STREAM childcare academy

Parent Handbook

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PHILOSOPHY & MISSION

Here at Stream Childcare Academy, we strive to create a nurturing and loving environment for our children. Stream Childcare Academy has carefully designed curriculum a STREAM Curriculum education method. **STREAM** stands for Science, Technology, Reading/writing, Engineering, Art and Mathematics. The integration of multi-disciplinary curricular gives our children a leg up in this technological world. Our goals are to nurture our child's curiosity, inspire creativity, foster confidence, instill their life-long love of learning, and ultimately to help them grow and achieve their full potential.

For more information, visit our website:

www.streamchildcareacademy.com

"Like Us" on Facebook

https://www.facebook.com/streamchildcareacademy/

State Licensed

Stream Childcare Academy is licensed and regulated by Bright from the Start: GA Department of Early Care and Learning. Annual unannounced inspections of the center are conducted to ensure all state standards, policies and procedures are met. A copy of the state rules and regulations and a copy of our most recent licensing review are available to review upon request or online at www.decal.ga.gov.

Accreditation

Peachtree Academy Private School has elected to participate in the accreditation process with several different bodies of review. The process with each one is rigorous, yet we continue to strengthen our high educational standards and improve the high quality of education that we provide.

PROGRAMS

Stream Child Care Academy serves infants (from 6 weeks) through 12 year old students.

Infant

Your newborn's health, safety and emotional security are our teacher's primary concern in our infant room. Our staff is trained in infant First Aid/CPR and Fire Safety. They monitor your child closely throughout the day and communicate developmental milestones, sleeping and eating patterns to each parent. Our low ratios enable us to give our infants the special attention they require and the peace of mind you deserve. Our infants are beginning learners as they start to recognize their surroundings through sight and sound and even touch.

Toddlers

The second year of your child life is very important as we focus on the social, physical growth and development of your child. Toddlers are early learners and we introduce activities that nurture the desire to learn. What appears to be a good time, is *Learning in Action!* Using **Stream Curriculum**, our toddlers & early preschoolers catch bubbles, play in the sand table, play pretend in housekeeping and scribble with paint using the Georgia Early Learning Developmental Standards **(GELDS)** as our foundation. Also Large group activities such as singing songs and playing educational games start them on the right track. "Potty Training" is introduced in this classroom.

Private Preschool

When your child enters our private preschool classroom (3 and 4 year olds), they are introduced to "Circle Time" and begin learning in a more structured environment. Circle time introduces a phonics-based component that supports early reading skills. Also based on classroom schedule, students are encouraged to explore the reading, writing, science, art and housekeeping centers every day.

Our weekly lesson plans, uses **The Stream Curriculum**, to address the Georgia Early Learning Developmental Standards **(GELDS)** such as Physical Development & Motor Skills, Emotional & Social Development, Approaches to Play & Learning and Communication and Language & Literacy Skills and Cognitive Development. For more information about GELDS, visit www.gelds.decal.ga.gov .

GA Lottery Funded Pre-K Program

Stream Childcare Academy has two GA Lottery Funded Pre-K programs. A major goal of this program is to provide appropriate activities and learning experiences that help prepare young children for school. For a child to be school ready, it means they are socially, emotionally, physically, and cognitively prepared for success in kindergarten. Georgia's Pre-K Program helps children become independent, self-confident, enthusiastic learners. Participation in the program encourages children to develop good habits and daily routines.

The only 2 requirements to enroll into the GA Lottery Pre-K program are: The student must be 4 years old by September 1st & a Georgia resident. No income requirements. Visit www.decal.ga.gov for more details.

To register, you must provide the following documents:

____**Birth Certificate**
____**Social Security Card**
____**Form 3231 – Current Immunization Certificate**
____**Form 3300 – Eye, Ear, Dental Certificate**
____**Proof of Residency** – (Utility bill, lease agreement)
____**Proof of Category I** - (Medicaid, Food Stamps, TANF)

After School Program

We offer a safe environment that provides structure but allows for independence to meet the needs of our school-age students. We provide homework assistance and age appropriate extracurricular activities to ensure a well-rounded child. Stream Childcare Academy transports these students from the surrounding elementary schools in our neighborhood. Care is also available during Spring, Winter & Summer Breaks.

Summer Enrichment Program

Our Summer Enrichment Program provides your school age child with exciting experiences and the opportunity to building lifelong friends & fond memories. We believe that summer is a special time to learn new things and explore our city. Our summer curriculum will surround themed activities such as "Around the World" – Social Studies Camp or "Big Thinkers" - Math & Science Camp. This allows for weekly activities surrounding the theme for the summer. Summer camp also includes fieldtrips such as swimming, bowling, movies, park, etc.

