Open House (6pm)  
4 First Day of School

1 Labor Day  
10 Grands and Granola  
**12 EARLY DISMISSAL @3PM (STAFF MTG)**  
17 Donuts for Dads

9 Muffins for Moms  
13 Columbus Day  
24 Fall Festival (5-8pm)

21 Class Parties  
25 **EARLY DISMISSAL @3PM (STAFF MTG)**  
26-28 Thanksgiving Break

**12 EARLY DISMISSAL @3PM (STAFF MTG)**  
19 Christmas Parties  
22-26 Christmas Break

1 New Year's Day  
16 Teacher Workday-CLOSED  
19 Martin Luther King Jr. Day

12 Class Parties  
13 **EARLY DISMISSAL @3PM (STAFF MTG)**  
16 Presidents' Day

13 **EARLY DISMISSAL @3PM (STAFF MTG)**  
20 Spring Fling (5-8pm)

3 Good Friday  
6 Easter Monday  
24 **EARLY DISMISSAL @3PM (STAFF MTG)**

4-8 Teacher Appreciation Week  
22 Class Parties  
22 Pre-K Graduation  
25 Memorial Day-CLOSED  
26 Teacher Workday-CLOSED

19 Juneteenth

6 July 4th Observed-Closed  
28 Last Day of Summer Term  
30-31 Teacher Workdays  
31 Open House (6pm)

| AUGUST 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| SEPTEMBER 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| OCTOBER 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| NOVEMBER 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| DECEMBER 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| JANUARY 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| FEBRUARY 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| MARCH 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| APRIL 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| MAY 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| JUNE 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

| JULY 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

- |                                                                                                                    |                                                                                                               |                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  Holiday/Teacher Workday-CLOSED |  Special Events            |  <b>EARLY DISMISSAL@3PM</b> |
|  First/Last Day of School       |  Teacher Appreciation Week |                                                                                                                  |

### Closures

We are closed for the major federal holidays (Labor Day, Columbus Day, Thanksgiving, etc.) Please be sure to check the school calendar for additional days that the ELC is closed or will close early.

## **Services Provided**

### Hours of Operation

The ELC officially opens at 7:30 am and closes at 6:00 pm.

### Children Served

We offer a full day program for children aged 6 weeks-PreK

### Classes & Curriculum

#### **Infant** (6wks-12 months)

The first year of life can influence children's success many years after. Our teachers provide a safe, loving and nurturing environment, while building the foundation for learning. We work with the babies on:

- Forming and maintaining a secure attachment to a parent or caregiver
- Using their senses to investigate the world around them
- Making simple sounds and movements
- Rolling, crawling and pulling up to explore
- Using fine motors and hand movements to hold and manipulate objects

#### **Transition I & Transition II**

Our transition classes provide students with the gentle support and encouragement needed to start exploring the world around them more independently.

The **Transition** classes is typically for children who turn one (1) year after the September 1<sup>st</sup> cutoff and are "moving along".

In Transition, your child will use all 5 senses to learn skills such as:

- Learning context for people, places and experiences
- Using fine and gross motor movement to increase body control and awareness
- Building independence
- Building up endurance when crawling or practicing walking
- following simple one step directions
- learning to sit in a chair at the table
- eating finger and solid foods
- drinking from a sippy cup
- expressing early language, creativity and emotions in positive ways

**\*\*Students are placed in Transition classes at the discretion of the director.**

**\*\*Please note that students will move up to the ONE-YEAR-OLD class after Baby/Transition rooms.**



## **1's Class**

(1 year by Sept. 1<sup>st</sup>; turning 2 throughout the year; walking with no assistance, no bottles or baby food...finger foods only)

Children in our one-year-old classroom develop their independence through play and fun learning encounters, while building valuable skills needed to interact with the world around them. Our caring teachers will guide toddlers through exploration while helping to establish crucial social-emotional skills. Using “Experience Early Learning” curriculum and teacher directed activities, toddlers will learn skills such as:

- singing or reciting a song or rhyme
- participating in simple, short, back and forth conversational exchanges
- demonstrating an understanding of simple one-or two-step directions
- developing appropriate social and emotional responses to what’s happening in their learning environment
- controlling their body movements during play and other tasks

Experience Early Learning curriculum system uniquely weaves 35 research-based skills into playful games and projects. As children participate, they naturally grow in all areas of development, including social-emotional, physical, language and cognitive development.

### **The Toddler Curriculum** (Used beginning in January):

- Nurtures caring relationships with children and helps them express their feelings.
- Offers sensory-rich play that invites children to explore their imaginations through art and drama, investigate our world, and problem-solve new challenges.
- Partners with the family and shares reflections on each child’s unique development.

## **2's Class**

(2 years old by Sept. 1<sup>st</sup>; turning 3 throughout the year.)

Many 2-year-olds are independent...as they should be. This is how they learn to understand the world. Our teachers provide a safe environment where students can explore and stretch their talents, while building self-confidence. Students learn skills such as:

- grasping tools and utensils with intention
- making more precise lines or scribbles
- collaborating with teachers or classmates when solving problems
- adopting a new solution and applying it
- Working on life skills like dressing and potty training
- sharing and empathy for others
- attempting to accomplish routine tasks independently

Experience Early Learning curriculum system uniquely weaves 35 research-based skills into playful games and projects. As children participate, they naturally grow in all areas of development, including social-emotional, physical, language and cognitive development.

### **The Toddler Curriculum:**

- Nurtures caring relationships with children and help them express their feelings.
- Offers sensory-rich play that invites children to explore their imaginations through art and drama, investigate our world, and problem-solve new challenges.
- Partners with the family to share reflections on each child's unique development.

### **3's Class**

(3years by Sept. 1<sup>st</sup>; turning 4 throughout the year)

**\*\*Students entering the 3's class MUST be COMPLETELY potty-trained. This means that they are in underwear, able to communicate the need to go potty; wipe independently and only have accidents every so often (not daily). \*\***

At 3 years, a child's world is expanding daily. They are developing special friendships, learning new words and forming new ideas every day. Through purposeful play, teacher and student-lead activities, your child will be encouraged to think in new and different ways. Your child will also learn skills like:

- verbally counting to 10
- counting items selected
- building their vocabulary and expanding their language skills but using words to describe familiar people, animals, objects and situations
- engaging in imaginative play
- understanding turn-taking, developing the capacity to wait and communicating when it is their turn
- playing cooperatively with or near a small group of children and forming unique, authentic friendships with classmates
- learning to identify and regulate their various emotions

Experience Early Learning curriculum system uniquely weaves 35 research-based skills into playful games and projects. As children participate, they naturally grow in all areas of development, including social-emotional, physical, language and cognitive development.

