



CHROMA

Early Learning Academy

Parent Handbook Policies and Procedures

Welcome to Chroma Early Learning Academy

Chroma Early Learning Academy offers high-quality early care and education to children ages 6 weeks to 12 years of age. We believe that the first years of a child's life are critical to the development of a positive, self-confident, and capable learner. We also believe that a clean, safe, nurturing, high-quality, developmentally appropriate environment is beneficial to the child. Our purpose is to provide this type of quality program for the children in the community, which incorporates a curriculum designed to enhance learning at each age. The parent handbook is designed to provide specific information about the Academy. It includes a description of policies and procedures, philosophy, the role of the staff, goals for the children, and expectations of parents. There may be changes to policies as needed, and they will be emailed to you. We hope you will find this booklet beneficial, informative, and helpful in making you more familiar with the program and, thereby, more comfortable with the Academy. We must work closely with parents in providing their children with the benefit of high-quality childcare and education.

Philosophy of Chroma Early Learning Academy

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Every child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support, and quality care for their children.

Staff: Are entitled to work in an environment that recognizes and respects their training, skills, and commitment to early care and education.

The Academy: Enhances the lives of the children and their parents by providing caring and supportive services.

Non-Discrimination Statement

In accordance with the State of Georgia's childcare licensing regulations, our child care and education services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, or ancestry. We do not have sponsored religious or cultural activities, but celebrate traditional holidays as listed in this handbook and welcome opportunities to learn about other cultures to ensure an inclusive environment throughout.

Inclusion Statement

At Chroma Early Learning Academy, we actively promote inclusive practices to best meet the needs of the children, families, and staff at our centers. All children are welcome to attend our academies regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practices, we aim to reflect our wider community and promote positive attitudes to both similarities and differences in each other. The curriculum, activities, books, materials, and environment are used to reflect the diversity of all children, families, and the wider community. When necessary, we will provide modifications and adaptations to help all children achieve success in our programs. We are happy to work with students who have already been screened and identified as needing additional assistance. We also assist parents with securing additional help and resources when there are mutual concerns about a child's development.

Confidentiality Policy

We work very closely with children and their families daily. Our centers are legally required to hold relevant information for each child and their families, which always remains confidential. This information is used for the enrollment and registration process, tuition billing, and emergency contacts. All records will be stored in a locked cabinet that displays "Confidential" on the front. It is our intention at the center to respect the privacy of children and their families which is achieved by:

- Storing confidential records in a locked filing cabinet.
- Ensuring that parents have access to files and records of their own children, but not to those of any other child.
- Gaining parental permission for any photographs of the children to be used within the Center and for marketing.
- Ensuring that staff have a professional relationship with all parents and don't become too familiar with particular families within the Center.
- Ensuring that staff are aware that information held for each child is confidential, and only to be used within the Center setting. If any of this information is requested for whatever reason, the parent's permission must always be sought and given by the Director.
- Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensuring that staff, student and volunteer new-hire orientations include an awareness of the importance of confidentiality.
- Ensuring that staff, students and volunteers are aware of, and follow, the Center's social networking policy in relation to confidentiality.

Admissions

Enrollment priority is given on a first-come, first-served basis when space is available. To register a child for placement at Chroma Early Learning Academy, a parent or guardian must complete an application for enrollment and pay the registration fee and initial tuition. All forms contained in the application packet must be completed and on file before the child's first day.

Forms required are:

- Application for Enrollment
- Medical Care Information
- Infant Feeding Schedule (if applicable)
- Transportation Agreement (if applicable)
- Georgia Department of Health Form 3300 - All children 4 and older must have this Certificate of Vision, Hearing, Dental, and Nutrition Screening on file within the first 30 days of enrollment.
- Immunization Record (Form 3231) or Religious Affidavit if necessary

If custody is an issue, a notarized court order outlining the custody arrangement must be on file. Evidence of age-appropriate immunizations must be provided within 30 days of enrollment, and records must stay current. When enrolling a child, complete the application checklist, date, and initial, and return it before enrollment. It is the family's responsibility to notify the Academy of any changes in enrollment information as soon as possible. Changes might include a change of address, phone number, family status, or medical condition.

Shoe Policy

Please bring your children **in closed-toe shoes**. It is very important to keep their little feet safe when walking, running, jumping, and climbing on the playground. Please do not let them wear flip-flops, Crocs, sandals, or boots to school. Tie-ups, Velcro-strap sneakers, and slip-ons are much safer options.

Thank you for your cooperation.

