

# Sydney's Pampered Peach Daycare Center



## Parent Handbook

Welcome! This Parent Handbook will acquaint you with the mission, philosophy, curriculum and policies of the Sydney's Pampered Peach Daycare Center. We hope it will give you a clear picture of the center and what you and your children can expect while in our care.

## **Welcome to Sydney's Pampered Peach Daycare Center**

We are happy that your child is attending Sydney's Pampered Peach. We feel our environment will be a very meaningful experience for your child. All of the activities are designed to teach and reinforce skills such as listening, speaking, thinking, reading, writing and creating. Your child will be learning in a carefully, developmentally planned environment. Your cooperation and support will enhance your child's school experience. We know you could have gone to another facility, but you chose us and for that we say **THANK YOU!** We appreciate the opportunity to partner with you in the development of your precious child. We, at Sydney's Pampered Peach, do not take this opportunity lightly. We honor and respect everyone involved in our program, and we hope this will be a fun and exciting experience for your child.

Tender loving care for those children entrusted to us is our primary goal. Our fun approach to learning allows each child to develop at his/her own strength while having fun, thereby maximizing learning potential. Our school's atmosphere is a very warm and loving environment with professionally trained, qualified teachers who express genuine love for children. A loving atmosphere promotes socialization, which enhances learning, playing and sharing, thereby instilling self-confidence in each child. Our goal is to build character, self-esteem, independence, respect and self-control. We recognize the need for children to have a positive self-image, and helping to develop that image will contribute to a child's success as an adult.

We welcome your comparison of other learning environments in the community, as we are confident after touring our warm and friendly school and seeing our educational curriculum will cause you to want your child to be a part of Sydney's. At Sydney's your child's success and welfare is paramount. We are dedicated to a program of educational excellence. Our program is designed for those parents who have high aspirations for their children, and wish them to have a better than average education. If you should have any questions, please feel free to contact our front office where we will be more than happy to answer your questions. We look forward to a wonderful partnership.

Sincerely,

**Cynthia Busby**  
Director & Owner

# Sydney's Pampered Peach Daycare Center

## **Vision Statement**

Sydney's Pampered Peach vision is a world in which each child is given fair and equal opportunities they need for healthy development, supported by teachers and leaders who have the desire, education and recognition of their community.

## **Mission Statement**

The mission of Sydney's Pampered Peach is to (1) encourage and support families in need of quality and affordable childcare and (2) continue to increase the awareness of the importance of early childhood education.

# Sydney's Pampered Peach Daycare Center

## **ENROLLMENT POLICY:**

Sydney's Pampered Peach provides care for children ages six (6) weeks to twelve (12) years of age. Our services include full-time childcare, private Pre-K, After Care Program and holiday care. Initial and continued enrollment will be at the discretion of Sydney's Pampered Peach based upon the best interest of the child, the expectation that he/she will benefit from the program and the welfare of the other enrolled children. Enrollment shall be without regard to race, creed, sex or national origin.

## **WITHDRAWAL POLICY:**

In the event a parent chooses to withdraw a child from the center, a two (2) week written notice must be given to the director. Failure to do so will result in you being charged tuition for two weeks. The obligation for full payment of tuition and other fees will continue two (2) weeks after advance written notice of date of withdrawal. In no event will a delayed or retroactive notice of withdrawal have the effect of canceling tuition or other fees applied prior to the required two (2) week receipt by Sydney's Pampered Peach of such notice of withdrawal. Please see the front office personnel.

## **HOURS:**

Hours of operation of the facility are from 6:00 a.m. to 6:00 p.m. Monday through Friday. Summer hours are from 6:00 a.m. to 5:30 p.m. Monday through Friday. Classes began at 8.30 a.m.; therefore, all children should be checked in before 9.00 a.m. Sydney's Pampered Peach does not accept any children after 9.00 a.m. without a doctor's excuse. This is to ensure that our teachers are in ratio. Because Sydney's Pampered Peach is an Early Childhood Program, children who arrive after 9.00 a.m. will miss many learning experiences.

After closing, a late fee will be assessed of one dollar (\$1.00) per minute per child that remains on the premises. Fees are determined according to the clock in the main lobby and must be paid immediately. Excessive late pick ups can result in the termination of services at the discretion of administration; we would be deemed unfit to meet your needs in terms of our hours of operations.