### **The Preschool Curriculum:**

- Nurtures relationships
- develops skills through playful games and discovery, including Social-Emotional, Physical, Language and Literacy, Math and Reasoning, Science and STEAM, Social Studies, and Creative Arts.
- Offers sensory-rich play, hands-on activities and movement-filled daily routines.
- Partners with families and shares learning stories about each child's learning journey.

### **Pre-K (4 years by Sept 1<sup>st</sup>; turning 5 throughout the year)**

Our Pre-K class features lots of fun opportunities for learning and innovation to occur daily, a great preparation for kindergarten. Your child will learn skills such as:

- thoughtfully developing a strategy for performing a task and then finishing it
- classifying objects by color, size or shape and reclassifying by a particular characteristic
- using math concepts such as counting from 10 to 20 accurately
- remaining focused on a task even when other activities are going on around them
- building fine motor skills in preparation for writing
- exploring writing skills
- identifying sounds and other concepts of phonics
- offering to share materials with a classmate without encouragement or prompting from an adult

Our phonics program consists of an Alphabet Curriculum, which is based on Science of Reading research. The Alphabet Curriculum is teacher-created, kid-tested, and most importantly kid-approved! This curriculum takes away that monotonous way of teaching the letters of the alphabet which students sit and listen to the teacher TEACH. Instead, the Alphabet Curriculum encourages guidance from the teacher while the students EXPLORE and LEARN the letters through hands-on and engaging activities that utilize all modes of learning. The curriculum includes lessons, songs, centers, exploration tubs, and an assessment piece to ensure student growth. We also may use KinderWordFamilies® which is a researched based explicit supplemental curriculum program.

We use a research-based Pre-K Math program. Pre-K Math units are teacher-created, kid-tested, and most importantly kid-approved! Pre-K Math takes away that monotonous way of teaching math where students sit and listen to the teacher TEACH math. Instead, Pre-K Math encourages guidance from the teacher while the students TEACH and LEARN math through hands-on and engaging math activities with their classmates.

## **SUPPLIES**

**Please label all clothes, bottles, sippy cups, bags, blankets, etc.!**

### **Infants & Transition I/II**

#### Bring daily:

- Premade plastic bottles- must be labeled with name and date; we will refrigerate and warm them.
- Premade food in plastic containers/pouch-must be labeled with name and date; we will not warm food for students.
- Sippy cup (around 8 months)-must be labeled with name

#### To be left at school

- Sleep sack (left at school all week and sent home on Friday to be washed)  
\*If you desire your baby to be swaddled, we will need a note from your doctor telling when and how long.\*
- 3 sets (complete and seasonally appropriate) of extra clothes
- Diapers
- Wipes
- Pacifier (when applicable)
- Sunblock
- Sunhat and/or jacket (depending on season)

### **12 months-2s**

#### Bring daily:

- Healthy morning AND afternoon snack
- Healthy lunch
- Any utensils needed for lunch or snacks
- 2 labeled cups: one for water and one insulated cup for milk (if the students drinks milk)

#### To be left at school:

- Labeled blanket for naptime (sent home weekly to wash)
- Diapers/pull-ups/wipes (teacher will notify you when supply is low)
- Labeled change of clothes (shirt, pants, socks, shoes; seasonally appropriate) in a zip lock bag

**\*\*If potty training, please send in 3 changes of clothes and 3 extra pairs of underwear\*\***

### **3s & PreK**

#### Bring daily:

- Healthy morning AND afternoon snack
- Healthy lunch
- Any utensils needed for lunch or snacks
- **2 labeled** cups: one for water and one for milk (if the students drinks milk)

#### To be left at school:

- **Labeled** blanket for naptime (sent home weekly to wash)
- **Labeled** change of clothes (shirt, pants, socks, shoes; seasonally appropriate) in a zip lock bag

#### Important information concerning supplies (12 months-PreK):

- **Please label all items**
- Sunscreen should be applied before coming to school
- We are not able to put food/drinks in the refrigerator, so we suggest using an insulated lunch box/bag with ice packs
- We are unable to heat food up

#### Hazardous Items

#### **These items do not need to be sent or stay in your student's backpack/school bag:**

- Plastic bags (like from a grocery store)
- Medicine (prescription OR children's Advil/Tylenol)
- Neosporin, diaper cream, etc.
- Nail clippers or scissors
- Baby wipes

**Please hand these items (if needed at school) to your student's teacher(s).**

### **Admissions**

#### Enrollment Process

##### 1. Age Requirements

- Children must be within the following age range for enrollment:
  - Infants: [6 weeks to 12 months]
  - Toddlers: [12 months to 3 years]
  - Preschool: [3 years to 4 years]
  - Pre-Kindergarten: [4 years]
- Per Georgia state law, we use the September 1<sup>st</sup> cutoff for determining in which class your child will be placed.

##### 2. Registration Forms (please make sure you fill out BOTH pages and/or check to see if it's double sided)

- Completely fill out and submit an ELC application, which includes personal information, current medical conditions, and emergency contact details.
- Ensure that all sections of the form are filled out completely, including parent/guardian contact and work information and any special instructions or notes.

### 3. Health and Immunization Records

- Provide current immunization records that meet state and local health requirements; this includes providing a signed and notarized affidavit of exemption.
- The state of Georgia requires the following immunizations for entering daycare: DTaP, Hep A, Hep B, Hib, Polio, MMR, Varicella (chickenpox) and Pneumococcal.

### 4. Emergency Contact Information

- Provide at least two emergency contacts other than the parents/guardians. These contacts should be able to pick up the child if necessary. This is part of the ELC application. If you need to add more people, please email the director.

### 5. Enrollment Fee

- Pay the non-refundable registration fee. This fee secures your child's spot.

### 6. Parent/Guardian Consent Forms

- Complete any necessary consent forms regarding permission for media (photos, videos, social media), external preparation application (Neosporin, diaper rash creams, Aquaphor, etc.), and medical treatment (on application).

### 7. Payment Plan Agreement

- Review and sign the Financial Contract for tuition. We accept payments through Parent Portal of ProCare, cash, a set up ACH, check or cashier's check.

### 8. Orientation Session

- Take a tour of the school/attend our open house(beginning of the year) where you will learn more about our curriculum, daily schedule, and policies.

### 9. Space Availability

- Enrollment is dependent on space availability. If we are at full capacity, you may be placed on a waiting list. We encourage early enrollment to secure a spot.

### 10. Special Needs or Allergies

- If your child has special needs or allergies, please notify us so we can ensure that we are able to provide the proper accommodation and care for their safety and comfort.