Family Engagement Policy

At Chroma Early Learning Academy. "Family Engagement" is an ongoing partnership between the program and each family. We establish and maintain collaborative relationships between home and school that will promote children's learning and growth. Program activities reflect families' interests and motivate them to participate, ensuring that they are flexible for all parents. Some ways that our program encourages and supports family participation include:

- Inviting family members to share special talents, for instance, to play an instrument, lead a cooking activity, sing, or make a craft.
- Giving family members jobs in the preschool routine for instance, a classroom helper, guest reader, or activity-preparation helper.
- Inviting family members to visit your classroom at any time.
- Asking family members to contribute materials for activities such as empty food containers for use in center activities, or used purses, costumes, or clothing for use in dramatic play areas.
- Inviting a family member to join a classroom field trip.
- Inviting a family member to be a guest speaker about a topic, for instance, a firefighter to talk about the job.
- Inviting family members to share aspects of their culture.
- Asking family members to help put together a class photo album.
- Asking family members to share input about classroom field trips.

Hours of Operation

The Academy is open Monday-Friday from either 6:00 AM to 6:00 PM or 6:30 AM to 6:30 PM (depending on the community's needs) from January 1 - December 31, except for scheduled holidays. There will be no fee deductions for other scheduled closings or early closure days.

Chroma Early Learning Academy will be closed on the following days:

New Year's Day Thanksgiving Day

MLK Day Day After Thanksgiving

Memorial Day Christmas Day

July 4th Day After Christmas

Labor Day

Staffing

Our child-care staff are trained and certified as Early Childhood Educators. Each staff member undergoes a comprehensive criminal record check through Bright from the Start. They maintain valid First Aid, CPR, and, whenever possible, Food Safe Certificates. Many of the staff have worked in the childcare field for many years. Staff continuously upgrade their education through workshops, conferences, independent study, and researching topics of interest.

Substitute Staff: In the absence of regular, permanent staff, a qualified substitute childcare staff member will be called in when regular staff are away to maintain the staff/child ratio by Bright from the Start. Substitute staff adhere to all criminal records checks and education credentials as regular staff.

Child-to-Staff Ratios: To maintain compliance with the State of Georgia rules and regulations as outlined by the Georgia Department of Early Care and Learning (DECAL), we maintain the following staff-to-child ratios:

Infants Less than 18 months not walking 1:6

One-year-olds walking 1:8

Two-year-olds 1:10

Three-year-olds 1:15

Four-year-olds 1:18

Five-year-olds 1:20

Current Tuition Rates and Fees

Annual Registration Fees: Chroma Early Learning Academy provides services for children six (6) weeks to twelve (12) years of age. To reserve your child's place at Chroma Early Learning Academy, the first week's tuition plus a non-refundable enrollment fee of \$95.00 must be made the week a slot is accepted. This payment is non-refundable and will be forfeited if the child does not come for care.

Tuition: Tuition is due on or before 6:00 pm on Friday, before the start of the childcare week. If payments are not made by 6:00 pm on Friday, a \$25 late fee will be assessed. **No child will be admitted for care on Monday if there is a balance owed on the account.** If a holiday or staff development day occurs in which the Academy is closed on a Friday, tuition is due in the Academy on the last day of operation or online through the MyProcure website on or before Friday at 6:00 pm. Failure to pay fees at the designated time will result in the dismissal of students from the Academy. The policy applies whether the child is present or absent as **tuition is based on enrollment, not attendance.** There is no option to withdraw and re-enroll to avoid paying as your slot may no longer be available. A charge of \$50 will be made for all returned checks. Once the first check is returned, Chroma Early Learning Academy will require all future payments to be made by debit/credit card or through the MyProcure app.

Late Pick-Up Fees: Chroma Early Learning Academy's hours of operation are from 6:00 am to 6:00 pm, or 6:30 am to 6:30 pm (based on community needs). Any parent or legal pickup person arriving after the center's closing time is considered late. A late fee of \$1 per child per minute will be assessed if your child is not picked up before the center's closing time. This fee must be paid at the time of the late pick-up. If we have not been contacted by 45 minutes after the center's closing time, child services and/or law enforcement will be contacted. Families with three or more late pick-ups during a month or with unpaid late pick-up fees will be disenrolled.

Vacation Credit*: Vacation credits are equal to half of your weekly tuition. Parents may request that a vacation credit be applied for one week each year. Tuition is due in full every week, regardless of closure, as tuition is based on enrollment, not on attendance.

