

Pierce Cubs

Parent Policies and Procedures



Building Strong Foundations

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Program Parent Handbook

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Enrollment

Parents are required to complete and return to the Director all record forms required by the Facility. Required records are: **(1) Enrollment Form; (2) Parental Agreement; (3) Emergency Medical Authorization; (4) Certificate of Immunizations; (5) Income Eligibility Statement.** All forms **must be completed** before the child will be allowed to enter the program.

Fees Birth-12yrs

| | |
|--|---|
| Registration Fee | \$100.00 Due upon entrance (\$100 annually) |
| Infants (birth-2 yrs) | \$130.00 (weekly, every Monday) |
| Toddlers/Preschool (3-12 yrs) | \$130.00* (weekly, every Monday) |
| Before/After School | \$80.00(weekly, every Monday) |
| Drop-ins** | \$40.00 (day) |
| Late Payments | \$15.00 (If going to be late, PLEASE talk with Director first.) |
| Late Pick-up (after 5:30 p.m.) (time of sign out on iPad) | \$1/minute for 1st offense, \$5/minute additional offenses |

Early release days/School closed: You will be charged for a whole day (\$15 (ER) or \$30(SC) + after school rate).

** Space must be available for drop-ins.

I understand this is a set rate and includes full pay for holidays, with no credit for absent, sick (including quarantine days) or weather days.

Payments: Brightwheel, cash or money order. NO CHECKS

We are always willing to work with you!!!

Return/Refund Policy

- NO REFUND

Termination Policy

A. Parent

- If you decide to withdraw your child from the program for any reason, a two-week written notice is required. You are responsible for paying your regular tuition rate, as specified in your contract, for the full two-week notice period, whether or not your child attends during that time.

B. Provider

- If the center determines that it is in the best interest of your child to discontinue attendance at Pierce Cubs, the parent/guardian will receive written notice. Please refer to the Expulsion section for additional information.

A child may be discharged from our program for the following reasons. (All attempts are made to have the child stay with us.)

1. Failure of parent/guardian to pay tuition.
2. Failure to complete required forms.
3. Failure to comply with center rules as outlined in contract, lack of parental cooperation.
4. Continuous inappropriate behavior

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Arrival and Departures

- Children will not be allowed to enter or leave the facility without being escorted by parents, person authorized by parents, or facility personnel.
- Pierce Cubs opens at 6:30am and closes at 5:30pm.
- All parents are encouraged to have their child(ren) at the center by 8:15am for breakfast. This allows the children to get off to a wonderful day. **NO drop-offs after 9:00am**, as this may be disruptive for the daily schedules of the children.
- Upon arrival all parents should check their child's cubby for any information and store/pick-up their child's belongings.
- Please inform the teacher of your arrival whether dropping off or picking up your child. Children will be released to those adults whose names are approved in Brightwheel; ***PLEASE KEEP THIS LIST UPDATED***. We will not release a child to an unauthorized person. Any incurred late fee will be applicable.
- If an unauthorized person is sent to pick up a child, the parent must notify the teacher in writing prior to the child's release. If a parent calls to authorize release of their child to someone not listed on the enrollment form, we will have to verify the parent by voice and questions. **Any person unknown to the staff will be asked for picture ID. This is for the protection of the children and staff.**
- Public school buses pick up children between 6:30-7:15 for school and return them between 2:30 and 4:15.
- Pierce Cubs will not provide transportation.

Feeding Procedures

Pierce Cubs will provide a nutritious breakfast, lunch, and mid-afternoon snack daily. Eating is a learning experience for children. A variety of foods are served from the four food groups. Liquids served are 100% fruit juice, milk, or water. Grace will be said before each meal. Parents must provide infant formula if they do not agree to the provided formula. Menus will be posted in a central location. Food exceptions are not made for individual children, except in cases of allergies or a special diet prescribed by a physician. In such case, parents must provide medical documentation from the child's doctor. We follow the USDA's recommendation for all meals.

Parent of any child under 1 year of age must complete a written feeding plan provided by us. Infants birth-5 months receive breastmilk/formula. Infants 6-11 months will also receive recommended foods including table food when ready. **ALL infants are fed according to their feeding plans regardless of recommendation.**

To keep class disruptions minimal children should arrive no later than **9:00am**, unless other arrangements have been made. Children must arrive no later than **8:15am** to eat breakfast at the center.