### Termination

Crossroads Christian Early Learning Center is committed to supporting every child's development and behavior through observation, communication, and intervention. However, in rare circumstances, termination may be necessary when continued care is not in the best interest of the child or program.

Grounds for Termination May Include (but not limited to):

- Consistent and severe aggressive or unsafe behavior

- Behavior requiring support beyond what the center can provide safely or legally.
- Repeated non-payment or late payment of tuition and fees.
- Chronic tardiness in pick-up or disregard of center policies.
- Disruptive or threatening behavior from parents or guardians.
- Refusal to cooperate in developing and implementing behavior or support plans.

#### Procedure Before Termination:

- Documentation of behaviors/incidents and communication with parents.
- Attempts at behavior support plans and reasonable accommodations.
- Meetings with parents to discuss concerns and collaborate on solutions.

#### Immediate Termination May Occur If:

- A child poses an immediate risk to themselves, others, or staff.
- A parent behaves violently, threatens staff, or seriously violates policies.

#### Withdrawal

If you decide to withdraw your student from the ELC, you must give the school **30 days' written notice**. If written notice is less than 30 days, then you will be responsible for the full 30 days tuition, regardless of if your child is in attendance or not. Please speak with the director for further assistance in this matter.

## Expenses

### TUITION

#### **INFANT & TRANSITION**

**\$1633 Monthly**

#### **ONE-YEAR-OLDS**

**\$1570 Monthly**

#### **2-YEAR-OLDS**

**\$1384 Monthly**

#### **3-YEAR-OLDS**

**\$1276 Monthly**

#### **PRE-K**

**\$1127 Monthly**

**PER THE CCA SCHOOL BOARD, DURING THE YEAR DUE TO CHANGES IN OPERATING EXPENSES IT MAY BE NECESSARY TO ADJUST TUITION. PARENTS WILL BE GIVEN 3 MONTHS' NOTICE BEFORE ANY CHANGES GO INTO EFFECT.**

## **FEES**

### Registration

\$100 (infants-3-year-olds); \$175 for Pre-K

Registration fees are non-refundable and hold a place for your student for the school year/time of year for which they are enrolling.

### Lunch

Lunches provided by the school are \$5.50 each. Students are required to always have a meal card of \$55 during the school year billed through ProCare.

### Activities

If your student participates in gymnastics, ballet and/or soccer, payments are made directly through the company. The ELC isn't responsible for payments or balances due to these companies. Every instructor is background checked through the Department of Early Care and Learning (DECAL) as required by the state of Georgia.

### Late Pick-Up

Please let us know if you will be late picking up your child. A late pick-up fee will be assessed when a child is left beyond the center's operating hours (7:30am-6:00pm). There is a late fee of \$20 if you arrive between 6:01-6:15pm. If you arrive after 6:15pm, there is the original late fee of \$20 PLUS \$10 for each additional minute.

### Late Payment/NSF

There is a \$25 late fee applied to accounts not paid by the 15<sup>th</sup> of each month. A \$5 late fee PER DAY will be applied for late payments after 15<sup>th</sup>. A \$25 service charge will be assessed for any returned checks.

### Accepted Methods of Payment

We accept payments through Parent Portal of ProCare, cash, a set up ACH, check or cashier's check. Make checks payable to CCA.

### Financial Assistance

There is a 5% discount off the monthly tuition for each additional sibling enrolled. The discount is applied to the student with lower tuition cost. If you need additional help, please contact the director.

### Additional Days

For part-time students that are adding an extra day besides their 3 allotted days (Tuesday, Wednesday, Thursday), you will be charged for that day. Please email the ELC director and/or fill out a form in the office **at least 24 hours prior to the extra day desired.**

## **Child Pick-up and Drop off**

### Sign-In/Out

Students may be dropped off beginning at 7:30 am. Students must be escorted in and out of their classroom and the center by an authorized adult. All students are required to be signed in by an authorized parent/guardian.

**Per the state of Georgia Department Early Care and Learning: "The Parent or person(s) authorized by the Parent to drop off and pick up the child will document, in written or electronic format, each time the**



**Parent or authorized person drops off and picks up the child.”** Students may be signed out/picked up throughout the day. If you pick up your child after 10am, they are not allowed to return to school. Nap time usually occurs between the hours of 12:00 pm and 3:00 pm. We respectfully ask that parents, guardians/family members refrain from picking up students during these times unless it is an emergency.  
**To have a smooth transition into our academic day, please don’t linger in your child’s classroom for more than 5 minutes. This gives you the time to speak briefly to the teacher and wish everyone a good, fun day!**

#### Authorized Pick-up/Emergency contacts

All students should have two (2) emergency contacts/authorized pick-ups listed on their application, which is then put into ProCare. If a person not designated on the form/ProCare needs to pick up your child, this information must be sent in writing, email will do,(name, relationship to child, phone number).

#### Late Pick-up

We understand that emergencies happen. If something happens that is going to make you late picking up, please call the school, 770-457-1148 and let us know.

A late pick-up fee will be assessed when a child is left beyond the center’s operating hours (7:30am-6:00pm). There is a late fee of \$20 if you arrive between 6:01-6:15pm. If you arrive after 6:15pm, there is the original late fee of \$20 PLUS \$10 for each additional minute.

#### Attendance

Regular attendance is important to help your child develop good school habits. Your little ones are so important and special to us. There is much to be said for the importance that concentrated learning has on young children. It is because of this that I would encourage you to have your child(ren) at school by 9:00 am. This allows them to engage in the “concentrated learning” time of the day. Please let us know if your student(s) will be late or absent.

**If your child(ren) arrive(s) at 10:00am or after, we reserve the right to not allow them to stay. This decision is made by the administration NOT your child’s teacher.**

#### Vacation

We offer the opportunity for families to take one week during the ELC school year tuition free for the benefit of family vacation. To receive the tuition free week, please stop by the office and fill out a vacation request form.

**The request should be made 2 weeks in advance in writing.** A vacation week is considered 5 consecutive days (Monday-Friday), not individual days throughout the year.

**Extended absences for vacations or other reasons are expected to be financially covered by the parent/guardian.**

## **Medical Matters**

#### Immunizations

Immunizations (DHR Form 3231) must be up-to-date, or affidavits (for exemptions) must be on file within 30 calendar days of program entry. The state of Georgia requires the following immunizations for entering daycare:

**DTaP, Hep A, Hep B, Hib, Polio, MMR, Varicella (chickenpox) and Pneumococcal.**

Your child’s pediatrician can help with the number of doses needed and when to give them. The local Health Department or your child’s physician can provide information on affidavits, if you choose not to immunize your child. Children without current Forms 3231 may not remain in the program. Check with your provider if you need assistance in obtaining these certificates.