***Please note that parents on CAPS are still required to pay their responsibility as required by CAPS to ensure there are no disruptions in CAPS scholarships regardless of attendance.**

Discounts: Please note that the following information applies only to those children who are enrolled as full-time. No discount is applicable for part-time enrollment.

Educators, Military Personnel, First Responders, and Healthcare Professionals - \$10 off the oldest child with a valid ID.

Multi-Child

\$10 off the oldest child (2 children)

50% off the oldest child (3+children)

5% off if tuition is paid one month in advance

Discounts are not combined.

Vacation Credit (50% tuition)

One week of half tuition per year if absent due to vacation.

Absent Credit (50% tuition)

Up to three weeks of half-off tuition per year due to illness, resulting in absence for medical reasons, with a doctor's excuse provided for the child's file.

(Vacation/Absent Credit applies to the absence of M-F for a full week. Does not apply if in attendance for one day or more in the same week.)

Attendance

Policy: Regular attendance is extremely important for your child to settle in well as the routine becomes a part of your child's day. Parents are responsible for notifying the daycare staff via the Procure Engagement App or telephone by 8:30 AM if your child is not coming in for the day. **Children will not be admitted into the building for care after 9:30 AM unless evidence of a doctor/dentist/medical note confirming an appointment is brought in. Calling or messaging due to waking up late will not be an accepted excuse for being late.**

Breakfast is served up until 8:30 am daily. If you will be arriving after 8:30, please be sure to feed your child before his or her arrival. No outside food is permitted to be brought into the Academy. Please be sure your child completes eating any snacks or meals prior to entering the building.

Upon Arrival - parents are expected to:

- Sign the child in with ProCare
- Ensure your child is awake and ready to start their day before entering the center.
- Ensure your child's diaper or pull-up is dry and soil-free before entering the center.
- Leave all toys or uneaten food in the car.
- Cease all cell phone conversations before entering the building.
- Help your child wash his or her hands upon entering the classroom.
- Put all diaper bags, extra clothing, and supplies in the child's cubby or bin.
- Be sure the child's items (pacifiers, bottles, blankets, etc.) are labeled.
- Quickly settle your child and say goodbye.

Upon Departure - Parents must:

- Sign your child out with the time the child is leaving in Procure,
- Make personal contact with a staff member.
- Discuss your child's day.
- Check your child's cubby and replenish needed supplies or clothing.

Childcare Staff will:

- Phone parents or guardians when a child has missed three consecutive days of attendance.
- Establish with parents or guardians the reason for the absence
- If, after five days of absence, when center staff is unable to reach the parents, the child will be disenrolled from the program.

In order to maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, or for any other reason.

Release of Children Policy

Policy: Parents have access to all areas of the facility used by the child. A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

- The Director or Assistant Director must be notified in writing or email of any alternate arrangements.
- Picture identification will be required if that person is not known to the daycare staff. • **Children will not be released to anyone under the age of 18.**

Non-Custodial Parents: Parents must provide a copy of any custody order and a photo of non-custodial parents. If the non-custodial parent insists that the child be released to them, the director will:

- Calmly state the childcare's release of children policy
- Ensure all children and staff are safe.
- Contact the custodial parent.
- Call 911 if the parent tries to leave with the child.

Child Pick-up Authorization Policy

At Chroma Early Learning Academy, the safety and well-being of the children in our care have the highest priority. To ensure a secure pick-up process, we have established the following policy regarding authorized individuals:

- 1. Age Requirement:**
 - Only individuals **18 years of age or older** may be authorized to pick up a child from our facility.
- 2. Photo Identification:**
 - All authorized individuals must present a **valid, government-issued photo ID** (such as a driver's license, passport, or state identification card) at the time of pick-up.
 - Staff members reserve the right to verify identification before releasing a child.
- 3. Authorized Pick-Up List:**
 - Parents/guardians must provide a **written list of authorized individuals** who are permitted to pick up their child.
 - If an individual not listed on the authorization form arrives for pick-up, the child will **not** be released until the parent/guardian provides **verbal or written consent** and the individual presents valid identification.
- 4. Emergency Pick-Up Authorization:**
 - In case of an emergency, a parent/legal guardian **must provide in writing via email**, authorization of an alternate pick-up person. The alternate individual must still meet the **age and ID requirements**.
- 5. Refusal of Release:**
 - The child care program reserves the right to **deny the release** of a child to any individual who fails to meet these requirements or appears to be under the influence of drugs or alcohol. In such cases, the parent/guardian will be contacted immediately.

By enrolling your child at Chroma Early Learning Academy, you acknowledge and agree to comply with this policy. Thank you for helping us maintain a safe and secure environment for all children in our care.