## **DAYS OF OPERATION:**

The facility will operate Monday through Friday throughout the year except for New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day and New Year's Eve Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Certain days other than what is listed may be included at the discretion of Sydney's Pampered Peach. No discounts from tuition will be made for holidays or other days on which the facility does not operate as our teachers are paid these days.

**REGISTRATION FEE:**

A non-refundable registration fee of \$70.00 per child is due upon enrollment. Registration is \$75.00 if you are enrolling more than one child. If a child is withdrawn then reenrolls at a later date, a second enrollment fee will be expected.

**TUITION:**

All tuition and fees must be paid in advance prior to services being rendered. Tuition and fees are due every Friday. Payments not received by 10:30 a.m. on Monday are considered past due. All accounts must be paid in full immediately thereafter in order to continue in the daily program. Past due accounts will be assessed a \$25.00 late fee on the first day. If tuition remains unpaid by close of business on Friday, childcare services will be refused for the following week until full payment is made. Should the balance carry forward into another week, you will be terminated.

Sydney's Pampered Peach accepts CAPS recipients. Your CAPS certificate must be in an "active" status and listed for Sydney's Pampered Peach in order for your child to attend. We will provide you with a Rate Sheet upon request. If you wish to start prior to your CAPS being approved, you are responsible for your weekly tuition. If you do not renew your CAPS in a timely manner and your account fall into an "inactive" or "expired" status, you are responsible for your weekly tuition. Lastly, CAPS will only payout if your child attends at least one day out the week. If your child is out for an entire week, you, the parent, are responsible for 50% of the weekly tuition.

Sydney's Pampered Peach does not accept personal checks as a form of payment for tuition. Tuition payments may be made via cash, money order, through Brightwheel, or Zelle (Registered as Sydney's Pampered Peach Daycare Inc; 404-723-5647).

**ABSENCES:**

Two (2) days or more is considered a full week and tuition and other fees must be paid in full without deduction for absences for any cause, and without substitution of other days of attendance as "make up" days. This is so staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and few of those costs are eliminated when the child is temporarily absent. In the event your child is only present for one (1) day or your child is absent for the entire week, tuition will be charged at fifty percent (50%) for the week.

**INCLEMENT WEATHER:**

In the event inclement weather shuts the center down for more than four-days, tuition will be reduced to half. Less than four-days will be considered full tuition.

**DROP-OFF & PICK-UP:**

A parent, person authorized by parents, or facility personnel must escort any child entering or leaving the center. Only authorized persons designated on a child's enrollment application will be allowed to pick-up your child with proper identification. Sydney's Pampered Peach must be informed when anyone other than parents will be picking-up the child – even if the person is on the child's "pick-up" list. **Please note:** Without a court order

in the child's file, both parents will be allowed to pick-up the child with proper identification. It is the parent's responsibility to provide us with what we need to legally refuse the release of a child to the other parent.

All children are to be signed-in upon arrival at Sydney's Pampered Peach. A sign-in sheet is located in the lobby area. Children are to be escorted to the cafeteria for breakfast in the mornings or to the appropriate staffed classroom. All departing children are to be signed-out. Children are to be escorted to the parking lot.

### **AFTER SCHOOL CARE:**

Students in our local elementary schools may enroll for after school care when enrolling or re-enrolling for school, provided space remains available. This service is offered on a first-come, first-serve basis because of state regulations on space. After school care begins at 3:00 p.m. for all students. Students who are not picked up by 6:00 p.m. will have an additional charge at \$1.00 per minute per child. Fees are determined according to the clock in the main lobby and must be paid immediately.

### **TRANSPORTATION:**

All children will require permission to travel to and from our local area schools. No child will be allowed on our bus without written documentation. This document is always kept on the bus daily. Information must be updated each time insurance or other important information is changed. Only children registered for before and after services will be allowed to be transported, unless there is an emergency.

### **HOLIDAYS FOR FULTON COUNTY STUDENTS:**

During the scheduled fall, winter and springs breaks as well as holidays, extended care tuition will be charged for students needing full day care, which is \$135. In addition, parents will be charged to retain their space when away for holidays.