Mealtimes are as followed:

- **Breakfast** will be served between 7:30 and 8:15
- **Lunch** will be served between 10:45 and 12:30
- **PM Snack** for 2-yrs. of age and younger will be given when they get up from nap (typically around 2pm), 3-yrs and up including Afterschool age will receive a snack between 2:30 and 4:00.

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For infants (under 1 year- no bottles for children over 1 year) that are bottle fed, parents must provide daily **ready-made bottles with caps, labeled with child's name and date**, containing prepared formula or beverage or accept the formula provided by center. The staff cannot mix the formula. Mothers wishing to breast feed may do so in the office for comfort and privacy.

Food from home is prohibited except for special occasions, such as parties. Any special food brought from home (special diet from doctor) for children **must** be labeled with the child's name, date, and proper storage (such as refrigerator or shelf, etc.). Food brought for all children for celebrations must be purchased from a store with label of ingredients for allergy purposes.

Inclement Weather

In case of hazardous weather conditions where local schools are closed, Pierce Cubs closes. Please check your Brightwheel messages or stay tuned to the local radio station to see if schools close due to weather so that you will know if Pierce Cubs closes. The information may also be posted on our Facebook page.

Clothing

- Children should wear clothes appropriate for active play. Activities are often messy, and washable, comfortable clothing is important for the children to participate fully in the planned program. Children who wear special clothing such as party dresses or Sunday clothes can become upset due to an accident. Please help to avoid these disturbances by dressing the children appropriately.
- In wintry weather, children should wear warm coats, hats, gloves and have their legs covered. This allows outdoor play to be fun and healthy for the children.
- In hot weather, shorts and sandals that buckle, or tie is appropriate. However, we suggest wearing close shoes and socks for comfort and safety.

Necessary Items for School

- Each child should always have a complete change of clothes (underwear, shirt, pants/shorts, and socks) at school. Even if a child no longer has accidents, unusual circumstances can cause an accident and clothing may be required for other reasons, such as rips or spills. All items should be labeled with the child's name, and appropriate to the season so outdoor play will be comfortable.
- Children who are not toilet-trained should also bring disposable diapers and wipes. Please see individual teachers for a list of items to bring to school for your child, since additional items may be required for different ages.
- Infants who are birth-11 months in age may have a binkie/pacifier. We will begin weaning process around 10 months. No binkies/pacifiers for children over 1 year.

Diapering/Toilet Training

- Diapers are changed every two hours with checks in between. Soiled diapers are changed accordingly. We use a "one wipe one swipe" technique as required by Quality Rated. Every diaper change will use a minimum of three wipes. Diapers, wipes, creams/ointments are provided by parents.
- Children are introduced to the potty once they move to the toddler room, typically around

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18-20 months of age. We begin by helping them become comfortable with the restroom and sitting on the potty. Potty breaks are scheduled every 30 minutes at first, then extended to every hour as children demonstrate success. Once the child can consistently stay dry for an hour, we transition them into TRAINING underwear. With consistent support at both school and home, all children are expected to be fully potty trained before transitioning into the three-year-old room. We **assist you** in potty training your child.

Positive Discipline

Positive discipline is a process of guidance that helps children:

- Learn to make positive choices.
- Learn problem-solving skills.
- Learn basic human values or respect, trust, responsibility, honesty, and care for others.
- Learn to self-regulate.

To help obtain these goals we:

- Focus on the child's immediate environment.
- Understand children's differences.
- Anticipate and prevent potential problems/situations.
- Create rules and routines based on the children's needs. Familiar routines and a clear set of rules fairly and consistently enforced, let children know what you expect, and enable them to experience a greater sense of independence and competence. By anticipating problems and setting rules (if necessary) to avoid them, you cut down on the need for "behavior management." When rules are no longer needed, change, or eliminate them.
- Be consistent in using positive communications. Offer encouragement, not empty praise. For example, "You remembered to clean up your place at the table today." Rather than, "What a good girl you were today!" Provide information rather than just stating rules but make it short and specific. For example, "Put things back where they belong." Rather than, "Oh, okay, I'll finish picking these things up. You can do art now."

Use of Time Out:

- Time out can be useful if it is a cooling-off period rather than as punishment. Children sometimes need a quiet place they can go to for a few moments to calm down. They can, then, rejoin the group when they are ready.
- Each classroom has a cozy corner which is designed for only one child at a time. The children may go to this place when they feel they need a break from everything going on now, including friends and teachers. This place allows the children to gather themselves and once they feel they are ready they simply return to the group and activity at hand.