Guidance and Treatment of Children

Policy: Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff, and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behavior.

These techniques include:

- Establishing clear, consistent, and simple limits
- Stating limits in a positive way
- Focusing on the behavior, rather than on the child
- Stating what is expected, rather than posing questions.
- Providing real choices.
- Allowing time for children to respond to expectations.
- Reinforcing appropriate behavior with both words and gestures.
- Encouraging children to use teachers as a resource when they cannot resolve issues on their own.

Inevitably, there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by a staff member.

The following intervention strategies, or a combination of the strategies, will be used to help ensure that

guidance is supportive, rather than punitive:

- Gain attention in a respectful way.
- Remind children of more appropriate behavior.
- Acknowledge feelings before setting limits.
- Redirect or divert when appropriate.
- Model problem-solving skills.
- Offer appropriate choices.
- Use natural and logical consequences.
- Provide opportunities for children to make amends.
- Encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior. We do not allow the use of corporal punishment in any manner. This includes but is not limited to shaking, jerking, pinching, or handling a child roughly. The use of mechanical or physical restraints or devices to discipline children is also strictly prohibited. Verbally abusing or humiliating a child is also not permitted. This includes but is not limited to threats, profanity, or

belittling remarks about a child or his family, and isolating a child in a dark room, closet, or unsupervised area.

Vision, Hearing, Nutrition, and Dental Screenings

To support healthy development and meet Georgia's early learning standards:

- **Families must submit documentation of vision, hearing, nutrition, and dental screenings** for their child within **90 days of enrollment** or within **90 days of the child's fourth birthday**, whichever comes first.
- These screenings may be completed by a child's pediatrician, local health department, or other qualified provider.
- The program may also coordinate with community health partners to offer on-site screenings when available.
- Screening records will be kept in the child's confidential file and used to support referrals, accommodations, and follow-up care as needed.

*If assistance is needed in accessing screening services, our administrative staff is available to provide referrals and support.

Minor Injury Policy

To ensure the safety and well-being of all children by providing clear guidelines for responding to minor incidents such as small cuts, bruises, or mild behavioral issues.

Policy:

- 1. Assessment of the Incident:**
 - Staff will promptly assess the child's condition to determine if it is a minor incident.
 - If the injury or situation is more serious, emergency procedures will be followed.
- 2. First Aid & Comfort:**
 - Staff with first-aid training will administer basic care, such as washing a scrape, applying a bandage, or using an ice pack for a bump.
 - The child will be comforted and monitored.
- 3. Incident Documentation:**
 - An **Incident Report** will be completed, including:
 - Date, time, and location of the incident
 - Description of what happened
 - Actions taken by staff
 - Any follow-up recommendations
 - If the incident involves behavior, a Behavior Report may also be completed.
- 4. Parent/Guardian Notification:**
 - Parents/guardians will be informed at pickup unless the incident requires immediate attention.
 - For incidents involving another child (e.g., minor conflicts), staff will communicate respectfully without disclosing the other child's identity.
- 5. Review & Follow-Up:**
 - The incident will be reviewed to determine if any program changes or preventive actions are needed.
 - Staff will provide additional support if necessary (e.g., behavioral guidance, environmental adjustments).

Policy Review: This policy will be reviewed annually and updated as needed.

Sick/Illness Policy

Policy: We value all families' health as well as the health of our staff. Without healthy staff, we are unable to provide effective care. At Chroma Early Learning Academy, we take your child's health and well-being seriously. Our policy outlines practices and procedures to ensure the health and safety of all of the children in our child care settings. Immediately report to staff any contagious or

communicable disease that your child has been diagnosed with. Please keep the child at home until he/she is well enough to attend. In the event of a pandemic or outbreak, Chroma Early Learning Academy reserves the right to alter this policy to fit guidance recommended or mandated by the Georgia Department of Health, Bright from the Start, and the CDC. The daily health check is a quick way for our staff to check your child's well-being or a change in their health status while at the Academy. It will be determined by the Academy's staff, not the parent/guardian, upon completion of the daily health check, whether or not the child remains in care for that day. This will be performed upon entry into the class.