### **COMMUNICATION:**

Proper communication between our parents and the teachers and staff of Sydney's Pampered Peach is extremely important. We use an app called Brightwheel to keep the line of communication between parents and staff easy. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher—even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Please check Brightwheel daily for notes, newsletters and daily reports. Remember to communicate any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record. Our main office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

## **GUIDANCE & DISCIPLINE:**

Children are encouraged to be well behaved and not hurt others. However, when discipline is needed, our techniques include problem solving, redirection, positive reinforcement and thinking time. Sydney's Pampered Peach recognizes positive behavior and redirects inappropriate and unsafe behavior. If redirection is unsuccessful, we may use Time Out. The rule for Time Out is, one minute of timeout per year of age. Should this not work, then the teacher may then remove the child from the room and take the child to the Director. The Director may require the parents to pick the child up from the center. The Director also may then require a conference with the parents and the teacher about the child's behavior. Sydney's Pampered Peach does however reserve the right to withdraw students for disciplinary reasons.

## **MEDICINE:**

### **STATE LAW REQUIRES THAT ALL MEDICINE MUST BE:**

- (a) In their original prescription container;
- (b) Clearly labeled with the identity of the medicine and a prescription number;
- (c) The child's name must clearly appear on the container itself; and
- (d) The date upon which the medicine was brought to Sydney's Pampered Peach must clearly appear on the container.

If your child is an infant or toddler, please note any instructions concerning medicine on the "Parental Authorization to Administer Medicine" form.

The Director will administer medicine to the subject child upon written authorization by the parent or guardian, which must be in writing daily. Parents will be notified immediately if their child has an adverse reaction to any medication. Medication will be administered once per day between 12:00-2:00 p.m.

## **MEDICAL AUTHORIZATION AND CERTIFICATION:**

We hereby grant to Sydney's Pampered Peach permission to take whatever action in its judgment may be necessary in supplying emergency medical services to the above-named child. We understand that, consistent with the circumstances of the situation and available time, Sydney's Pampered Peach will attempt to contact and follow the instructions of the parent or guardian, physician, or another person(s) designated by us above. In the event Sydney's Pampered Peach is unable to contact the parent or guardian, physician, or other person(s), we hereby grant permission to Sydney's Pampered Peach to contact and comply with the advice of an available physician, ambulance personnel, or emergency room personnel. We hereby agree that we will be solely responsible for and will promptly pay any expenses which may be incurred by Sydney's Pampered Peach in making emergency medical care available including transportation to and treatment at the nearest medical facility.

We agree to provide evidence of age-appropriate immunization or signed affidavit against such immunizations, on form 3231 (Child Care Immunization Certificate), as provided by the Department of Human Resources. This form can be obtained from your pediatrician's office. We further agree to maintain these immunizations while enrolled.

**IMPORTANT:** If your child appears ill, has a fever, is vomiting, has a persistent cough, or shows evidence of a communicable disease, please leave him/her at home. Sydney's Pampered Peach will notify parents if we suspect your child has a communicable disease. We expect parents to notify us if they also have these suspicions. If your child has such symptoms and is present at Sydney's Pampered Peach, you will be asked to pick him/her up immediately. Upon returning, Sydney's will need a doctor's excuse or note stating the child is cleared to return. This requirement is imposed by the State Department of Human Resources and is intended for the protection of the other children.

**EXPOSURE TO NOTIFIABLE COMMUNICABLE DISEASE:**

It is the parent's responsibility to inform us of a communicable disease their child has been exposed to. If your child is exposed to a communicable disease, our center will notify the appropriate parents if their child is exposed to a communicable disease and take proper action within the center. If our front office personnel or your child's teacher notices any type of adverse reaction to any type of medication your child may be taking or has any type of allergic reaction to food, or bee stings, you will be notified as soon as possible so that you can contact your child's physician or health care professional.

**NOTIFIABLE COMMUNICABLE DISEASE:**

Sydney's Pampered Peach is required by the law to report any suspected case(s) of Notifiable Communicable Diseases to the Local County Health Department.

**STATE MINIMUM STANDARDS:**

A copy of the Minimum Standards of the State Department of Human Resources, regulating childcare operations within the state, is available at Sydney's Pampered Peach for review by parents. Parents are welcome to view our state license, copy of the state rules, review of our evaluation report, communicable disease chart, statement of parental access, names of the person(s) in charge, current weekly menus, emergency plans for severe weather and fire and the statement of visitors.