Positive Steps in Conflict Resolution:

- Anticipate and eliminate potential problems
- Have a well-planned daily schedule
- Redirecting the children
- Model appropriate behavior for the children
- Provide individualized attention to help the children deal with situations.
- Focus on behavior and not on the child. If you are angry with behavior, let the child know that you did not like the behavior, not the child.

INAPPROPRIATE FORMS OF DISCIPLINE

- **Never** punish children.

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- **Never** shame a child.
- Corporal punishment is **forbidden**. This means **NO**:
 1. Striking, kicking, or popping a child.
 2. Shaking, pulling, or pushing a child.
 3. Grabbing a child by hair or ears.
 4. Pinning the child to the floor or against the wall.
 5. Sitting on a child.
 6. Squeezing a child across the throat or lower abdomen, making it difficult for the child to breathe.
 7. Forcing the child to eat an unpleasant substance like soap.

Suspension and Expulsion Policy

At our center, we are committed to supporting every child's growth, development, and emotional well-being. We recognize that all children experience challenging behaviors as they learn to communicate, regulate emotions, and interact with peers. Our goal is always to work collaboratively with families to address behaviors in positive, developmentally appropriate ways.

However, the safety of all children and staff must remain our highest priority. For this reason, suspension (reset) or expulsion may occur only when a child's behavior presents an immediate, ongoing, or significant risk of harm to peers or staff and when all appropriate interventions have been attempted.

Behaviors That May Trigger Safety Review

A suspension or expulsion may be considered if a child repeatedly demonstrates behaviors such as:

- Physical aggression that causes injury (biting with intent, hitting, kicking, choking, scratching, hair pulling)
- Dangerous actions that place themselves or others at risk (throwing objects at people, climbing unsafe areas, bolting/running)
- Severe, escalating tantrums or outbursts that cannot be safely managed in the classroom
- Any behavior that results in staff being unable to safely supervise the group

These behaviors are evaluated in context, and decisions are based on frequency, severity, and the effectiveness of interventions.

Steps Prior to Suspension or Expulsion

Except in extreme, immediate-danger situations, the following steps will occur first:

1. Observation and Documentation
Staff will document concerning behaviors, triggers, and patterns.
2. Family Communication
Parents will be notified promptly and invited to discuss concerns and strategies.
3. Behavior Support Plan
A written plan may be created, outlining goals, interventions, and specific safety measures.
4. Implementation of Support Strategies
These may include environmental adjustments, visual supports, social-emotional tools, calming techniques, or additional supervision.

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5. Follow-Up Meetings

Progress will be reviewed with families regularly.

Suspension/Reset

A temporary suspension/reset may be required when:

- A child's behavior poses a serious and immediate safety threat.
- The classroom must be stabilized before returning the child.
- Additional evaluations, supports, or outside services are needed.

Suspensions are generally short-term, and the center will work with the family on steps needed for a safe return.

Expulsion

Expulsion will only be considered when:

- A child's behavior continues to pose a significant safety risk despite all reasonable interventions,
- or the child's needs exceed what the program is legally or safely able to provide.

Parents will receive documentation of the efforts made and the reason for the expulsion. Whenever possible, we will provide referrals to alternative programs or services better suited to the child's needs.

Our Commitment

We are dedicated to:

- Supporting children through challenging behaviors
- Working collaboratively with families
- Prioritizing the physical and emotional safety of all children and staff
- Using suspension or expulsion only as a last resort

Health and Safety

To maintain a safe and healthy environment for your child we ask that you closely follow the health guidelines set forth by the state. Health screens are done upon arrival and temperature checks are done two (2) to three (3) times a day. Children, and personnel, must remain home if they have had any of these symptoms in the previous **24 hours**:

1. Determining Guidelines for Illness

A. Temperature- If a child's ear or forehead temperature is **100.4°** or above, oral or pacifier temperature of **100°** or higher, or an armpit of **99°** the parent will be notified and **MUST REMOVE the child from FACILITY**.

B. Fever and Other Symptoms of Illness- If a child's temperature is one of the above or higher and he/she has one or more of the following symptoms of illness, the child is prohibited from entering the classroom and the parent must take the child home: diarrhea, vomiting, rash, sore throat, swollen glands, red and runny eyes, coughing, sneezing, runny nose, shortness of breath or difficulty breathing, fever, chills, muscle pain, new loss of taste or smell. Exceptions will be made for children with diarrhea who are teething or on antibiotics for a **brief** appropriate amount of time.

