

**The Guardian
Christian Academy
Early Learning Center**



Parent Handbook





Dear Families,

Welcome to The Guardian Christian Academy Early Learning Center! We are committed to forming strong partnerships between our families, children, and staff. We work hard to create a safe, nurturing, and loving community for you and your child. Our trained teachers are dedicated to the welfare of each child in the center. You will find exciting classrooms where children are free to grow and develop at their own pace through play-based, developmentally appropriate education.

Our administrators and staff are available to talk with families about your questions and concerns. Good communication between families and the center makes our partnership stronger. We all model for children the importance of education.

Thank you for choosing The Guardian Christian Academy Early Learning Center. We look forward to a wonderful partnership.

Sincerely,

James A. Griffin
James A. Griffin
Co-Founder & C

This handbook is intended to familiarize families with current The Guardian Christian Academy Early Learning Center policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at www.theguardianelc.com. A print copy of the handbook is available upon request. The Guardian reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Families will be notified of updates to the staff handbook as they occur.

Our History

God is Good! The Guardian Christian Academy & Early Learning Center has been a dream and goal of founders Jim & Laura Griffin since 2013. After more than 50 years collectively in the education system, (public, charter, and church affiliated), it was astoundingly obvious that our nation, states, cities, schools continue to struggle to meet the needs of our children. There was a challenge ahead to do much better for our children, and with God's grace, power, and blessing, the challenge was accepted! The facility on Bahama Road was found by divine intervention and was the fifteenth facility that was toured for a possible home. After much prayer and great support from family, The Guardian found its home in Rougemont!

The Guardian is a specially prepared environment that is warm, secure, and challenging; a place in which to grow emotionally, spiritually, socially, physically, and creatively. We know that children learn in different ways and at different rates, so we provide experiences that take these differences into consideration. We encourage a love of learning, a love of self, and a love for Jesus Christ. As students mature, we know that remarks of youth have meaning and reveal modes of reasoning and judgment based upon their developmental abilities. Our classrooms will be places for thinking activities and placing emphasis on the child as a "thinker-in-action" where they are encouraged to be an active participant in the learning process. We will guide students to seek out, select and deal with objects and happenings in our exciting school environment.

Our staff is outstanding! Our team brings years of experience in educational programs, student development, and school management. As a community school, our school will include parents, teachers, and community as a family unit. As a family we must work together to provide a wonderful education for our terrific students.

Only together can we accomplish a program of well-rounded education for all our children.

Mission Statement

Our mission is to provide our students a high-quality education with a faith-based curriculum at an affordable price. We believe every child deserves access to the best educational resources and tools available. We want to focus on guiding our students through every milestone. Most importantly we want to provide a safe and loving environment. We offer an innovative and rigorous curriculum intertwined with character development, early life skills and a foundational understanding of God and country.

Confidentiality

The Guardian Christian Academy ELC (GCAELC) acknowledges that information regarding your child and family is private and personal. We are committed to maintaining privacy and protection for sensitive information. GCAELC will only share confidential and sensitive information with employees on a need-to-know basis to care for your child in a safe and appropriate manner. Staff will adhere to our photo policy and Photo Release Form allowing or not allowing the sharing of photographs of your child on social

media. The Guardian Early Learning Center will not disclose any information except when required by law or if a serious threat to the health and safety of children and families is present. Staff are strictly prohibited from discussing anything about another child with you.

Confidential information includes, but is not limited to names, addresses, contact information, disability information, and health-related information.

Child Abuse & Neglect

As a private early childhood education facility, we are required to report any suspected causes of child abuse or neglect. A suspected case will be reported to the Executive Director who is responsible for reporting to the Department of Social Services.

Non-Discrimination Clause

The Guardian Christian Academy does not discriminate in any programs or activities on the basis of sex, race, color, national origin, age, veteran or military status.