Grouping and Staff/Child Ratios

Children are grouped in the Center to comply with Georgia State Licensing Rules & Regulations. Children are enrolled and grouped so as not to exceed Georgia Licensing Rules & Regulations. These ratios are:

Infants (6 weeks – 12 months)	1:6
Toddlers (12 months – 23 months)	1:8
Two's	1:10
Three's	1:15
Four's	1:18
Five's	1:20

Our classrooms will never exceed the required ratio during any time. When field trips or other activities are scheduled that might require additional staffing to facilitate adult-child interaction, supervision and constructive activity among children, the Director will ensure that this is in place.

POLICIES AND PROCEDURES

HOURS OF OPERATION

Stream Childcare Academy is open Monday through Friday from 6:30 a.m. until 6:30 p.m. Our facility is open throughout the year with the exception of the following holidays, New Years Day, MLK Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & day after and The Week of Christmas which includes (Christmas Eve & Christmas Day) and New Years Eve.

ENROLLMENT POLICY & DAILY PROCEDURES

Students must be properly enrolled in our program by completing our enrollment packet. Parents or guardians must complete an enrollment application and all required paperwork. In addition, a registration fee must be paid at time of enrollment. Additional registration fees may be required based on which program you are enrolling (i.e after school care and/or summer enrichment programs). **Registration fees are nonrefundable and apply to all participants.**

The following is a list of the forms that must be completed and on file upon enrollment. List varies slightly based on programs. (List may change without notice):

- Enrollment Application
- BFTS GA Pre-K Application ***(GA Lottery Pre-k only)***
- Medical Agreement Form
- Emergency Form Card
- Immunization forms (3231)**
- Eye, ear, dental (3300); applicable to students age 3 and above**
- Social Security card (exceptions may apply)
- Birth certificate (acceptable – passport, green card, pink card, I-94,)
- CACFP Income Eligibility Form
  **Proof of Category I – Medicaid; Food Stamp; Peach care; TANF
- CACFP Infant Food waiver ***(infant only)***
- Infant Daily Care Plan Sheet ***(infant only)***
- Transportation Agreement ***(if applicable)***

****Must submit 3231 form within 30 days & 3300 forms within 90 days of enrollment. For more information regarding the importance of immunizations, visit:** http://dph.georgia.gov/

CHANGES IN ENROLLMENT INFORMATION

It is very important to keep your child's file current and updated. Whenever you have any information on the enrollment application or any other form change, parents must provide updated information immediately. Current files are crucial to prompt parental notification and the health and safety of your child.

CONFIDENTIALLY

Confidentially applies to all students enrolled in our center. Our staff is trained on the importance of confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Student files are stored in a secure location with access limited to the director and the child's teacher. No information will be released without receiving the written permission of the parent/guardian.

ATTENDANCE & TARDINESS

The center would like to know in advance or early in the day if a child will be absent or has a scheduled vacation. If the child is ill, the center needs to know what type of illness in order to watch for similar symptoms in other children. You will be charged ½ your weekly tuition fee when your child is absence for a week to hold their place in our program.

Parents in the Learning Center (infants/toddlers/preschoolers) are asked to have their children at the center by 9:00a.m. to enjoy the educational

activities scheduled for the day. Unless arrangements are made in advance, children may not be accepted after 10:00 a.m.

GA Lottery Pre-K: Children who do not attend our program on a regular basis, and/or who are routinely late, or routinely leave the program early may be dis-enrolled. In addition, children who are always late, leave early, or are absent for 10 consecutive days without a medical or other reasonable explanation will be dis-enrolled from the GA Lottery Pre-K program. Note: Pre-K Program hours are 8:00 a.m. – 2:30 p.m. If your child is in attendance for our after school program, you will be charged a daily $15 fee.

SIGN IN/OUT PROCEDURES

Parents or guardians must sign their children in and out every day. No one under the age of 16 will be permitted to sign out or transport a child from our Program. Students will be released to the custodial parent/guardian or those listed on the registration form. The director and office staff reserves the right to restrict unauthorized persons from signing out students. The center should be notified, in writing, of any changes.

AUTHORIZATION TO PICK UP CHILD

Stream Childcare Academy must have a completed enrollment application on file which lists person(s) authorized to pick up your child. Only persons listed on the enrollment form will be allowed to take your child from the center, unless arrangements with our front office have been made in writing and/or email.