Any child who is contagious or has a communicable illness will not be allowed to attend or remain in the care of Chroma Early Learning Academy. Children who are too sick when they arrive to participate comfortably in the program's activities, or when staff cannot adequately care for the needs of the sick child without compromising the care of other children, or when there is a possibility that the child has a contagious illness that could spread to other children and staff will not be allowed to stay in the program. If your child has the equivalent of a 101° F (100° F degree underarm) or higher fever, or higher oral/forehead/underarm temperature, and another symptom, such as, but not limited to a rash, diarrhea, or a sore throat, an acute cold with fever, runny nose and eyes, a "croupy" cough or congestion to the point that he/she has heavy breathing, they will not be allowed to attend. A child must be symptom-free and fever-free without the use of fever-reducing medication for 24 hours before they are allowed to return to care.

When a child shows symptoms of illness during the day, the child will be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until the child leaves the Chroma Early Learning Academy or can return to the child's group. Parents will be immediately notified via their preferred method of contact when professional medical attention is required or when their child experiences symptoms of moderate discomfort, such as elevated temperature, vomiting, or diarrhea, and **must be picked up within one hour.**

Please be sure that the emergency contacts listed in your child's record are reliable (i.e., the Academy should be able to reach an emergency contact and the contact **should be able to respond within one hour** whenever parents are unavailable/unreachable). It is highly encouraged that families have a backup plan for childcare in the event of your child's short- or long-term exclusion from the Academy.

Bright from the Start currently has a communicable disease chart of recommendations for exclusion of sick/ill children that will be followed. Parents of all children enrolled will be notified in writing of the occurrence of any of the illnesses on the communicable disease chart, as provided by Bright from the Start, within twenty-four (24) hours after we become aware of the illness or the next working day. Any suspected case of a notifiable communicable disease will be reported to our local county Health Department, as required by the State of Georgia.

Emergency Medical Care

Where there are children, there will inevitably be accidents and unforeseen medical emergencies. Even under the best and most attentive care, injuries and illness can and do occur. While we at Chroma Early Learning Academy make every possible effort to limit the risk of personal injury to the children under our care, some situations may not always be avoidable. When a medical emergency arises involving a child, our staff will seek prompt emergency medical treatment and provide any certified or licensed emergency medical persons with immediate access to the child, underwritten

parental authorization, contained in the child's file, regarding emergency medical care for the child when the parent is not available. Emergency medical care will be provided by:

Medication Authorization

We understand that some children in our care will require the aid of medication to properly ensure their well-being. It is our goal at Chroma Early Learning Academy to make certain that the administration of these medicines is properly conducted. Except for first aid or as authorized under Georgia law, Chroma Early Learning Academy will not dispense prescription or non-prescription medications to a child without specific written authorization from the child's parent and physician. Such authorization must include, when applicable, the 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. This includes topical medications such as Vaseline, suntan lotion, etc.

Any administration of medicine will be limited to no more than two weeks unless written authorization from a physician is provided. Any noticeable adverse reactions to the medication will be recorded and discussed with the parent of the child.

Allergies

Parents/guardians must inform the director in writing if their child has any allergies.

- The required forms will be provided by staff as soon as an allergy is reported.
- Allergies will be posted in the kitchen and the classrooms.
- A Care Plan will be written up on the steps to take if the child has an allergic attack.
- Parents will be informed immediately of any allergic attack and the steps taken.

Biting Policy*

Biting is a common behavior from birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met, or coping with a challenge or stressor.

At Chroma Early Learning Academy, we believe that by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors through the environment that we create. To alleviate some of the triggers for biting, our program has many practices in place that are known to help prevent incidents of biting in small children.

That is:

Quality relationships: Staff develop nurturing relationships with the children and get to know each child individually. Staff members are given many opportunities for professional development to help them learn ways to build quality relationships with the children.

Environmental influences on children's behaviors: Children are given opportunities to work in both small and large groups. We provide a variety of work, and children are taught to share.

Targeted social-emotional supports: Children have a daily routine that they follow that consists of circle time, time to pursue their own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Staff talk about emotions/feelings through books and other work, and teach strategies to help children learn to calm themselves.

Before biting occurs:

The center will create an environment that meets the developmental needs of the children. Monitor and supervise all children while working and/or playing. Redirect in situations where a potential biting incident may occur. Maintain an environment that elicits calm, thoughtful behavior.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.
2. The biter will not be allowed to return to work/play and will be talked to on a level that he/she can understand, for instance, "I can see that you want that truck, but I can't let you hurt Timmy." "We don't put our teeth on people."
3. The child will be redirected to other work/play.
4. Staff will complete a Chroma incident report* and notify the family of the biter when the child is picked up for the day.