**INFORMATION IN CHILD'S FILE MUST BE KEPT CURRENT:**

The parent or guardian is required by state law to update information furnished herein as necessary.

**INJURIES:**

All injuries and accidents, large or small, are documented and parents are notified immediately via Brightwheel and/or phone call. Attached also is a document further explaining our Biting Policy.

**CHILD ABUSE:**

Sydney's Pampered Peach is required by the law to report any suspected child abuse, child neglect, exploitation or deprivation to the Department of Family and Children Services.

**SPECIAL NEEDS CHILDREN:**

If your child has any type of special needs, please notify the front office. We provide for special needs children whenever possible. Please bring in a written statement from your



child's physician that states the type of special needs the child has. If, for any reason, Sydney's determines a child is no longer benefitting from or progressing at our program, we will discuss alternatives with the parents.

### **MEALS:**

Balanced, nutritious meals are served each day. We are required to serve meals in accordance with the USDA nutritional standards; therefore, students may not bring breakfast, lunch, snacks, or dinner from home except for special dietary or religious considerations (letter from physician required). There are many children at the center with allergies; therefore, all products must be monitored that come into the center. Monthly menus are posted in the lobby and in each classroom on the Parent Board.

Breakfast is served from 6:30 a.m. to 8:15 a.m. No breakfast will be served after 8:15 a.m. Lunch is served from 11:00 a.m. to 12:00 p.m. If you are late for breakfast or lunch, please feed your child before arriving to the center. This policy is necessary so that our teachers can begin their classroom activities and so our kitchen staff can begin preparations for the next scheduled meal.

Sydney's Pampered Peach supplies hot nutritious breakfast, lunch, snack and dinner daily. State law requires a doctor's note recommending lunch be brought from home either for health or religious reasons. All milk substitutes must be provided by the parent and meet USDA food standards. Lunch is served from 10:30 A.M to 11:30 A.M. After 11:30 lunch will no longer be served. Snack is served at 1:30 p.m. and dinner is served at 4:00 p.m.

**\*\*We allow birthday celebrations here at Sydney's Pampered Peach. We ask that all items for the celebration be dropped off before snack time. We typically conduct birthday celebrations during snack. Cupcakes, cakes and treats are welcomed, and we always recommend pairing it with a healthy option like a fruit tray.**

### **CHILDREN'S UNIFORMS (Pre-K):**

The parent or guardian agrees to supply uniform garments for their child as required by Sydney's Pampered Peach and to regularly dress the child in such garments during normal Sydney's Pampered Peach program activities. Uniforms are required (Monday – Friday). Uniforms consist of khaki bottoms, navy, burgundy or light blue polo shirts with the Sydney's logo.

### **CLOTHING:**

If your child is being potty trained, please dress your child in clothing that is easy for him/her to pull up and down. Every child must have a clean, complete change of clothing in the center at all times to be used in emergencies. Children must wear shoes at all times at Sydney's Pampered Peach. Because the children are required to have outside play or some kind of physical activity, Sydney's Pampered Peach ask that children wear appropriate shoes for safety reasons, this means no sandals, flip flops and open-toed shoes.

### **ARTICLES SYDNEY'S PAMPERED PEACH PROVIDES:**

We provide a bed or mat for each child, a sheet for their bed or mat, and a blanket for their bed or mat. The parents must provide a change of clothes for their child(ren) if they are prone to accidents.

### **INFANT CARE:**

All parents are required to bring all infant bottles on a daily basis, all bottles will be labeled with the child's name and the current date. All parents of infants must complete an Infant Information form, and keep an updated form in the infant area at all times. Sydney's Pampered Peach provides baby cereal, baby food, Similac Advance, and whole milk (must be 1 years old). **WE DO NOT PROVIDE DIAPERS.** Parents must provide at least 8 diapers per day for their child. We ask that the child's pacifier be free of any attachment that hooks to the child's clothes; this poses a danger in the classroom. No pacifier will be allowed around their necks, they can be loose in a crib with NO strings or attachments. Pacifiers will be put away in a labeled Ziplock bag when not in use. Also, please mark the pacifier with your child's name or initials. Bibs are to be Velcro or snap. No tie-around bibs are allowed. All clothing, bibs, etc. will be changed when they get dirty according to the infant room teachers.