ELC administration will communicate with you when your child’s immunization records expires and what to do about it.

### Medication Administration

If your child is sick, has a fever or is contagious, please keep them at home. Except for first aid or as authorized under Georgia law, ELC staff shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or Parent. An authorized parent/guardian must completely out the "Authorization for Medication" form. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent. **We can only administer medications twice during the day.**

### Emergency Care

In case of a severe injury, illness or death, the Director or Early Learning Center Office Staff will first call the DeKalb Emergency Medical Squad (911) and then call the parent(s) and make them aware of the emergency. If the parents or emergency contact person(s) are unavailable, the Director or Assistant Director (Jenny Creasy) will follow the emergency vehicle to the hospital.

If the injury is not serious enough to warrant a call to 911 but does require immediate medical attention, (and parents/emergency contact person(s) can't be reached), two staff members will transport the child to Children's Healthcare of Atlanta-Scottish Rite at 1001 Johnson-Ferry Road, N.E.

No center personnel will impede in any way the delivery of emergency care or services to any student by a licensed or certified emergency health care professionals.

All minor injuries will be handled at school. If the minor injury is on the child's neck/head, parents/guardians will be notified. At the time of injury, an incident report will be completed by the teacher/director. Parents will be shown the report at pick-up and their signature will be required. With your application, you also signed an emergency medical authorization form. This states that should your child suffer an injury or illness while in our care, and the facility is unable to contact you, the parents/guardians or emergency contact immediately, you give authorization for us to secure such medical attention and care for the child as may be necessary and that you (parents/guardians) assume responsibility for payment for services.

### Communicable Diseases

The Department of Public Health, as well as Georgia Department of Early Care and Learning (DECAL) has a current communicable disease chart of recommendations for exclusion of sick children from the Center and their readmission shall be followed. Parents of all children enrolled shall be notified in writing of the occurrence of any of the illnesses on the most current version of the communicable disease chart, as found on the Department's website, or any cases or suspected cases of viruses or illnesses (COVID-19, etc.) identified during a public health emergency, within twenty-four (24) hours after the Center becomes aware of the illness or the next working day. Parents will be notified promptly regarding all cases/ or symptoms of illness in your child's class. We require notice as soon as possible if your child has a contagious disease (e.g. pink eye, RSV, etc.) so that we can alert other families and take the necessary steps for cleaning and disinfecting. When notified of an illness in a class or general sickness among students, teachers will take extra cleaning measures of toys and surfaces. The classroom will also be "fogged" with a cleaning solution to help prevent the spread of germs.

### Infectious Diseases

Parents must be notified of incidents, illnesses or injuries as follows:

Notify Parent(s) IMMEDIATELY:

- when professional medical attention is required
- when a child experiences symptoms of moderate discomfort such as elevated temperature (100.4 or higher), vomiting or diarrhea (3x in diaper or potty)

- when a child is involved in an incident that puts their health and/or safety at risk (e.g., missing from program, escaped from building/playground, etc.)

Notify Parent(s) by the end of the day:

- when professional medical attention is not required
- when a child experiences symptoms of less than moderate discomfort
- when a child experiences an adverse reaction to prescribed medication which does not constitute moderate discomfort.

### ELC Illness Policy

Please refer to the list below of when a student will be sent home due to illness and when they may return.

**Runny nose with slimy yellow and green discharge/boogers:** students are subject to be sent home if they are producing excessive amounts of colored mucus. Since this can be a sign of so many other illnesses, we may ask that they have a doctor's note to return to school.

**Vomiting and/or diarrhea:** students may return after 24 hours of no episodes (example: sent home Wednesday; can return Friday if no vomiting/diarrhea on Thursday). NOTE: vomiting and diarrhea due to illness, allergies, medicine, mucus, etc., still qualifies a child to be sent home.

**Excessive sneezing or coughing (unable to participate in daily activities such as recess and naptime):** at director's discretion, student will be sent home and may return to school after all symptoms are gone **OR** with a doctor's note.

**Fever of 100.6° F or more:** free of fever for 24 hours without Tylenol or similar product.

Note: The child's 24-hour period starts once the medication has cleared their system 4-6 hrs after a dose.

**Conjunctivitis (Pink Eye):** 24 hours after treatment is started and a doctor's note.

**Rashes or skin conditions such as impetigo or ringworm:** after lesions are under treatment and covered with a clean dressing and a doctor's note.

**Strep Throat:** 24 hours after antibiotic treatment is started **and** with a doctor's note.

**Head Lice:** 24 hours after shampoo treatment and all signs of eggs are gone.

**Chicken pox:** one week after the appearance of the rash or when all lesions have crusted.

**Hepatitis:** with a doctor's note determining that the child is no longer contagious.

**Measles or Rubella (German measles):** 7 days after onset of rash; children who haven't been vaccinated should be vaccinated or excluded until 2 weeks since the onset of the last case and have a doctor's note.

**Meningitis:** with a doctor's note recommending return to school.

**Mumps:** 9 days after onset of swelling; children who haven't been vaccinated should be vaccinated or excluded until 26 days after onset of swelling of the last person with mumps at school and a doctor's note.

**Hand, Foot, and Mouth:** 24 hours fever free, doctor's note and the blisters must be dried out (brownish looking and crusty).

**Croup:** with a doctor's note.

**Covid-19:** According to the CDC, if you test positive for a respiratory virus, including COVID-19, you should stay home until you meet these two conditions for at least 24 hours:

- Your symptoms are improving overall.
- You have been fever-free without using fever-reducing medication.

**RSV, Influenza, unexplained rash:** 24 hours fever free (without medication) and a doctor's note

## **Behavior**

### Prohibited Behavior

- Smoking is prohibited on the premises of a Center during the hours of operation. The use, sale, transfer, or possession of alcohol, drugs or controlled substances, when on duty or on school property is absolutely prohibited.
- Weapons are prohibited on the ELC campus except for law enforcement personnel
- No fighting, physical/verbal harassment, bullying or stalking of staff, students or other parents

**Violation of these will result in termination from the ELC.**

### Discipline

Discipline at Crossroads Early Learning is handled in a positive manner, according to the developmental needs of children. Clear behavior limits are set and enforced. Children are directed and taught to handle conflicts in a peaceful manner, as they are learning to gain self-control.

Methods of positive guidance include but aren't limited to modeling and praising appropriate behavior, encouragement, listening, retelling of expectations, redirection and appropriate behavioral alternatives. We do NOT: physically punish, push or pull a child; embarrass or shame the child in front of others; take away snack, lunch or recess; leaves a child unattended; or threaten any of the above.