If there is an unusual restriction for authorized persons, please clearly note circumstances on the enrollment application. In an emergency, the child can be released to a non-listed party with written permission from the parent/guardian. A picture ID, i.e. driver's license may be required.

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ENROLLMENT OF STUDENTS WITH DISABILITIES

Stream Childcare Academy welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Our teachers here at Stream Childcare Academy use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or

modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and our teachers will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Stream Childcare Academy supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Our center will provide reasonable accommodations to students with disabilities, unless there is a requirement of a specific medical matter and doing so would result in an undue hardship to our center. Children who require special care and procedures are admitted to Stream Childcare Academy ONLY after it is agreed by both parent and management that we can accommodate the child adequately.

TRANSITIONAL PERIOD

Stream Childcare Academy may create a transitional plan to help new children feel comfortable by including a drop-in visit prior to enrollment. This process helps ease the transition as the child separates from his or her parent to a new environment. Fees may apply.

STUDENT WITHDRAWAL

To withdraw a child from the program at Stream Childcare Academy, please give two (2) weeks notice in writing to the Director. If you leave our center prior to the two weeks notice, Stream Childcare Academy will charge your account for the 2 weeks of tuition payments.

PAYMENT POLICY

Tuition Payments – All Payments are due on Monday for the week. For your convenience, Stream Childcare Academy uses Electronic Billing through Tuition Express to process tuition and fee payments safely, quickly and efficiently. We will require a bank routing/account number to establish account when enrolled.

We also accept credit card payments. Processing fee is $5. A late fee of $10.00 will be charged to your account if fees are not collected by Tuesday at noon. Payments made on Friday are for the upcoming week. Refunds are provided under certain circumstances.

Drop-in/Part-time Rates – Infant/Toddler/Preschoolers – Drop In and Part time rates are available based on availability in the requested classroom. Our main office can share available within our programs.

Note: School Age Daily drop in rates are available if Cobb County Schools are closed. .

No Attendance Policy – Infant/Toddler/Preschoolers – If your child does not attend for a week, you pay ½ the weekly fee to hold your child's placement in our program. If your child attends 3 or more days, you pay the entire weekly fee.

NSF Charges – For all returned checks a $35.00 processing fee will be charged to your account. If **2 or more** checks are returned, your payment MUST be PAID by cash or money order. **NO EXCEPTIONS.**

GA Pre-K Only – Pre-K program hours are 8:00 a.m. – 2:30 p.m. You must pick up your child up by 2:45 p.m., to avoid a $15 daily fee for our After-School Care Program services. Rates may change without notice.

LATE PICK UP –Our center closes promptly @ 6:30pm. Parents should make every effort to pick up your child on time. Late fees are $1.00 per minute after 6:30 p.m. **You will be issued 2 FREE Late Passes**. If you are late **3** times, late charges will be added to your account and paid to the employee that watched your child. **The late fee policy will be strictly enforced for all parents. Continued late pick ups may result in warnings and ultimate dismissal from the program.**

HEALTH & SAFETY POLICIES

NOTIFICATION OF COMMUNICABLE DISEASES

Stream Childcare Academy will notify parents if we suspect your child is ill or has a communicable disease and you will be required to pick up your child immediately. Children shall not be admitted nor allowed to remain at the center if the child has a temperature of 101 degrees or higher, and other contagious symptoms, such as but not limited to rash, diarrhea, or a sore throat. Your child may return after 24 hours free of these symptoms or with a physician's note that they are no longer contagious. A list of communicable diseases and procedure for the exclusion of ill children is located for parent viewing in the front lobby. This requirement is imposed by the Bright from the Start (Department of Early Care and Learning) and is intended for the protection of all our students. For more information on Georgia's communicable diseases and immunization guidelines, visit http://dph.georgia.gov/

ADMINISTERING OF MEDICATIONS

In efforts to provide your child with the highest level of care and safety, we have implemented the following medicine policy regulated by the Bright from the Start (Department of Early Care and Learning):

- Stream Childcare Academy will dispense medication at 11:00 a.m. and 3:00 p.m. unless different timeframes stated by physician and/or parent.
- Parents must complete and sign a medication form and it will be effective for only 2 weeks. If additional time is required, a new form must be completed.
- Stream Childcare Academy encourages parents to dispense over the counter medication, such as cough syrup, fever reducer before drop off.
- Medicine must be in original container and must be labeled with child's name.
- Stream Childcare Academy encourages parents to apply sunscreen and insect repellent before drop off. However, if approved by parent/guardian, some may be applied during the day by our staff. Please provide notice if sunscreen or repellent should not be applied. An allergic reaction is our first concern.