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C. Symptoms of Illness without Fever- If a child shows one or more of the following symptoms the parent will be obligated to take the child home **WITHIN 1 HOUR** of being contacted to do so: eye infection, diarrhea, vomiting, lice, impetigo, ringworm, pin worms, ANY.

2. The following guidelines should be used to determine **when a child might return** to the FACILITY.

A. Children who contract a **fever of 99.4°** whether at home or at the facility must remain away from the facility until the fever has been gone for **24 hours without medication**.

B. If a child is on antibiotics, he/she must have been on this medication for at least **24 hours** before returning to the Facility.

C. Children sent home because of any of the following communicable diseases may return to the Facility when:

- **Fever/Diarrhea/Vomiting**- symptoms are gone for 24 hours (no meds during the 24 hours).
- **Flu**- remains out for 5 days and symptoms are gone for 24 hours (no meds during the 24 hours).
- **Croup**- remains out for 3 days and symptoms are gone for 24 hours (no meds during the 24 hours).
- **Strep Throat**- 48 hours after antibiotic, no fever/fever reducing meds for 24 hours.
- **RSV**- 48 hours (2 days) after the antibiotic has begun IF no fever for 24 hours and no fever reducing medications during those 24 hours; child **MUST** be well enough to participate in daily activities.
- **Eye Infections**- redness or discharge is completely gone.
- **Covid**- 5 days out and then wear a mask for the next 5 days; 10 days (about 1 and a half weeks) out if the child won't/cannot wear a mask.
- **Ear infection**- after 2 doses of antibiotics and no fever for 24 hours with no fever reducing medications during those 24 hours.
- **Impetigo**- after medicine has started and sores are covered.
- **Lice**-after treatment and all crawling lice are gone.
- **HFMB**-(Hand Foot Mouth) 5 days out; no fever/fever reducing meds for 24 hours; all sores dried and healing

Immunizations- child should remain home for **24 hours** following all vaccinations.

Parents will be notified of exposure to a notifiable communicable disease via BRIGHTWHEEL app as well as posted signs on doors.

Medication

1. Parents must complete a signed permission form before medication is administered. The child's name, the name of the medication, the dates to be administered (not exceeding two weeks), the dosage and the time it is to be given must be noted. The time must be specific. Medication will not be administered "as needed." The form must be signed and dated by the parent. **Once/twice a day medication is to be given at home.**

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2. The Lead classroom teacher will complete the bottom half of the form, noting the time the medication was administered so that if it is given late, you can adjust your schedule for administering the next dosage accordingly.

3. **All medication must be in the original prescription container. All prescription medication must be labeled with specific directions, the child's name, date, and physician's name. Medication prescribed for a sibling will not be administered without written permission from a physician.**

5. Non-prescription medication must be labeled with the child's name and the dosage to be administered. Non-prescription medication must be administered according to label directions unless other instructions are in writing by the child's physician.

Shaken Baby Syndrome / Abusive Head Trauma (AHT)

Abusive Head Trauma (AHT), often referred to as Shaken Baby Syndrome (SBS), is a serious and preventable form of child abuse that occurs when an infant or young child is violently shaken. This motion causes the brain to move inside the skull, leading to bruising, swelling, bleeding, or permanent brain damage. AHT most commonly affects infants but can occur in children up to 5 years of age.

Why Young Children Are at Risk

Infants and toddlers are especially vulnerable due to:

- Underdeveloped neck muscles
- Larger head size relative to their body
- Rapid brain development
- Fragile brain and blood vessels

Even a few seconds of violent shaking can cause severe injury, disability, or death.

Possible Signs of AHT

Children who experience abusive head trauma may show:

- Unusual sleepiness or difficulty waking
- Vomiting or poor feeding
- Irritability or inconsolable crying
- Seizures
- Difficulty breathing
- Pale or bluish skin tone
- Unexplained bruises or injuries

Any of these symptoms require immediate medical attention.

Prevention and Caregiver Expectations

Our center is committed to the safety and well-being of all children. To prevent AHT:

- Staff are trained in safe handling techniques for infants and young children.
- Children are never shaken under any circumstances.
- Caregivers use approved calming and soothing strategies for fussy or crying children.
- Staff members are required to report any concerns or suspected abuse, as mandated by law.