Hours of Operation

The Guardian Christian Academy ELC is open Monday - Friday | 7:00 AM - 6:00 PM.

The center is closed for the following holidays:

New Year's Day	Labor Day
Martin Luther King, Jr Day	Columbus Day
Good Friday & Easter Monday	Veterans Day
Memorial Day	Thanksgiving (2 days)
Independence Day (2 days)	Christmas (5 days)

Additionally, The Guardian will be closed 3 days per year for staff development. These dates will be announced in advance.

Inclement Weather

GCAELC aims to remain open as consistently as possible during inclement weather situations; however, the safety of our children, families, and staff is our priority. Please be sure to check your Brightwheel app for parent communication regarding closings and delays. Every effort will be made to post any announcements no later than 6:00 am.

Enrollment Forms & Tuition

In accordance with the Division of Child Development and Early Education (DCDEE) regulations, we are required to keep several documents on file for your child. We ask that you thoroughly fill out the enrollment packet and return it to the administrative staff prior to the first day of attendance. The documents we need on file include:

- Application form (updated as needed)
- Release form (updated as needed)
- Reporting of Suspect Child Abuse and Neglect Acknowledgment form
- Discipline and Behavior Management Acknowledgment form
- Parent Handbook Acknowledgement form (updated if/when modified)
- Child’s Medical Report form
- Immunization record – due within 30 days of enrollment
- Home Language Survey
- Photo release form – (updated if/when desired)

It is vital that all phone numbers and emergency contacts are always kept up to date.

- There is a \$100.00 (per child) registration fee due at the time of enrollment.** It is non-refundable and non-transferable. The sibling enrollment fee is \$50.
- Childcare plans (Full time/Part time) must remain in place for a minimum of 30 days (4 weeks) and a 2 week notice is required prior to changing a childcare plan. A request to change a childcare plan is not guaranteed. We will make every effort to accommodate any request. Full payment of the original childcare plan must be paid during the 2 week notice.
- Part time/3 day childcare plans and the selected days are approved based upon center scheduling and staffing. We will make every effort to accommodate any requests to change the selected days during a week, but cannot guarantee any requests.

**Infants: \$300/Full Week
\$225/3 Day Week**

**Toddlers (18mo – 2 years):
\$275 / Full Week
\$175 / 3 Day Week**

(Half day may be available upon request based on staffing)

**Pre-K 3-4: \$240 / 5 day week
\$155 / 3 day week**

(Half day may be available upon request based on staffing for 3 yrs only)

- Weekly tuition is due on Monday for the **upcoming** week. Tuition reserves your child’s space in our center. **Since that spot is yours whether or not your child is in attendance, tuition adjustments will not be made for any reason including absence.**
- At this time all payments must be made through the Brightwheel App. Cash is accepted when authorized by the Director. Personal checks are not accepted.
- All children enrolled must have a completed file including an immunization record. Parents must update their child’s file if there are any changes.

Vacation

Each family will receive one vacation calendar week per year after 90 days from the enrollment date. Calendar year will begin at the enrollment date. Children cannot attend during their vacation week and tuition is waived for that week. Once the free week is used, tuition charges for the following week will resume.

Financial Policy

The Guardian Preschool tuition (the sum of money charged for care, teaching, or instruction by the school) **is due on Monday of each week.** Tuition can be paid weekly, monthly, or yearly. Invoices will be sent via Brightwheel. **On Wednesday, payment is considered late. A \$25 late charge will be added.** Any family with more than one child attending will receive a 10% discount on additional children after the first child for full time attendance. If the full tuition amount is not paid after being one week late, your childcare services will be suspended until full payment is made. If you choose to not bring your child each day of their childcare plan, the full amount of tuition is still due each week. If the center must close due to Covid or any other unforeseen reason, the full amount of tuition is still due. Weeks including official closure days will be billed at the regular rate.