SPECIAL REQUIREMENTS

Parents are responsible for providing written information about their children regarding known allergies, physical, mental health and/or developmental disorders that may limit the child's participation in our program and activities. This information

should be documented on enrollment application or on the Student Participation Letter.

CHILD EMERGENCY PROCEDURES

Should your child become ill with symptoms causing moderate discomfort to the child, such as, but not limited to any of the following: elevated temperature, vomiting or diarrhea; or suffer an accident of any nature, during the time he or she is in the care of Stream Childcare Academy, the center will contact the parent immediately.

If your child's illness or injury requires professional medical attention, Stream Childcare Academy will be authorized to secure such medical attention and care. The center will contact 911, and also notify parents immediately. If necessary, the center will transport child by ambulance to: **Well Star Medical Center, 3950 Austell Road, Austell, Georgia 30106,770.732.4000.**

Should a child wander away from the Stream Childcare Academy or otherwise becomes missing, the Cobb County Police Department (via the 911 center) will be notified. Parents will be notified immediately.

DRESS CODE

Children must be dressed appropriately and according to weather conditions. Coats or sweater should be worn when needed for outdoor play even in the cooler or cold temperatures. Shoes: No sandals or sneakers with roller blades. ***Sandals allow for toes to be stubbed between the opening and small items such as wood chips or pea gravel enter the shoe and hurt.***

Children should bring at least one full change of clothing including underwear and socks. You may bring the change of clothing each day and leave in their book bag or leave in the classroom each week.

HANDWASHING

Hand washing is the simplest and most effective thing students can do to reduce the spread of colds, flu, skin infections and diarrhea. Eating, nail biting, thumb sucking, and touching toys are all ways germs can spread.

Children must wash hands upon entering the classroom. Students are encouraged to wash hands throughout the day, especially before eating food and after using the restroom; sneezing or blowing their nose, coming from outside play.

Hand washing is for 10 full seconds with soap, rinsing in running water, dry hands with a clean paper towel and use the paper towel to turn off the water.

REDUCING SUDDEN INFANT DEATH SYNDROME (SIDS)

Babies are placed to sleep on their backs instead of their stomachs. It has been associated with a dramatic decrease in deaths from SIDS. Loose items such as pillows & stuff toys are removed from crib to reduce SIDS. If using a blanket, it is tucked around the crib mattress, reaching only as far as the baby's chest.

PREVENTION OF HIV/AIDS

Increasing your knowledge on the prevention of HIV/AIDS is encouraged. With more education, we can adopt protective practices and make healthy and informed decisions when it comes to caring for our children.
For more information visit: http://dph.georgia.gov/ .

SPECIAL TOYS AND PERSONAL ITEMS

Children should not bring any special toys or personal items to school unless requested by teacher for special days like Show & Tell. Children should not bring any game systems such as Nintendo DS, cell phones and Ipads to school at anytime.

If your family has something at home that you think would contribute to the school day or class project, we encourage you to speak with the teacher to see how we can incorporate into the school day.

Stream Childcare Academy is not responsibility for such lost and/or missing items brought on our premises.

INCIDENT REPORTS

The center has a policy to create incident reports whenever there is a need to report an incident and/or accident to the parent and/or guardian. A signed copy of this incident report is provided to you and one is placed in the child's file.

CHILD ABUSE POLICY

Stream Childcare Academy believes that the safety, support, and care of your child(ren) is the most important part of our program. Stream Childcare Academy is regulated to follow the federal/state law which has the following provisions safeguarding the well-being of our child(ren).

Childcare personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

LIABILITY

All students must be adequately insured by a private medical or public medical plan**.** The parent acknowledges that center does not provide medical insurance to the children in our program and the parent shall assume responsibility for medical expenses. Furthermore, the parent hereby forever releases, discharges, and covenant to hold harmless Stream Childcare Academy and its staff members to any claims that may arise during your child's enrollment in our program.

It is the responsibility of the parent or guardian to complete all forms accurately and maintain records as changes occur in phone numbers, address, medical history, guardianship, and other pertinent information.