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Parent Responsibilities

Parents and guardians are encouraged to:

- Ensure all individuals who care for their child understand the dangers of shaking.
- Use safe coping strategies when feeling overwhelmed by crying or stress.
- Communicate any medical or behavioral concerns with the center.

Fire and Tornado Drills

Fire drills are conducted monthly, and a tornado drill every six months. Facility-wide drills, both announced and unannounced, will be conducted by the Director.

Instructions for each group are posted in each room. The Lead teacher will take attendance. Copies of the applications with the emergency medical authorization and first aid kit are carried on each fire and tornado drill. Children may return to the building after the “all clear” statement is given. It is the Lead teacher’s responsibility to familiarize all personnel in each classroom with emergency procedures.

Emergency Medical Procedures

In case of emergencies (illness or accident) involving a child, the Lead classroom teacher will contact the Director. If not serious, an accident note will be written by the staff witnessing an accident or illness and given to parents when child is picked up. If an accident or illness is serious the director will contact parents, or designated emergency contacts if parents are unreachable. If parents or designated person cannot be reached within 10 minutes and the emergency appears serious, the Director or her designee person will determine whether the child should be taken to the Emergency Room of a hospital. Transport will be made by ambulance. Emergency treatment may be provided in accordance with the wishes of the parents as expressed in the Enrollment Application. If parents or designated person cannot be located, the director, teacher, or a person familiar to the child, will accompany the child for emergency treatment. All classroom teachers are certified in American Red Cross CPR and First Aid Training. Parents are responsible for any bills incurred during treatment of a child.

Birthdays

Birthdays are special occasions for children. Families who wish to celebrate a child’s birthday at the center must make prior arrangements with the Director.

Approved celebration items include napkins and cups for the regular snack or store-bought muffins that are not overly sweet. The facility will provide milk and/or juice. Party favors may be sent home with children at dismissal.

For the safety of all children, the following items are not permitted: lollipops, balloons, peanuts, grapes, or popcorn.

If families choose to host a birthday party outside of the center and wish to invite all children in the classroom, invitations may be distributed at the center. If only select children are invited, invitations must be mailed to families to avoid hurt feelings.

Outside Play Periods

Children participate in outdoor activities each day, including during colder/hotter weather. Please ensure your child is dressed appropriately for the season.

In cases of extreme cold, heat, or inclement weather, outdoor play may be modified or replaced with indoor activities.

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Infants will receive a minimum of 30 minutes of outdoor time each day. All other age groups will receive a minimum of 90 minutes (1½ hours) of outdoor play daily, weather permitting.

Rest Time

All children participate in a daily two-hour rest period. Rest time typically occurs between 11:00 a.m. and 1:30 p.m. for younger children and between 11:45 a.m. and 2:00 p.m. for older children.

During this time, children are encouraged to remain on their mats and rest or sleep quietly. Infants are placed in cribs on their backs in accordance with safe sleep practices. No items are permitted in the crib, including blankets, toys, or pacifier holders. Toddlers and older children rest on mats and may use a blanket and/or small pillow provided by center.

Sudden Infant Death Syndrome (SIDS) Prevention Policy

The safety and well-being of infants in our care is our highest priority. Sudden Infant Death Syndrome (SIDS) is the sudden, unexplained death of an infant younger than one year old, typically during sleep. While the exact cause is unknown, research shows that certain safe-sleep practices significantly reduce the risk. Our center strictly follows all recommended guidelines to create the safest sleep environment possible.

Safe Sleep Practices Followed in Our Program

To reduce the risk of SIDS, staff members are trained and required to follow these practices:

- **Back to Sleep:** All infants are placed on their backs for every sleep—no exceptions—unless a physician provides written documentation stating otherwise.
- **Firm, Flat Sleep Surface:** Infants sleep only in a safety-approved crib with a tight-fitting sheet.
- **Nothing in the Crib:** No blankets, pillows, stuffed animals, bibs, toys, positioners, or loose bedding of any kind are allowed in the crib.
- **Individual Sleep Space:** Each infant has their own assigned crib used only by them.
- **Appropriate Sleep Wear:** Only sleep sacks or wearable blankets are permitted. No swaddling unless allowed by licensing and supported by a written doctor's note.
- **Room Temperature and Clothing:** Infants are dressed comfortably to avoid overheating. Staff may remove layers if the child seems warm.
- **Pacifiers:** Allowed without cords, clips, or attachments.