When a child does not respond to other positive guidance techniques, we will use a "Cool-Down" method. This will consist of a quiet space out of the main activity of the classroom but within the eyesight of a teacher and a few self-soothing sensory tools. After no more than five minutes, the child will return to his/her regular activities. This allows the child to exercise self-control. With the help of the teachers, children can begin to look at situations and learn to make better choices.

\*Note: sometimes the office will be used as a cool down space. All the above steps will be followed.

\*Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. Physical or emotional abuse by a child towards another child or teacher(s), which is determined to be repetitious or excessive by the staff and director will be grounds for dismissal from our program.

To maintain a positive learning environment that supports the health and safety of every student, we have made the following procedures for addressing challenging behaviors, such as hitting, biting, screaming and other disruptive actions.

## Procedures:

### 1. Positive reinforcement:

We use positive reinforcement to encourage appropriate behaviors. Children are praised and rewarded for demonstrating kindness, cooperation and respect toward others. By focusing on the positive, we endeavor to create a supportive environment that reduces challenging behaviors.

### 2. Clear expectations and boundaries:

Children are given clear, age-appropriate expectations and boundaries within the school. We believe that consistency and clear communication are necessary for helping children understand acceptable behavior.

### 3. Redirection:

When a child engages in hitting, biting, screaming or other disruptive actions, we will redirect them to an alternative activity or approach to help them focus their energy in a positive way. This strategy encourages self-regulation and introduces healthier ways of expressing themselves.

### 4. Calm Down and Reflection:

For more intense situations, the child may be guided to a designated calm-down area, either in the classroom or the office, where they can take a moment to regain composure. They will be encouraged to talk about/reflect on their behavior in a manner that is age-appropriate and helps promote self-awareness.

### 5. Communication with parents:

If disruptive behaviors persist, parents will be informed promptly so that we can work together on consistent strategies to support the child. Open communication between home and school is necessary to help the child improve and grow.

### 6. Behavioral Plan (if needed):

For children who display ongoing disruptive behaviors, a behavioral support plan may be developed in collaboration with the family. The plan will include specific goals, strategies and methods of support to address the behavior and encourage positive interactions.

To ensure the safety of all children and staff, behaviors that pose a risk to others, such as hitting, biting or aggressive behavior, will be handled with immediate attention. In cases where the safety of others is compromised, parents may be asked to pick up their child for the remainder of the day, with a follow-up meeting or discussion with administration to go over further steps.

*Per the Georgia Department of Early Care and Learning (DECAL):*

Personnel shall not:

- physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center
- inflict corporal/physical punishment upon a child or handle a child roughly;
- verbally abuse or humiliate a child
- restrict unreasonably a child from going to the bathroom; punish toileting accidents
- allow children to discipline or humiliate other children

Bullying and fighting between students and/or parents will not be allowed and are grounds for immediate termination.

## Biting

Biting is a natural part of children's development. Infants and toddlers put everything in their mouths. It feels good to bite and chew while you're teething. Toddlers and young preschoolers don't have verbal skills to fully express themselves. Biting brings about a quick and dramatic response. Children experience many emotions (positive and negative) that are difficult for them to express and, at times, control. These emotions can be caused by numerous things, such as overexcitement, frustration, fatigue, and fear of being separated from people they love. (Bright from the Start, 2023)

Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child. Some reasons for biting include:

- **Teething:** Toddlers are often cutting teeth, and it hurts. Chewing on something relieves the itch and stops the pain for a moment.
- **Sensory Exploration:** Toddlers are very good at using all their senses to learn about the world. The "oral mode," an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.
- **Cause and Effect:** Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
- **Pre-Language Self-Assertion:** This is probably the most common reason toddlers bite. It is a way to express frustration when they do not yet have the language skills to do so.

Biting will happen anytime young children are in a group care setting. Our staff are well-trained and experienced and act to reduce the number of biting incidents, including providing access to teething toys, numerous sensory exploration activities, and offering toddlers options and alternatives to reduce frustrations.

When a child receives a bite, that child is immediately comforted, the bite is washed with soap, and a Band-Aid is applied if the skin is broken. The teacher says firmly, "Biting hurts!" If possible, the teacher will try to encourage the bitten child to express his/her feelings. "It hurts" or "I don't like that" or "teeth are not for biting; teeth are for eating" are sentences teachers will model for the child to repeat.

Parents will not be told the name of the child who bit their child. Parents of children who bite are informed and work together with the teachers/director in hopes of preventing further incidents of biting. We recognize how upset parents may be when they learn their child receives a bite; however, we also recognize that biting is a normal component of child development. Despite our many concerted efforts to prevent biting incidents, they are bound to occur. Our program does not exclude children because of biting alone. Please feel free to ask the administration any questions about toddlers and biting. Parents should understand and take comfort in knowing that biting is a normal stage during a child's development, and, like all stages, he/she will outgrow it. This oftentimes occurs at age three (3).

Our goal is to provide an environment that addresses the needs of all children in a loving, supportive manner, while understanding developmental milestones. Although biting is an upsetting behavior, we hope, together with education and patience, we can all be understanding as the children work through this difficult phase. I am always available to share my experience with you and more importantly listen to your concerns. Please feel free to contact the director with any questions you may have.

## **Maintaining a Safe Environment**

### Supervision

Children shall be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the childcare area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

### Ratios

A Center must establish groupings of children for care and maintain Staff: child ratios as follows:

Infants 1:6

One (1) year olds who are walking 1:8

Two (2) year olds 1:10

Three (3) year olds 1:15

Four (4) year olds 1:18

### Safety

In the event of a lost child, we will immediately begin a search of our facility, call 911 and notify the parents. Every precaution is taken to prevent losing a child or having a child stray from his/her class. When moving children from classroom to playground or other area, a headcount is taken before leaving the classroom, upon arrival at destination and again when returning to the classroom. Children are never left unsupervised.

In the event of a facility lockdown, all exterior doors will remain locked and CCA's front lobby doors will be closed and remain locked. At which point, each child's family will be sent a message through ProCare. Families will receive a message when the lockdown begins and when it is lifted. If you receive a ProCare message that the ELC is on lockdown, **PLEASE DO NOT COME TO OR CALL THE SCHOOL!** The administration and police will not unlock doors to allow you into the school, so we can maintain accountability and security. The administration of the ELC will keep all parents informed/updated with ProCare notices.

### Building Evacuation

In case of any emergency requiring evacuation, we will follow the procedures listed below. The exit plan and procedures are also posted in each classroom.

**Severe Weather:** in the event of severe weather such as tornado warnings, the teachers will (if there is time) follow the building evacuation plan posted in each room and will take students to the basement of the adjacent building. If there isn't time to evacuate, teachers will bring students into the hallway. We will shut doors and stay away from any glass. Babies, crawlers and transition students will be in evacuation cribs with an extra mattress for covering. We will use ProCare to alert parents in the event of an emergency.