EMERGENCY PLANS

INCLEMENT WEATHER PROCEDURES

If the weather calls for ice, snow or any type of severe weather, Stream Childcare Academy will follow the Cobb County School System procedures. So, if Cobb County Schools are closed – Stream Childcare Academy will be closed. Special Note: We may open at noon if weather permits. Please call the center for specific details provided on our voicemail on these special days. Main number (770)693-9481. An email will also be sent to provide additional information.

In the event of severe weather warning, such as tornado, the center will follow the procedures designed for the public school system by moving to

the center of the building, lowest level, heads down with arms covering neck and head.

EARLY DISMISSAL

Inclement weather conditions or unanticipated hazards may result in the cancellation of the scheduled day. Please make emergency arrangements for your child in such cases. **Refunds are not granted on days of early dismissal.**

BUILDING EMERGENCIES

If the building is determined to be unsafe or unusually uncomfortable, parents will be notified and asked to pick up children immediately.

In the event of the need to evacuate the building because of fire or any other evacuation type emergency, the center will follow the evacuation procedures, by going to the nearest exit. Evacuation plans are posted throughout the building. Fire Drills are performed on a monthly basis to familiarize children with the procedure. Tornado Drills are also performed based on state requirements.

WELLNESS POLICY

Stream Childcare Academy has a written Nutrition & Physical Activity Wellness Policy to support an environment where healthy behaviors are developed and reinforced. Our wellness policy shows our commitment reduce childhood obesity.

NUTRITION POLICIES:

MEAL TIMES

Stream Childcare Academy provides breakfast, morning snacks, lunch and afternoon snacks depending on the length of time your child spends in our program. All meals and snacks are USDA certified and our facility is sponsored by the Child and Adult Food Program (CACFP). No outside food is allowed unless otherwise directed by a doctor. Examples of meals and snacks are:

Breakfast	Cereal, Apple slices & Milk Whole wheat waffles, Peaches & Milk
Lunch	Chicken Nuggets, Applesauce, Green beans, & Milk Whole wheat Spaghetti, Pineapple, Corn, Roll & Milk
Snack	Crackers & Juice Pretzels & Milk

- **Food is served family-style;** which encourages our students to participate in meal time. This promotes awareness and independence for students when helping with preparing and serving meals.
- Stream Childcare Academy strives to serve foods that have a low fat and sugar content and a high nutrition value. Foods include whole grains, fruits and vegetables.
- No Pork is served.
- Children always have access to safe drinking water throughout the day. Water is taken outside during outdoor play for students to drink, especially on extremely hot days.
- Food is not used as an incentive or a punishment.

WELLNESS POLICY (cont'd)

INFANT FEEDING

- Parents must complete an **Infant Feeding Plan** upon enrollment for infants 6 weeks – 12months.
- Stream Childcare Academy understands the benefits of breastfeeding. Our center supports this effort by having a private area in our infant room for our breastfeeding moms. A refrigerator is available to keep expressed milk.
- Our staff is properly trained to handle breast milk and can provide breastfeeding support materials upon request.

- Stream Childcare Academy practice responsive feeding by encouraging infants and children to eat when they are hungry, and stop when they are full.
- Stream Childcare Academy has available a select brand of formula for infants in our program, if requested. A signed Infant Meal letter must be placed in the child's file if formula is waived.

SOCIAL CELEBRATIONS

We actively encourage social development and the fostering of special friendships outside of our center. To help with this, the center will provide a class list with addresses, phone numbers, and e-mails for our families. Participation is strictly voluntary, but it helps your child stay in touch with special friends after school/center hours.

Please do not bring invitations to pass out at school unless there is one for everyone. Encourage older students to use class lists to send invitations through the mail. This builds social awareness of how to use the postal system and language skills by correctly addressing an envelope.

Birthdays are celebrated at school during snack time (2:00 pm). You may bring in a small cake to serve at the center for your child. However, we do encourage healthy alternatives like fresh fruit and vegetables, cheese and crackers. We provide 100% fruit juice and other supplies.

Special Note: When providing foods for the center, please be mindful of students with allergies.

WELLNESS POLICY (cont'd)

PHYSICAL ACTIVITY POLICIES:

Our physical activity wellness policy is to support an environment where healthy behaviors are developed and reinforced. It shows our commitment to reduce childhood obesity. Our center strives to be good roles models, through ongoing staff trainings and parent involvement. Please reference our Parent Resource Center for ways you, as a parent, can reinforce these behaviors at home.