Many families take advantage of their employer’s Flex Spending Account (FSA) for dependent care costs. It is expected that families pay for their monthly invoice and then work directly with their FSA administrator to get reimbursed for monthly childcare costs. The Guardian Christian Academy does not accept payment directly from the FSA administrator.

The Guardian Christian Academy reserves the right to increase tuition on a yearly basis. There will be a 60-day notice before the tuition is increased.

Child/Staff Ratios & Class Sizes:

Classroom	Ratio Staff/Children Maximum	Group Size Permitted
Infants	1/5	10
Toddlers-Twos	1/6	12
Threes	1/15	25
Fours	1/20	25

Drop Off Procedures

- All children must arrive no later than 9:00 am to avoid disruption to the classroom schedule.
- For your child's safety, an adult must accompany your child to the front office for check-in.
- When checking in with the front desk staff please be sure to let them know of any pertinent information involving your child's health or well-being.
- Please refrain from using your cell phone while dropping off or picking up your child. Communication between parents/caregivers and teachers is crucial for creating the best experience possible for your child. Your child is eager to see and talk with you!
- In the interest of creating healthy relationships for your child, we ask that you do not walk away when your child is occupied. Instead, please acknowledge the departure by saying "goodbye", "I love you", "I'll be back this evening", etc. We know this may seem harder on your child, but rest assured that it is far worse if they realize that you slipped out when they were not looking. So please do not sneak away.
- If you have concerns about your child's separation anxiety, please be sure to speak with his/her teacher, the Program Coordinator, and/or the Executive Director. We can contact you to let you know how your child is adjusting after your departure.
- Parents/caregivers are responsible for supervision of their child before being signed in and after being signed out.

Pick Up Procedures

- Children must be picked up by an authorized adult. The Guardian Early Learning Center will not release your child to anyone who is not authorized to pick up on the signed release form without prior written permission.
- If someone is planning to pick up your child who is not authorized to do so we will need to have a written note, email, or text stating the date and who will be picking up your child. The Guardian Early Learning Center will require identification to be presented at the time of pick up.
- If staff do not recognize someone requesting to pick up your child, we will require a picture ID to confirm his/her identity.
- In the interest of safety, please park and turn off your vehicle when dropping off and picking up your child. Please do not leave any other children unattended in your vehicle.

- For the safety of your child, we cannot release a child to anyone under the influence of drugs or alcohol. We will contact the next person listed on the release form to come and pick up your child.
- Children will not be released to anyone under the age of 18.

Late Pickup Policy

In the interest of your child and out of respect for our staff's time, a late fee will be applied for any child who has not been picked up by **6:00 pm** without prior approval. The late pickup fee is as follows: **pick up from 6:00 – 6:15 pm** is \$15.00, and \$5.00 for each additional 5 minutes, **per child**. We understand that obstacles and emergencies happen, and we are tolerant of the occasional late pick up; however, excessive lateness may result in possible termination of enrollment.

Parking Lot Safety

The parking lot can be a busy and dangerous place for children. We encourage you to hold your child's hand as they navigate the parking lot. Please be sure to turn off your vehicle when you drop off and pick up your child. Under no circumstances should children be left in an unattended vehicle.

Absences

In the event that your child is sick, or absent for another reason, please give us a call and let us know. We are always interested in the well-being of your child, and we may call to check in if we have not heard from anyone in a couple days. Communicating about your child's absence also helps us better prepare for the day. Since tuition reserves your child's space in the classroom, tuition is not adjusted for your child's absence.

Withdrawal

A two-week written notice is required when withdrawing your child from The Guardian Early Learning Center. Payment will be due during the two-week notice period whether your child attends within the period or not.

Parent Communication & Involvement

We believe that transparency and open communication are two of the most important factors in our partnership with families. The Guardian Early Learning Center has an open-door policy. We encourage parents/caregivers to participate in celebrations and other special events that happen throughout the year.

To provide proper communication in the case of illness, accident or emergency, please keep contact and release information as current as possible.