Supervision During Infant Sleep

- Staff maintain active supervision at all times.
- All sleeping infants are visually checked at least every 10–15 minutes, ensuring normal breathing, safe positioning, and clear airways.
- Any concerns, unusual sleep patterns, or health issues are reported to parents the same day.

Prohibited Practices

To protect every infant, the following are never allowed:

- Placing an infant to sleep on their stomach or side (unless medically required)
- Swaddling without written medical authorization
- Using car seats, swings, bouncers, nursing pillows, or other devices for sleep

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- Adding blankets or soft bedding
- Allowing infants to sleep on couches, adult beds, or staff laps
- Covering an infant's head or face with blankets or hoods

Parent Responsibilities

Parents/guardians are expected to:

- Provide updated health and sleep-related information about their child.
 - Supply sleep sacks or approved wearable blankets if desired.
 - Communicate any medical conditions that may affect sleep.
 - Understand and support the center's safe-sleep practices.
- All sleep-related medical exemptions must be in writing from a licensed healthcare provider.

Closures

Pierce Cubs is open January through December, Monday through Friday, from 6:30a.m. until 5:30p.m. except for specified days. The facility will be closed for the following days/holidays with **no rate change**:

- | | |
|---|--|
| • New Year's Day | • July 4 th |
| • MLK day (3 rd Monday in January) | • Labor Day (1 st Monday in Sept) |
| • Good Friday (Friday before Easter) | • Thanksgiving Break (day before/after) |
| • Memorial Day (last Monday in May) | • Christmas Break (tbd-usually 24,25,26) |
| | • Staff training days (last Friday of even months & unspecified) |

Closed **one week during** the summer for vacation. **Annual fees due, no tuition charged.**

***NOTE: If the Holiday listed above falls on a Saturday, we will be closed on the Friday before. If the Holiday listed above falls on a Sunday, we will be closed the next business day.**

PLEASE contact the Director with any questions or concerns.

Parent Involvement

Parents, as a child's primary caregivers, have essential knowledge of their child's skills, interests, and needs. Open communication between parents and staff is a critical component of our work with children. Parental input and involvement in facility activities sends a strong, positive message of acceptance and support to each child.

Opportunities for parent involvement vary. Parents have access to the facility whenever their child is in care; however, all visitors must immediately make their presence known to the person in charge. Parents are encouraged to speak with teachers during arrival and departure times for brief updates or questions.

Classroom Schedules

In accordance with Bright from the Start: Georgia Department of Early Care and Learning (DECAL) requirements, a daily schedule of activities is posted in each classroom. The schedule includes the times and types of activities planned for the day, such as free play, small-group activities, and story time.

Parent Bulletin Board

In accordance with Georgia Department of Early Care and Learning (DECAL) regulations, a

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parent bulletin board is maintained in a location accessible to parents and guardians. The following information is posted and kept current:

- The center's current Child Care Learning Center license
- The location of a copy of Bright from the Start: Georgia Department of Early Care and Learning Rules and Regulations
- A current Communicable Disease Chart
- The names of individuals designated to be in charge in the Director's absence
- The current weekly menu
- A notice requiring all visitors to check in with center staff upon entering the facility

Code of conduct/ Ethics/ Attitude

The care and education of young children is taken very seriously at Pierce Cubs. Our program operates in accordance with the **National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct**.

Fraternization/Socialization

To maintain a safe, equitable, and professional environment, Pierce Cubs prohibits fraternization or socialization between employees and clients, including but not limited to off-site or off-hours interactions. Violations of this policy may result in disciplinary action.

Social Media Policy

Pierce Cubs desires to protect the privacy and confidentiality of our staff, students, parents, and the center itself. Teachers do take photos to record milestones and for educational purposes. Photos are not to be used on any device/website other than a center owned device or any purpose other than for the center. Staff are not permitted to discuss any child enrolled or previously enrolled in the center on any social media account. This includes reaching out to parents on social media about their child.

No Smoking Policy

Smoking, vaping, and the use of e-cigarettes by staff, parents, or visitors are strictly PROHIBITED on the premises at all times. This policy applies to all indoor areas, outdoor play spaces, and parking lots. This policy includes the entire premises.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 887-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the

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complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W., Washington, D.C. 20250-9410
2. fax: (833) 256-1665 or (202) 690-7442
3. email: at program.intake@usda.gov.