**Fire, gas leak, bomb threat or physical plant problems:** In the event the building needs to be evacuated, the fire alarm will sound, and teachers will follow the building evacuation plan posted in each room and will take the students to the parking lot indicated on the posted plan. Should we need to leave the premises, students will be taken to the mission house, and parents will be notified immediately. If parents are unavailable, the

emergency contacts will be notified. Children will be in the care of staff members until they can be picked up or can return to the school building.

### Drills

During the school year, we will periodically conduct unannounced fire/emergency drills. Instructions for evacuation of the building will be posted in each classroom.

### Emergency Contact Information

We must have at least 2-3 names and phone numbers of people that can be contacted in case of a student injury, severe weather, or other emergencies. In such cases, we will make every attempt to contact you, authorized family members, or specified friends to have your child picked up before the normal closing time. A copy of our emergency procedures in case of severe weather, fire, gas leak, bomb threat, or physical plant problems is posted for your review. Please be sure to update all emergency data as needed throughout the year.

### School Closings

- Inclement Weather

In the event of inclement weather, please check ProCare/your email and watch for school closings. The following are sources of information on our academy closing:

- Pro Care
- Fox 5 TV
- CBS 46 TV
- Benchmark Email

**For you to receive text messages via ProCare, please make sure that you have the ProCare app on your phone and you have notifications for ProCare turned ON.**

If DeKalb County Schools are closed for inclement weather, we will be closed too. **The administration reserves the right to determine closings.**

Please listen carefully to official announcements regarding school closings as we may have:

- 1) Delayed opening
- 2) early dismissal
- 3) closure for the full school day.

- Insufficient Staffing

In the event of various scenarios, such as illness or hazardous road conditions, that prevent staff from coming to school, we will have to close. Staff present must be such as to provide proper supervision and ratios, as given in the Georgia DECAL rules and regulations (see page 22).

- Power Outages

In the event of a power outage at school, you will be contacted through ProCare. Due to health and safety concerns (temperature/food storage, etc.), we will not be able to function properly with no power and will have to close. If it occurs during the HOT/COLD months (June-August; November-February, we will close within one hour of losing power. If it occurs during the milder months (March-May; September-October), we will wait closer to two hours before closing. This weather clause is a guide for parents. ELC administration reserves the right to close depending on the current circumstances that arise. Please make sure you have notifications for ProCare turned on for updates.

- Lockdown



If the ELC ever goes into Level III lockdown, parents will be notified via ProCare. We understand that a notification like this can be very frightening, but we ask for your cooperation with our policy which has been vetted by the Dunwoody Police Department. If you receive a ProCare message that the ELC is on lockdown, **PLEASE DO NOT COME TO OR CALL THE SCHOOL!** The administration and police will not unlock doors to allow you into the school, in order to maintain accountability and security. The administration of the ELC and academy will keep all parents informed/updated with ProCare notices.

### Mandated Reporting

Teachers and childcare administrators are required by law to report evidence of child abuse or neglect. Within twenty-four (24) hours or the next workday, the Director or designated person-in-charge shall report or cause to be reported any suspected incidents of child abuse, neglect or deprivation to the local County Division of Family and Children Services in accordance with state law and to the Department of Early Care and Learning, notifying that such a report was made. According to state regulation, those who fail to report can be held accountable under the law. No one can interfere with this reporting requirement.

### Safe sleep practices

#### Infants

Per the state of Georgia Department of Early Care and Learning (DECAL)

- A crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards shall be provided for each infant. ("Infant" refers to any child under the age of twelve (12) months or any child who is under eighteen (18) months of age who is not walking.)
- Each crib should have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.
- A Center shall provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants.
- Center Staff shall place an infant to sleep on the infant's back unless the Parent has provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant.
- Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant, however swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant.
- Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant such as but not limited to crib gyms, toys, mirrors and mobiles. (a) Center shall maintain the infant's sleeping area to be comfortable for a lightly clothed adult within a temperature range of sixty-five (65) to eighty-five (85) degrees depending upon the season.
- There shall be lighting adequate to see each sleeping infant's face to view the color of the infant's skin and check on the infant's breathing.

- Wedges, other infant positioning devices and monitors shall not be used unless the Parent provides a physician's written statement authorizing its use that includes how to use the device and a time frame for using the device is provided for that infant.
- Infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib.

#### 12 months-4 years

- Cots and mats shall be provided for each child who is two (2) years of age or older and who is required to take a nap and for each child under the age of two (2) years who can climb out of a crib.
- Cot and Mat Construction. Cots and mats shall be of sound construction and of sufficient size to accommodate comfortably the size and weight of the child. Mats must be in good repair, washable, covered with waterproof material and at least two inches (2") thick. 2. Individual Use. Cots and mats must be used by the same child daily and marked for individual use.
- Sheets. Sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed.
- Covers. A light cover shall be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed.
- Pillows shall not be used by children under two (2) years of age. When used for children two (2) years of age or older, pillows shall be assigned for individual use and covered with pillowcases that are marked for individual use or covered with cases that are laundered daily. Pillowcases that are marked for individual use shall be laundered weekly or more frequently as needed.

### **Shaken Baby Syndrome (SBS) Prevention Policy**

#### **What is Shaken Baby Syndrome?**

Shaken Baby Syndrome (SBS), also known as Abusive Head Trauma, is a severe brain injury that occurs when a baby or young child is violently shaken. It can lead to permanent brain damage, blindness, physical disabilities, or even death.

#### **Our Commitment**

Our center is committed to the safety and well-being of every child in our care. We take the prevention of SBS very seriously and follow strict procedures to ensure that all staff are trained, responsive, and supported in providing a safe, nurturing environment.

#### **Staff Training & Awareness**

- All staff members receive training about the dangers and symptoms of SBS as part of their orientation and as part of their professional development.
- Staff are trained in developmentally appropriate ways to respond to crying, fussiness, and frustration.
- Caregivers are instructed never to shake a child under any circumstances.

#### **Safe Response to Crying**

- We understand that crying is a normal part of infant development.
- Our caregivers use soothing techniques such as rocking, swaddling, singing, or offering a pacifier.

- If a caregiver feels overwhelmed, they are encouraged to ask a co-worker or supervisor for support immediately.

## Parent Education

- Educational materials are available upon request, and, if needed, we encourage parents to ask questions about safe handling and soothing practices.

## Reporting & Response

- Any suspicion or report of inappropriate handling of a child will be taken seriously and investigated immediately in accordance with state law and child protective services guidelines.
- All staff are mandated reporters and are required to report suspected abuse or neglect.