Under certain circumstances, we will call you during your child's day. They include but are not

necessarily limited to:

- Illness that requires your child to go home
- Falls/injuries that warrant an FYI call
- Out of required supplies (such as change of clothes) for more than 24 hours

Please feel free to ask questions about activities, events, curriculum, etc. As the most important advocate in your child's life, you have the right and responsibility to voice concerns and/or questions about what is happening during your child's day.

Knowing that we are a continually growing organization, we appreciate and encourage your feedback! Please be sure to let us know how you think we are doing, what we do well, what we can improve, and any other commentary you would like to offer. We are always available in person or by phone.

The Guardian Early Learning Center will communicate with parents/caregivers through:

- Telephone calls
- Brightwheel
- Newsletters
- Email
- Facebook-Messenger / Instagram
- Notices
- Child Portfolios

Parent Observations & Visits

The Guardian Early Learning Center encourages parents/caregivers to visit and participate at any time throughout the day. You may join us whenever it works for you whether you want to read books to the class, eat a meal with us or join us for free play.

We do ask that you give us at least the first month of enrollment to allow your child to settle into the classroom routine before you join us for any lengthy part of the day. It is important for your child to understand that school is their place and that "my family always comes back to get me."

Preparing for your Child's First Day

We at The Guardian Early Learning Center understand that the first day of school can be stressful, scary, and daunting for both the child and the family. Times of transition can be especially difficult, and we strive to do our best to make it as peaceful and comfortable a transition as possible.

- You are more than welcome to call us throughout the day or message us through the Brightwheel app to check in on your child. We will periodically send photos through Brightwheel. We encourage you to ask questions, check in, and partner with us during this time!
- Bringing a familiar soft object from home, such as a loved stuffed animal and blanket, usually helps children transition more comfortably. As with all personal belongings, please be sure to label the item so we can ensure its return at the end of the day.

What to Bring – Child Supplies & Personal Items

To provide a high-quality experience for your child it is essential that they have all the supplies necessary for a smooth, exciting, and engaging day.

Each child will need to have the following items to remain at school:

- 2 sets of extra seasonal clothes in a gallon ziplock bag. Clothes that promote self-help skills are recommended and preferred. Only these items please: pants, shirt, underwear, and socks. (Do not send extra sweatshirt/jacket/coats/dresses).
- Pictures of family and/or pets to be posted in the classroom for your child to share with others.
- A familiar soft object from home, such as a stuffed animal and blanket for soothing and comfort at quiet/naptime. Pillows are allowed at 16" x 12" or smaller. These will remain at school all week and be sent home on Fridays to be washed.
- Pull Ups - for ongoing potty training purposes we prefer pull ups at school.
- Wipes - 2 packs
- Lunch - Morning & afternoon snacks are provided

During cold months it is essential that every child has the following for outside play:

- Jacket/coat
- Hat - for sunny days and/or cold days
- Mittens/gloves
- Rain Boots – we go outside a lot! A pair of rain boots to keep at school are recommended. In accordance with DCDEE regulations, we WILL go outside on cold days.
- Sunscreen for your child to include a personal face stick. We provide a Sunscreen Waiver for our parents to sign.

If your child is out of supplies for more than 24 hours, you will be asked to either pick up your child or bring the necessary supplies during your child's day.

What NOT to Bring:

The Guardian Early Learning Center respectfully requests that toys from home stay at home. Sharing is

a complex skill that is more easily acquired when classroom toys are in use. There are also choking hazard rules that we must follow. Toys from home often compromise the ability to make sure that all toys and materials presented to children are safe for everyone in the given age group. There is also a likelihood of toys getting broken and that is sad for both your child and us.