For the victim:

1. Staff will separate the bitten child from the child who bit.
2. Special attention will be given to comfort the child who was bitten.
3. Staff will administer appropriate first aid.
4. Staff will then complete a Chroma incident report* to notify the family of the bitten child.
5. Classroom staff will confer with the Director to review the context of the biting incident, whether adequate supervision was present, and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

When biting continues:

1. Classroom staff will meet with the director on a routine basis for advice, support, and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Staff will "shadow" children who indicate a tendency to bite, to: head off biting situations before they occur. Teach non-biting responses to situations and reinforce appropriate behavior. Adapt the program to better fit the individual child's needs. Teach responses to potential biting situations: "Stop" or "That hurts!"
4. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
5. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Academy and help them to make contingency plans.
6. If it is deemed in the best interest of the child, the Academy, and other children, terminate the child from Chroma ELA for the duration of the biting stage. A written warning will be given to the families before this action is taken.

Biting Confidentiality In compliance with the National Association for the Education of Young Children (NAEYC) confidentiality guidelines, Chroma ELA staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten, or bit another child.

**Chroma ELA reserves the right to suspend a child for a day, or as deemed necessary after 3 biting incidents in one day.*

Nutrition and Meals

Policy: Chroma Early Learning Academy will offer breakfast, lunch, and an afternoon snack. All meals will meet the required USDA Meal Guidelines and the CACFP standards to ensure children have access to healthy, balanced meals throughout the day. Meals served will include a great variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat.

Breakfast:

- Will consist of milk and two other components such as a whole grain, protein source, fruit, or vegetable.

Lunch:

- Will consist of milk, one vegetable, one fruit, one whole grain, and one meat or meat alternative. Two different vegetables may be served instead of a vegetable and a fruit.

Afternoon Snack:

- Will consist of two components, such as a fruit, a vegetable, a whole grain, and/or a protein source.

All menus will be posted at the start of each week on the food program bulletin board located at the entrance of the academy. Alternative meal options will be provided for children with food allergies (within reason). A copy of the week's menu will be provided upon request.

Guidelines for food brought from the child's home:

No outside food substitutions for breakfast, lunch, or snacks will be allowed. If a child has an allergy, the Center will provide a substitution item for that specific food. We must have a doctor's note stating the specific allergy. This also applies to special milks. Food that comes from home for sharing among the children must be commercially prepared, packaged foods in factory-sealed containers.

Infant Feeding Plan

Per state guidelines, all baby bottles must be clearly labeled with the individual child's full name and current date. Each bottle should have a proper fitting cap, and **both the bottle and the cap** labeled with the individual child's initials or full name with date. Formula or breast milk should be supplied by the parents daily, already prepared in the child's bottles. Only the current day's formula or breast milk shall be served. Bottles will be refrigerated at a temperature of 40 degrees Fahrenheit or less. Refrigerated or frozen breast milk will only be heated or thawed under warm running water or in a container of warm water. Non-tipping, broad-based feeding chairs will be provided for all children being fed who can sit up but who are unable to sit unassisted at a table. The chairs will be cleaned after each use. All infants less than 6 months will be held by staff during feedings, ensuring that the infant's head is supported and elevated during the feeding.

Breakfast:

- 6 weeks - 5 months, 4-6 fluid ounces of breast milk or formula.
- 6 months - 11- months, 6-8 fluid ounces of breast milk or formula, 0-4 tablespoons of infant cereal, and 2 tablespoons of vegetables or fruit or a combination of both

Lunch:

- 6 weeks - 5 months, 4-6 fluid ounces of breast milk or formula
- 6 months - 11 months, 6-8 fluid ounces of breast milk or formula, 0-4 tablespoons of infant cereal, and 2 tablespoons of vegetables or fruit or a combination of both

Afternoon Snack:

- 6 weeks - 5 months, 4-6 fluid ounces of breast milk or formula.
- 5 months - 11 months, 2-4 fluid ounces of breast milk or formula, 1/2 slice of bread or 2 crackers or 4 tablespoons of infant cereal, and 2 tablespoons of vegetable or fruit or a combination of both

Infant Diapering*

All non-potty-trained children will have their diapers changed on a diaper changing station equipped with a smooth, nonporous surface. All stations are equipped with a guard or rails to prevent falls. All stations will also be equipped with an adjacent hand-washing sink with running heated water. Between each diaper change, the diaper changing surface is cleaned with a disinfectant and dried with a single-use disposable towel. Each station will be furnished with liquid soap, individually dispensed, single-use hand towels, single-use washcloths, and a covered storage container for soiled items.