### **EMERGENCY PLANS:**

Emergency plans have been developed and are posted for parent viewing on the Parent board located in the main lobby hallway.

### **PHYSICAL PLANT PROBLEMS:**

Such as fire, power failure and structural damages. In the case of fire, all children are taken as far away from the building as possible. In the event of structural damages, we would contact all parents to come and pick up their children and Sydney's Pampered Peach would let the parents know how soon they could re-enter the center. All children would be moved to the next available facility.

### **SEVERE THUNDERSTORMS or TORNADO WATCHES & WARNINGS:**

In the event of a severe thunderstorm watch or warning and/or tornado watch or warning, we have certain procedures in which we follow: (a) All children are kept as calm as possible. (b) We are constantly listening so we will know what to expect. (c) When the warning is called for our county, we place all children in the drill position which is under the tables in their rooms or in the hallways.

### **IN-HOME BABYSITTING:**

Sydney's Pampered Peach does not render childcare services off of its premises, except in the event of field trips, which have been authorized in advance by the parent or guardian. Accordingly, if you arrange with a staff member for off-premises care of your child, the staff member undertakes such services on his/her own behalf and not as our employee. Sydney's Pampered Peach staff members are selected and retained only on the basis of their fitness for rendering childcare services in a controlled and fully supervised childcare program. Sydney's Pampered Peach offers no assurance of the fitness of its staff member for performing these and other services in an environment which is not professionally

supervised (such as transporting children or caring for them in your home) and none should be implied or inferred under any circumstances. We will not be held responsible!

**SMOKING:**

There is no smoking on the center grounds. We ask that parents and visitors also observe this rule as well.

**GENERAL AUTHORIZATION:** We hereby grant to Sydney's Pampered Peach permission for the child listed below to (a) take part in all program activities including the use of all indoor and outdoor equipment; (b) I hereby give Sydney's Pampered Peach my consent to record, videotape and photograph my child's image and/or voice to be used to promote the business of Sydney's Pampered Peach. I further understand that no special compensation will be provided to me for the use of my child's image and that I may not be informed in advance of the specific use of my child's image; (c) leave the premises of Sydney's Pampered Peach to take part in planned educational field trips or activities supervised by the staff of Sydney's Pampered Peach (provided that such trips or activities will be separately announced to the parent or guardian at least one day in advance of the trip or activity); and (d) participate in Sydney's Pampered Peach swimming program (provided that written permission for swimming program has been granted).

**Child's Name** \_\_\_\_\_

**Optional**  
**Additional Children's Names** \_\_\_\_\_

\_\_\_\_\_  
**Parent or Guardian** **Date**

\_\_\_\_\_  
**Parent or Guardian** **Date**

**PERSONAL FAMILY INSURANCE:** Parents are required to have personal family insurance for children in our care. Incidents that occur at the center that require hospitalization or emergency room visits will require parent’s insurance. Sydney’s Pampered Peach will be responsible for all expenses not covered by parents’ insurance. Lastly, parents should provide copies of insurance cards that will be kept in our files.

**Child’s Name** \_\_\_\_\_

**Additional Children’s Names** \_\_\_\_\_

\_\_\_\_\_  
**Parent or Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian**

\_\_\_\_\_  
**Date**

# Parent Handbook Sign-Off

Please initial at the end of each statement that you have read and understand the following:

1. Standard of Conduct \_\_\_\_
2. School Hours \_\_\_\_
3. Breakfast \_\_\_\_
4. Medication \_\_\_\_
5. Accident and Injuries \_\_\_\_
6. School Closings (ALL) \_\_\_\_
7. Fees (ALL) \_\_\_\_
8. Parent Responsibilities \_\_\_\_
9. Visiting the School \_\_\_\_
10. Release of Children \_\_\_\_
11. Discipline \_\_\_\_
12. Closing \_\_\_\_

I, \_\_\_\_\_ parent of \_\_\_\_\_ have read and understood all of the above information from the Sydney's Pampered Peach Student Handbook. I will abide by all of the policies and procedures set forth by Sydney's Pampered Peach.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date