Other items NOT to bring:

- Clothes, shoes, etc. that you would prefer not to get dirty or lost. For example, jewelry, headbands, hair bows, etc.
- Money – It is easy for children to come to school with money or coins in their pockets. This is a choking hazard for our younger children.
- Food outside of their lunch - Candy, Gum, Sugary Drinks – Unless there have been previous arrangements made to meet special dietary needs with the Director, please leave these at home.
- Flip flops and other open-toed shoes

Outdoor Play

The Guardian Early Learning Center believes that outdoor play offers excellent opportunities for exploration and discovery for all ages. We offer developmentally appropriate toys and material on the playground. Staff provide large and small group learning opportunities as well as facilitate time for free play outdoors.

DCDEE regulations require us to provide daily outside play opportunities for all ages, even in the cold or heat, weather permitting. Weather permitting is defined as “every day, unless there is active precipitation, extremely hot or cold conditions or public service announcements that advise people to stay indoors due to weather conditions that could be hazardous.”

Please see the Child Care Weather Watch Chart at the back of the handbook for specific information regarding decision-making for outdoor play.

According to the DCDEE Child Care Handbook, “Getting outdoors daily, even in the winter, helps children develop healthy minds and bodies. Many adults believe children will get sick from playing outside in cold weather. Children are more likely to stay healthier if they play outdoors during winter months. Germs are not contained and concentrated outdoors.

DCDEE requires that if your child is too sick to be outside, they are too sick to be at school. Please keep your child home until they are feeling well enough to participate in daily class schedules, routines, and activities. Due to child/staff ratios, we cannot guarantee that we can accommodate requests for children to stay indoors during outside time.

Toileting

The Guardian Early Learning Center does not require that your child be fully potty trained to join us, however, we ask that the process has begun. Teachers and parents will work together to continue the potty-training journey for success! No child will be punished or threatened in any way regarding

accidents or pottyng.

Child Guidance

As discussed in our educational philosophy, The Guardian Early Learning Center believes that positive, intentional, developmentally appropriate, and consistent interactions with adults allow children to develop strong self-regulation skills, the ability to problem-solve, social values, and self-confidence.

Each classroom has rules and guidelines that create space for children to feel safe, secure, and confident. Each parent/caregiver must review and sign the Discipline and Behavior policy.

Management Policy form that states that:

The Guardian Early Learning Center will:

- Compliment, reward, and encourage children
- Reason and set developmentally appropriate limits
- Model appropriate behavior
- Create proactive classroom environments that prevent problems before they occur
- Listen to children's concerns, questions, disagreements, etc.
- Provide redirection and alternatives for inappropriate behavior
- Provide natural and logical consequences
- Empower children as people and respect their needs, desires, and feelings
- Ignore minor misbehaviors
- Explain things to children in a developmentally appropriate manner
- Stay consistent with expectations and boundaries for each class
- Use effective guidance and behavior techniques that focus on child development
- Use short, supervised periods of renewal time to be used sparingly, with children ages 3 and up

The Guardian Early Learning Center will NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children

- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse children
- Shame or punish when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating, resting, or sleeping
- Leave children alone, unattached, or without supervision
- Place children in locked rooms, closets, or boxes
- Allow discipline of children by other children
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic Groups

Biting Policy

The Guardian Early Learning Center recognizes that biting is a developmentally appropriate behavior for children. While developmentally appropriate, we understand that it can be concerning and upsetting when your child is involved in a biting incident. Biting most likely occurs due to teething, experimentation between cause and effect, and the lack of language skills that occur.

We encourage parents/caregivers to work with their child's teacher to identify methods and strategies most appropriate for redirecting this developmentally appropriate impulse. Parents will be notified by an incident/accident report if a biting incident occurs during your child's day. Staff may not discuss with either parent the identity of the other child involved. The Guardian Early Learning Center reserves the right to un-enroll a child in the rare event that biting becomes extreme and all alternative options have been exhausted.