Infants and children will not be left unattended while being diapered or having their clothes changed on the diaper changing surface, and any items that may harm the child will be kept out of the child's reach. Our staff will wash their hands with liquid soap and warm running water immediately before and after each diaper change, they perform. Staff with diaper-changing responsibilities will not be simultaneously assigned to kitchen food preparation duties. The diaper changing station will not be used for food preparation. The area will be clear of any formulas, food, food utensils, and food preparation items.

Parents will be notified when their child is running low on diapers and wipes to provide adequate time to replenish. However, it is the parents' responsibility to check their child's supply levels.

**At Chroma Early Learning Academy, the health and comfort of every child in our care are our top priority. Due to the potential for allergies and skin sensitivities, we are unable to provide diapers, pull-ups, and wipes for children. Many brands contain fragrances, chemicals, or materials that may cause irritation or allergic reactions. To ensure the best care for your child, we kindly ask that families supply their own diapers, pull-ups, and wipes that are suitable for their child's individual needs.*

Infant Sleep Policy

Our staff will place infants to sleep on their backs 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, our staff will 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. Swaddling will not be used unless we have 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.

Wedges, other infant positioning devices, and monitors shall not be used unless the parent provides a physician's written statement authorizing their use that includes how to use the device, and a time frame for using the device is provided for that particular infant. We will not place objects or allow objects to be placed in or on the crib with an infant, including but not limited to toys, clip-on pacifiers, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. We will 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.

We 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 will be lighting that is adequate to see each sleeping infant's face to view the color of the infant's skin and check on the infant's breathing.

Infants will not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, high chair, or swing. Infants who arrive at the Chroma Learning Academy asleep or fall asleep in such equipment, on the floor, or elsewhere will be transferred to a safety-approved crib.

Toilet Training

We believe that the toilet training process is a partnership between your family and our facility. We are in a unique position to recognize when your child is developmentally ready to toilet train. This allows us to communicate and possibly educate you and provide appropriate and continuous toilet training methods and messages that can help teach your child proper toilet training practices.

Initiating toilet training before a child is developmentally ready can create stress and anxiety for both the child and the family and increase the length of time it takes to train them. It is important for your child to begin toilet training when he/she exhibits signs of interest and readiness. We view our ability to recognize the readiness of your child as a valuable window of opportunity that we can help you to identify and respond.

We make the toilet training experience as positive, natural, and non-threatening as possible, so your child feels confident that he/she is doing the training on his/her own. We practice toilet training within the context of helping your child develop self-esteem and independence. Because toilet training involves discussing, undressing, going, wiping, dressing, flushing, and handwashing, we can reinforce your child's success at each step.

Because the training process is a partnership, we believe that there needs to be continuity and consistency in the record-keeping of your child's activities and developmental progress. We understand parents need to have accurate information about their child's development and progress. Therefore, we provide a periodic assessment of your child's progress, which is communicated to you. We welcome and encourage parents to speak freely about concerns they may have about their child's development or problems with toilet training. We schedule meetings with parents to discuss and resolve any crises and/ or special problems.

Safe Sleep and Resting Policy

In accordance with the American Academy of Pediatrics (AAP), the Consumer Product Safety Commission (CPSC), and the American Society for Testing and Materials (ASTM), Chroma Learning Academy will provide a safe sleeping environment for all children who attend our facility. All cribs are safety-approved in compliance with the Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards. Cribs will be in good repair and free of hazards. Stack cribs and cribs with drop sides will not be used. A mattress will be provided for each crib and will be firm, tight-fitting without gaps, at least two inches (2") thick, and covered with waterproof, washable material. Before a change of occupant, each mattress will be cleaned with a disinfectant. Each crib will have only an individual, tight-fitting sheet, which is changed daily or more often as needed and before a change of occupant.

Cots and mats will 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. Cots and mats will be of sound construction and of sufficient size to accommodate comfortably the size and weight of the child. Mats will be in good repair, washable, covered with waterproof material, and at least two inches (2") thick. Cots and mats will be used by the same child daily and marked for individual use. Sheets or similar coverings for cots or mats will either be marked for individual use or laundered daily. If marked for individual use, they will be laundered weekly or more frequently if needed. A light cover will be available for each child's use on a cot or mat and will be marked for individual use or laundered daily. If marked for individual use, they will be laundered weekly or more frequently if needed.

All sleeping and resting equipment will be arranged to avoid obstructing access to exit doors, to provide caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment will be arranged as follows:

There shall be a minimum of a twenty-four-inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. All cots and mats will be stored to prevent children's access to them and allow maximum use of the play space. Cots and Mats will be stored in the supply closet, with bedding being stored separately in individually marked containers, such as cubbies, bins, or bags.