Our Goal is to foster strong, trusted partnerships between parents and school staff. By working collaboratively, we ensure that each child receives the maximum benefit from their educational experience.

Our Mission is to provide a safe, nurturing, and engaging environment for children from birth through twelve years of age. We are dedicated to laying a solid foundation that inspires lifelong learning and paves the way for a brighter future for every child in our care.

Please feel free to call upon us at any time if you have any questions.

Dianna Gray - Director and Childcare Specialist
(912) 286-4070

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EMERGENCY PROCEDURES

1. **In case of a Fire:** Gather all children at door. Pick up emergency notebook/iPad. Evacuate children and iPad from building to designated safety zone. If no one has called **911**, call. Next, notify parents of children. Director- within 24 hours notify Bright from the Start: Georgia Department of Early Care and Learning Child Care Services: **1-404-657-5562**.
2. **In case of loss of Heating:** Call a repair person. Put extra clothes and/or jackets/coats on children if available. In case of extreme cold give children blankets/clothes.
3. **In case of loss of Cooling System:** Call a repair person. Open available windows and doors (back doors opening to fenced area.) Turn all available fans on. In case of severe heat and the loss of cooling will be out for extended period notify all parents/close.
4. **In case of Severe Weather:** Take a deep breath and remain calm. Move children into hallway and restrooms away from windows with as little disruption as possible. **In case of a Tornado**, have children place their head between their knees with their heads to the wall. Listen to a battery-operated portable radio for weather updates.
5. **In case of Loss of Electric Power:** Remain calm. Notify electric company ([\(888\) 660-5890](tel:8886605890)) immediately of outage. If possible, in hot weather open windows, in cold weather get blankets and add extra clothing. Notify parents/close **if** power will be out for extended (GP projects more than 2 hours) period.
6. **In case of Loss of Water:** Notify the water department (**449-7000**) immediately of loss of water. Pierce Cubs always has bottled water on hand for drinking purposes. If water is off for a period of over **1 hour** notify parents (close) to pick up their child(ren) for sanitation purposes.
7. **In case of Structural Damage:** Stay calm. Move children to a safe part of the building. Contact a repair person. Depending on the severity of damage parents will be contacted to pick up their child. For example, a broken front glass window will result in children being moved to the other room, parents called for pick-up, and then a repairperson contacted.
8. **In Case of Serious Injury to a Child:** Take a deep breath. Remain calm. Call **911**. Keep child as calm as possible. Notify parents or designated emergency contact if parents are unreachable. Director or teacher accompany child to Memorial Satilla Health of Waycross. Within 24 hours Director notifies Bright from the Start: Georgia Dept. of Early Care and Learning Child Care Services: **1-404-657-5562** of injury.
9. **In case of Loss of a Child:** Take a deep breath. Remain calm. Call **911**. Contact parent. Keep remaining children calm. Extra staff will assist with locating the missing child.
10. **In case of the Death of a Child:** Remain as calm as possible. Call **911**. Move all remaining children to a separate room. Contact parents or designated emergency contact if parents are unreachable. Keep remaining children calm. A substitute may need to be called to come in, so director may speak with Police and parents. Notify Bright from the Start: Georgia Dept. of Early Care and Learning Child Care Services within 24 hours of the death: **1-404-657-5562**

MANDATED REPORTER – All employees of Pierce Cubs are **mandated reporters** of suspected child abuse, neglect, and/or deprivation. Georgia law requires childcare providers to immediately report any known or suspected cases of abuse, neglect, or deprivation to the Georgia Division of Family and Children Services (DFCS).

Pierce Cubs Parent Handbook

AGREEMENT PAGE

Parental Agreement:

I have read and understand the Parent Handbook and agree to abide by all policies and procedures as stated. I have also participated in a parent conference with the Director.

I understand that I am required to provide two weeks' written notice of withdrawal. I am responsible for paying my regular tuition rate during this two-week notice period, whether or not my child continues to attend during that time, and I understand that no refunds will be issued.

I consent to the enrollment of my child(ren) at Pierce Cubs and understand that the facility shall not be held responsible for illness or injury to my child(ren) while in attendance at the facility or while in transit to and from the facility.

Signature of Parent/Guardian

Date

Signature of Director

Date

| Child's Name | Child's Birthday | Age |
|---------------------|-------------------------|------------|
| | | |