Incident/Accident Reports

In the interest of open communication and maintaining a safe and nurturing environment for all children, teachers will document incidents (hitting a peer, etc.) and accidents (scraped knee, etc.) pertaining to your child. Staff will treat minor cuts, scrapes, and bruises with first aid. For more involved injuries, such as injuries to a child's head or face, parents/caregivers will be notified immediately.

In the case of a medical emergency 911 will be called and parents/caregivers will be notified immediately.

Transitioning to the Next Classroom

The Guardian Early Learning Center understands how exciting and scary it can be when it is time to move up to the next class. Both child and family may experience excitement, hesitation, and a whole host of questions! Your child will only move up when space is available, and your child is developmentally ready for the given class. Every child will have transition time to visit the classroom and connect with the teachers. Parents/caregivers will be introduced to teachers, a tour of the classroom will be provided, and time will be set aside to answer any questions or concerns that may arise during this time of exciting transition.

Meals & Nutrition

We do not cook meals at The Guardian. However, we do provide a healthy morning and afternoon snack to all children. Milk, or a milk alternative, or juice or water will be served at each snack in accordance with CACFP requirements. At times we can make accommodations for allergies and lifestyle preferences on a case-by-case basis, but ask that if you have any concerns to please provide your child's meals & snacks for them.

In the interest of a smooth arrival transition for your child, we ask that any snack being consumed during the car ride to school be left in the car.

Through our seasonal menu and developmentally appropriate teacher practices, children are encouraged to try new foods. We strive to create healthy and positive experiences wrapped around the specialness that is mealtime. Food/meals will never be used as a punishment or reward. We do our best to avoid high fructose corn syrup, refined sugar, and trans-fat foods. Weekly menus are posted in the front lobby as well.

Meals/Snacks are served at the following times:

- Breakfast Snack: 9:30 am
- Lunch: 11:30am-12:00 pm
- Afternoon Snack: 2:30 pm

Water is offered to each child between meals and as desired. Labeled water bottles are encouraged for every classroom.

Celebrations

Celebrations are an exciting time to embrace individual and family culture! Store-bought treats may be provided for birthdays and other celebrations. They must be low in sugar or sugar-free. Examples of treats include, but are not limited to:

- 100% fruit popsicles
- Sugar-free frozen yogurt
- Nut free, low in sugar muffins/cupcake

Allergies & Special Dietary Needs

Please be sure to let staff know of any allergies your child may have. We do our best to accommodate allergies and special dietary needs as best as possible. Often, we can offer alternatives for your child that best meet nutritional requirements. In the interest of meeting CACFP requirements, a physician's note will need to be provided to offer a milk alternative. The Guardian Early Learning Center is a nut free facility.

Rest Period/Napping

Each classroom provides 1 ½ -2 hours of rest/nap time for all children. The classrooms create a soothing, calm atmosphere that encourages relaxation and restoration.

Developmentally appropriate practices, such as relaxing music, dim lighting, back rubs, etc. are used to help children smoothly fall asleep.

To provide the most comforting naptime experience as possible, children are encouraged to bring a blanket and/or stuffed animal from home. Children are not required to sleep and quiet activities are provided for non-nappers.

Each child is given their own individual cot for sleeping. Cots are placed in developmentally appropriate places that best meet the needs of each child throughout the classroom.

Health Policies

The Guardian Early Learning Center is interested in protecting the overall health and wellness of children, families, staff, and our general community. Sanitary conditions and the exclusion of sick children are the most effective tools for preventing the spread of illness. All staff practice safe hand-washing procedures during diapering/toileting, disposing waste, and/or handling food. Toys/materials are sanitized daily, and classrooms are swept, vacuumed, and mopped at least one time each day.