Napping Policy

Toddlers and preschoolers all come with their own individual sleeping patterns. Chroma Early Learning Academy will try to meet the patterns while getting them into the routine of the daycare. Each day after lunch, there will be a nap or rest time; however, the length of the nap depends on the individual child. During the nap, children will sleep on a cot covered with a sheet and blanket. Naps are not mandatory, but rest is suggested. Children who have outgrown naps will have quiet time, read books, do puzzles, or other appropriate activities.

Transportation Policy

The safety of children, passengers, and the driver is of utmost importance in the transportation provided by Chroma Early Learning Academy. All transportation will comply with state motor vehicle licensing requirements and traffic regulations. Drivers will meet job and staff qualifications, have evidence of a safe driving record for a minimum of the previous 5 years, and pass a background check and drug test. Only insured, registered, well-maintained vehicles will be used to transport children, and the number of passengers. All children transported by Chroma ELA will have completed and signed the *Transportation Permission Forms* on file. Smoking, alcohol, drugs, and any substances or materials that could be considered harmful to or inappropriate for children are prohibited in vehicles at all times.

Responsibility & Accountability

1. The Director is responsible for enforcing this policy.
2. The driver is responsible for maintaining the safety and cleanliness of the vehicle, free of all hazards to self and children.
3. Assigned driver and support staff are responsible for enforcing this policy during drop-off and pick-up and on field trips.

Procedure

1. Transportation Permission forms for regular transportation to and from the program will be completed, signed, and returned to the office with enrollment forms.
2. Teachers will obtain completed, signed Transportation Permission forms for all field trips.
3. Children will never be left unattended in a vehicle, even for brief periods.
4. An adult will accompany all children to and from vehicles to ensure safe passage.
5. On trips departing from the program, children will be counted when entering the vehicle and again when entering the facility in both directions.
6. Children with special needs will have their needs attended to during transportation as outlined in their Care Plan.
7. All travel routes will be planned in advance.
8. A first aid kit, cell phone, and list of emergency contacts will be in the vehicle while transporting children.
9. Other than in cases of emergency, the driver is not permitted to talk on, text, or otherwise use a cell phone, tablet, laptop, or other electronic device while operating the vehicle.
10. The Director will conduct an annual background and driving record check on staff drivers.
11. All drivers will have completed the state-approved training on transportation safety and first aid.
12. Transportation binders need to be kept together.
13. The bus is to be used only for transportation unless approved.
14. The insurance needs to be renewed well ahead of time to avoid a lapse in coverage.
15. Transportation training must be done and documented as completed for anyone who will drive the vehicle.

Reporting Requirements for Child Neglect or Abuse

The staff members at Chroma Early Learning Academy are all mandated reporters to the State of Georgia when child abuse or neglect is witnessed or if a child reports abuse. We must immediately document what the child has told us or what we have witnessed, and then report immediately to the appropriate state officials. Every staff member who has reason to suspect that a child has been neglected or abused, through contact with the child or family members, through examination of the child, or through attending to/or treating the child, including verbalizations by the child, is required by law to notify the Department of Family & Child Services. Because we care about the rights of each child, we have the responsibility not to allow abuse of any kind. Abuse, verbal or physical, by any staff, parent, or visitor will result in immediate disciplinary action, which may include termination from employment or the program. If a staff member is accused of abuse or neglect of a child in the program, the Chroma Early Learning Academy Corporate office will be contacted and requested to provide direction and guidance to protect the rights of all concerned.

Protection of Children During Emergencies Policy

Fire, Weather, Loss of Utilities, and Other Safety Threats. In case of an emergency such as fire, severe weather, power failure, loss of utilities, gas leak, bomb threat, or structural damage, the children will be transported by designated safe vehicles or by walking to _____.

Parents or authorized adults will be contacted by a member of the center staff to pick up their child(ren) if necessary. A member of the center staff will notify the proper authorities and the Center Director as soon as possible.

Evacuation Policy

Evacuation, Fire, and storm evacuation routes are posted in each classroom. Fire and storm drills are conducted monthly and posted on the center bulletin board. In the event the center must be evacuated, the staff will take the children to the designated evacuation site determined by the center's location. The evacuation site is posted in the center. Staff will contact parents as soon as possible to alert them of the evacuation and to provide instructions on picking their child up from the designated location.

Chroma Early Learning Academy thanks you for entrusting our dedicated team to care for your child. If at any time you have questions or need clarification on a policy or procedure, please don't hesitate to reach out to a member of management.