If you have any concerns or questions about SBS or our safety practices, please speak with the center director.

## Food

- Snacks

A healthy **NUT-FREE morning AND afternoon snack** (fruit, granola, vegetables) including a water sippy cup or water bottle is to be provided by parents each day (for ages 1-4...transition-PreK).

## Per the state of Georgia Department of Early Care and Learning (DECAL):

Food shall be served according to the manufacturer's instructions and recommendations. Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the food is cut in such a way as to minimize choking. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability.

### Hot Lunch Program

Crossroads Christian ELC offers optional hot lunches (Farm Fresh to Table) for ages 12 months-4 years that may be purchased. The cost is \$5.50/meal. Order deadlines are **Mondays** by 3 pm for the following week's lunch. Hot lunch order forms will be emailed the week prior to the order deadline. You must make pre-payments to your lunch card and select your meals on a weekly basis. **It is the parent's responsibility to make sure they select meals for their child.** There is an option for a student to be placed on "standing order" in which they will receive a lunch everyday unless stated otherwise by parent/guardian. All students are required to always have one meal card of \$55 during the school year. Lunch orders must be canceled **72** business hours in advance; otherwise, you will be charged for all lunches selected.

### Lunches

- Hot Lunch

ELC offers optional hot lunches for ages 12 months-4 years that may be purchased. It is the parent's responsibility to make sure they select meals for their child. There is an option for students to be placed on "standing order", in which they will receive a lunch every day, unless stated otherwise by parent/guardian. All students are required to have an online lunch card of \$55 during the school year. This amount is set up when a student is first enrolled. It is used to purchase a lunch if, for whatever reason, a child doesn't have a lunch. When the amount on the lunch card reaches approximately \$10, you will be charged again through ProCare.

- Lunch from home

You may also send lunch from home. **However, teachers are unable to warm food in the microwave.** Lunches should be nutritious sandwiches, fruit, vegetables, etc. Food should be able to be eaten independently and be in

manageable sized pieces. All food must be **nut free and shellfish free. No shellfish products please.** The office will have a list of any other allergies per classroom, if you have questions or concerns. Milk should be sent for lunch as well. Lunches should be packed in plastic/silicone containers...NO GLASS (including Pyrex) CONTAINERS.

- No Lunch Provided

Per the State of Georgia Department of Early Care and Learning (DECAL):

Children shall be served all meals and snacks scheduled for the period during which they are present. In those Centers where the Parent(s) of children enrolled provide the meals and snacks, the Center shall ensure that no child remains at the Center without receiving the scheduled nutritious meals and snacks. There shall be a period of at least two (2) hours between each required meal or snack. The following meals and snacks shall be scheduled and served by the Center when appropriate: breakfast or a morning snack, lunch, and an afternoon snack.

#### Feedings for Infants-Transition

- **All baby bottles shall be clearly labeled with the individual child's name.**
- Formula or breast milk shall be supplied by the Parent daily in bottles.
- Only the current day's formula or breast milk shall be served.
- Only plastic bottles shall be used...no glass bottles

#### Feeding Chairs.

A feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who can sit up but who is unable to sit unassisted at a table. The chair or similar equipment must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping; a surface that the child cannot raise; a strap or other device which prevents the child from sliding out of the chair; and a feeding surface free of cracks.

## **Additional Topics**

#### Parental Access

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/her presence known to the admin/front office staff PRIOR to entering the classroom or removing the child from the center premises.

#### Parental Communication

Open communication between parents and staff is very important. All communication should be done through the ProCare app, ELC office email ([ccaoffice.elc@crossroadsdunwoody.org](mailto:ccaoffice.elc@crossroadsdunwoody.org)) or the director's email ([ccamissmeghann@gmail.com](mailto:ccamissmeghann@gmail.com)). Communication should never be done through personal text messaging or personal emails with our staff. This is for the protection of your family and our staff.

#### Family Involvement/Visits

Our school has an open observation policy. You are welcome to observe your child in his /her classroom to the extent that this is not disruptive to the natural classroom environment. **Please refrain from entering your child's classroom without following this procedure** (*beyond drop-off and pick-up times*). For the safety of our students and staff **ALL** visitors (including family members) are required to check in with the ELC office.

#### Celebrations

We have various class parties throughout the year. The room parent(s) for each class will send emails to parents on what to bring, etc. Parties are generally held around 3:30 pm, after nap time. We encourage parents to take their child(ren) home after the party, for the emotional balance of each child and class.

### Going Outside

According to Georgia Department of Early Care and Learning (DECAL):

Outdoor activities shall be provided daily, weather permitting, in accordance with the following: (a) Centers operating five (5) hours or more per day shall provide each child who is not an infant at least one and one-half (1 1/2) hours of outdoor activity per day. A child may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated or there is an occasional written request by the parent that the child be excused from outdoor activities for a very limited amount of time because of special circumstances. **\*\*Please see page 31 for the weather chart that DECAL provides. \*\***

### Clothing and Accessories

The most appropriate clothes for students in the ELC are comfortable, washable, and play clothes that are good for running and climbing. We recommend that your child wear comfortable, closed-toe shoes. However, open-toed sandals, flip flops and CROCS may be worn **if they have a heel strap**. Be sure to send a sweater/jacket; some classrooms are colder than others. Also, children will go outside when the weather permits.

- Jewelry

Necklaces, bracelets and earrings pose potential choking hazards and should not be worn to school. If your child wears these items to school, they will be taken off and sent home.

- Toys

Please do not send toys/personal items from home. The ELC is not responsible for the loss or damage of these items. If your child needs a special item to sleep with or that provides a sense of security, please clearly label it with your child's name and inform the teacher(s) that it was sent for that specific purpose.

### Transportation/Field Trips

We do not provide transportation for students in Early Learning. We also do not go on field trips. However, we do have various activities (reptile show) that can come to us to do a "field trip".

### Pets

No animals, except service animals, are allowed inside the building.

### Diapering

Children who are in diapers or pull-ups will be changed about every two (2) hours. Diapers shall be changed on a diaper changing surface that is used for no purposes other than changing clothes in each room where infants or any other children wearing diapers are served. If diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. Infants and children shall not be left unattended while being diapered or having their clothes changed on the diaper changing surface. Any items which might harm a child must be kept out of a child's reach.