Please do not bring your child to school if they have symptoms of an illness such as:

- Fever
- Vomiting
- Diarrhea
- Thick, green mucus, runny nose

Your child will be sent home if they meet any of the following criteria:

- Fever over 100.0 when administered under the armpit
- Low-grade fever AND uncontained vomiting/diarrhea
- Red eye with white or yellow discharge until 24 hours of treatment
- Unable to participate in regular classroom activities including outdoor play
- Rapid, labored, or painful breathing

- Scabies or lice
- Rash that may be contagious or suggestive of chicken pox
- Chicken pox

Your child must be symptom free or on antibiotics for 24 hours before returning. Your child may also return with a signed physician's note.

Your child will be excluded from attendance for other illnesses including but not limited to:

- Uncontained diarrhea and/or vomiting
- Strep Throat
- Hand, Foot, and Mouth Disease
- Pink Eye
- Ringworm
- RSV
- Whooping Cough
- Tuberculosis
- Meningitis
- Measles

DCDEE requires that if your child is too sick to be outside then they are too sick to be at school. Please keep your child home until they are feeling well enough to participate in daily class schedules, routines, and activities. Due to child/staff ratios, we cannot guarantee that we can accommodate requests for children to stay indoors during outside time.

Please see the Director for further information regarding DCDEE health regulations.

Parents must notify The Guardian Early Learning Center immediately if a child:

- Is diagnosed with any communicable diseases such as strep throat, RSV, pink eye, lice, ringworm, etc. This allows us to inform other families within your child's classroom when certain contagious illnesses are present. Under no circumstances will staff share confidential information with other families regarding the name of the child or family involved.
- Is taking any medication that may affect their behavior during the day.
- Has any allergies or sensitivities.

Medication

In accordance with DCDEE regulations, parents/caregivers must provide a signed permission slip for The Guardian Early Learning Center to administer any prescription or over-the-counter medication. All medication must be in the original container and labeled with your child's name. Staff will keep a written record of how much and when medication is administered.

Permission slips must also be filled out and on file for any over-the-counter topical nonmedical ointments such as sunscreen, or insect repellent. Aerosol cans are prohibited. Please provide tubes or bars for any topical cream necessary.

Emergency Procedures

The Guardian Early Learning Center has multiple emergency procedures in place that pertain to a wide variety of possible emergencies. Fire drills are conducted monthly. Fire, tornado, and lockdown procedures are posted. Administrative staff have the required Emergency Preparedness and Response training. In the event of an emergency The Guardian Early Learning Center will contact parents/caregivers as safely and quickly as possible.

Photography & Publicity

Photographs of children participating in activities may be taken from time to time while at The Guardian Early Learning Center. These photos may appear in newspapers, publicity materials, etc. Please make sure you have an updated photo release form on file that states whether you do or do not give permission for photos of your child to be taken/appear within The Guardian Early Learning Center publications.

Substitutes & Volunteers

Substitutes are required to submit the same paperwork as regular staff. This includes but is not limited to:

- Qualifying criminal background check
- Negative TB test
- Approved physical
- Valid references

Volunteers are not left alone with children and are not the responsible party in a given classroom.

Drug Free Policy

In the interest of best health and safety practices for our children and families, The Guardian Early Learning Center is a smoke, alcohol, and drug free facility including the parking lot.

Transportation & Field Trips

The Guardian Early Learning Center will not transport your child to and/or from the center under any circumstances. In the case of a medical emergency, an ambulance will transport your child to Duke Regional Hospital.

Instead of traveling to off-site field trips, we bring community experiences (such as firefighters, fire trucks, police, farm animals, etc.) to The Guardian Early Learning Center. Like all other experiences, parents are more than welcome to join us for these enriching experiences.

Attachments:

1. Parent Handbook Acknowledgment
2. Discipline Policy
3. Discipline Policy Parent Acknowledgment



The Guardian Christian Academy

Parent Handbook Acknowledgement

I acknowledge that I have received and read The Guardian Christian Academy Early Learning Center Handbook and accept the policies therein.

Parent Signature

Date

Parent **PRINTED NAME**

Parent Signature

Date

Parent **PRINTED NAME**