### Potty Training

CCA gladly assists children in becoming potty trained once signs of readiness have been observed by the parents and the child's teachers. Training should begin at home with a parent or caregiver. Potty training should be a

positive experience for everyone involved; therefore, classes may use potty charts and stickers to reward children's efforts to use the potty (please DO NOT send candy to reward your child). Children are never punished for having accidents; we only use encouragement, praise and positive reinforcement. Parents are encouraged to begin potty training over a long weekend and at a time when there are not a lot of changes in the child's life. When your child has fewer than two accidents a week, they may be ready to wear underwear to school. Please be sure to inform your child's teacher they are not wearing a diaper or a pull-up.

### **Potty Training Readiness Skills**

- Child stays dry for long period of time (Approx. 2 hours).
- Child has bowel movements at regular times during the day.
- Child can pull up and down their clothing without help.
- Child initiates using the potty, asks to wear underwear.
- Child can follow three to four step instructions. (Wipe, flush ...)

### **Potty Training Guidelines**

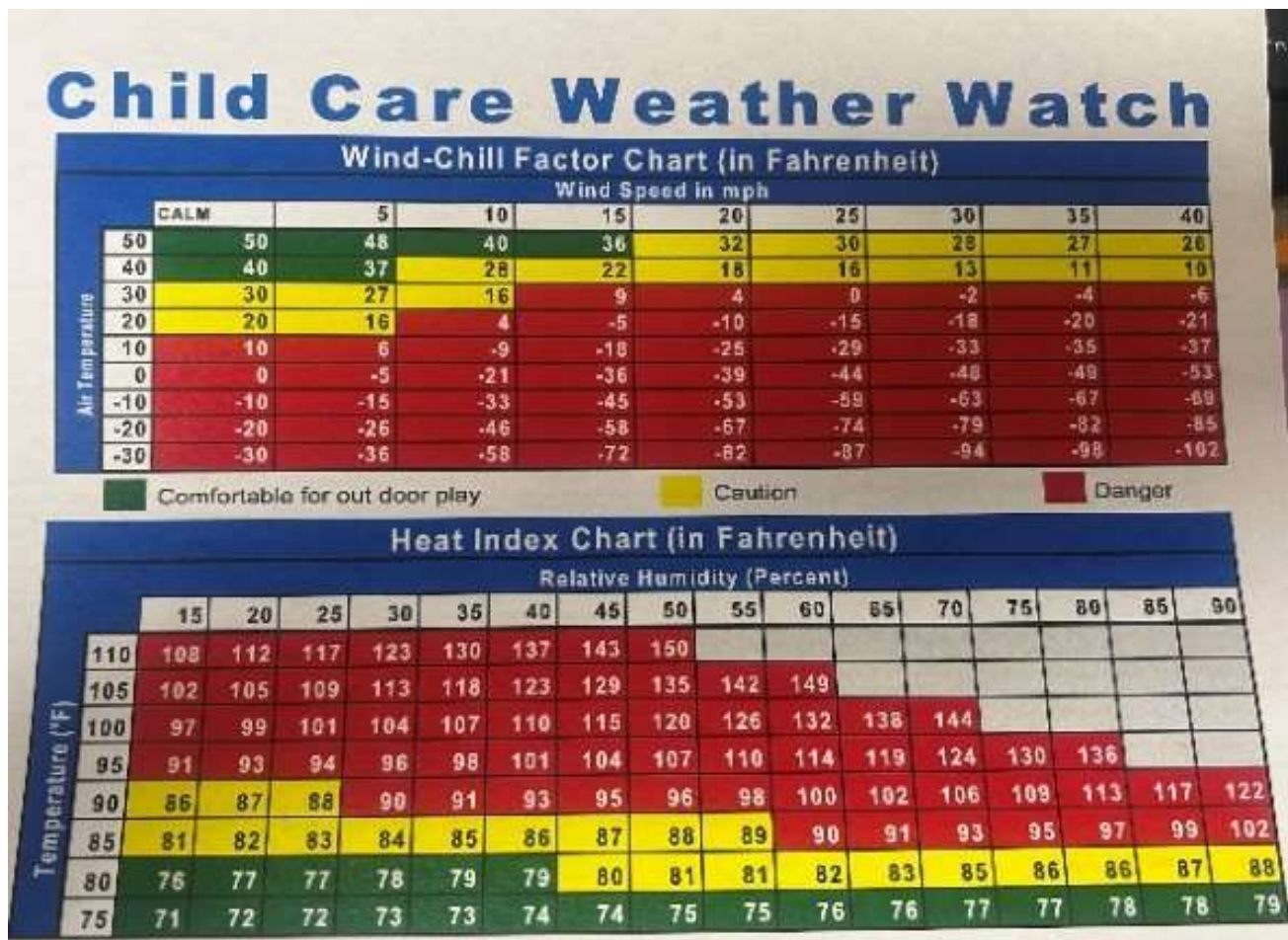
1. Your child must wear loose-fitting clothing that is easy to pull up and down.  
Avoid dressing your child in overalls, pants with belts, buttons or difficult zippers and shirts with snaps between the legs.
2. Your child must have three complete changes of clothes including tops, bottoms, underwear, socks and an extra pair of shoes.
3. You must provide pull-ups (preferably with Velcro sides such as Huggies or Cuties AND wipes until your child is no longer having accidents.
4. For sanitary reasons, CCA does not wash/rinse soiled clothing; therefore, any clothing that is soiled during the day will be bagged up and sent home that afternoon.
5. If your child has three accidents in the same day, they will go into a pull-up for the remainder of that day and can try again the next day.
6. If your child has three (3) accidents in a day for three (3) days in one week, they will go into a pull-up and can try again after a weekend of potty training by their parents.
7. Children MUST be fully potty trained and wear underwear (no pull-ups) to move into the three-year-old class, though occasional accidents are expected.

### Once in the 3-year-old class:

- 2 complete changes of clothes and at least 3 pairs of underwear need to be kept in the classroom.
- If a student starts having accidents again, after 1 pee/poop accident, they will be put into a pull-up for the remainder of the day. Parents will be notified by the teacher and/or administration. If multiple accidents a day continue, parents will be called for a meeting with the ELC director to discuss strategies for helping the child.



\*\*This is the Weather Chart provided by the state of Georgia Department of Early Care and Learning (DECAL):



## **FAMILY HANDBOOK ACKNOWLEDGEMENT**

**(PLEASE RETURN TO ELC OFFICE)**

I/we have read my/our copy of the 2025-2026 Family Handbook. I/we understand and agree to abide by all CCA-ELC policies communicated within this document.

Family name: \_\_\_\_\_

Child #1 name: \_\_\_\_\_

Child #2 name: \_\_\_\_\_

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

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

## **STATEMENT OF FAITH ACKNOWLEDGEMENT**

I/we have read the CCA Statement of Faith. Though beliefs may differ, I/we agree to acknowledging and respecting this statement of faith while my/our family is attending Crossroads Christian Early Learning.

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

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