LESSON PLANS

- Preschoolers are provided with 120 minutes of daily indoor and outdoor play time. This includes 60 minutes of teacher-led physical activities.
- Throughout the school year, physical activities are always scheduled in our weekly curriculum and/or lesson plans. Special monthly themes also address healthy activities during school.
- Limited Screen time (TV, DVR, Computers) for students. Screen time is limited to 30 minutes per week and is commercial-free, educational programs.

INFANTS & TODDLERS PHYSICAL ACTIVITIES

- Daily tummy time is provided for all infants.
- Toddlers are provided with 90 minutes of daily indoor and outdoor play time. This includes 30 minutes of teacher-led physical activities.
- NO Screen time for children under the age of two.

FAMILY INVOLVEMENT

OPEN DOOR POLICY

Stream Childcare Academy encourages open communication between families, staff and management. We ensure that staff and families have an effective way of negotiating difficulties and differences that arise during their interactions.

Stream Childcare Academy handles these differences that arise and that are not simply resolved through communication either through parent/teacher conference, individual meeting with teacher, director and/or owner. Please feel free to call on us -- our doors are always open and we are only able to address matters that are brought to our attention in a timely and an appropriate manner.

PARENTAL ACCESS

Parents and guardians of children are welcome to visit at any time that the child is in attendance. However, before visiting child care areas, please check in with our office staff on duty and/or the center director.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are conducted in the Winter and Spring for our GA Lottery Pre-K. In our Infant, Toddler and Preschool programs, parent/teacher conferences are conducted once a year, during the Spring. However, a parent/teacher conference can be requested at any time during the year.

Our conferences share information with our parents based on our assessment of our student's developmental stages based on Georgia Early Learning Standards (GELDS) for our infant, toddler and preschool students. For our Pre-k Students, we use the Georgia Lottery Pre-k Content Standards.

PARENT VOLUNTEERS

Parents are encouraged to volunteer and participate in all Stream Childcare Academy functions and activities. We also encourage parents to attend all scheduled meetings (open house), conferences and help with fundraisers.

SOCIAL MEDIA/NETWORKING

In our current society, social media/networking, (ie. FaceBook, Twitter, InstantGram, Blogs, etc) has become ingrained in our daily culture. Stream Childcare Academy understands that social media/networking can be a fun and rewarding way to share life achievements, opinions with friends & family.

However, use of social media also presents certain risks and carries with it certain responsibilities. Stream Childcare Academy understands that social media highlights our families personal lifestyle (i.e various celebrations, lifestyle choices, religious beliefs, etc) BUT should remain separate from our staff's work regime or routine.

Therefore, Stream Childcare Academy encourages our staff to make good decisions about use of social media. Stream Childcare Academy:

1. Prohibits all employees to post pictures of the center's enrolled parents and their children on their personal social media pages.
2. Discourages employees to be "friends" with enrolled parents and/or parent's children/students on social media.

Our staff using their personal social media/networking should in no way, post confidential, disparaging or negative comments regarding Stream

Childcare Academy policies, procedures and/or information about enrolled parents, children and co-workers.

NO BABY SITTING POLICY

Stream Childcare Academy discourages employees to engage in babysitting services outside of our center. While at Stream Childcare Academy, staff is under the supervision of the Director and teachers professionally trained in early childhood environment, we have no supervisory authority or control over staff who provide babysitting services away from or outside of Stream Childcare Academy premises. We cannot be responsible for their acts while engaged in such activity.

Stream Childcare Academy does not recommend or become involved in the recommendation of any of our staff for outside babysitting away from Stream Childcare Academy premises – any arrangement for such services is strictly between you and the staff member.

Stream Childcare Academy is not a party to any outside babysitting agreement nor can Stream Childcare Academy make any guarantees, warranties, or representations as to any outside babysitting services.

Please be advised that should you engage the services of any staff member for babysitting services, Stream Childcare Academy will not be responsible or liable for any acts or omissions in connection with such services or for any staff member while providing such services.

Furthermore, if a staff member transports your child from Stream Childcare Academy premises in their personal vehicle, as part of any babysitting services away from Stream Childcare Academy premises, Stream Childcare Academy is not responsible for any injuries that may be incurred during that transportation.

Please Note: If you chose to take exception to this policy, please sign a "hold harmless" waiver form we have in the main office.

DISCIPLINE PROCEDURES

Stream Childcare Academy staff uses positive reinforcement as a form of discipline. Our goal is to recognize children for positive behavior with special notes and praise. However, if a child is disruptive, disrespectful to authority, or threatening to him/herself or other students, the following

discipline procedures are implemented. After several appropriate actions taken by the student's teacher, the following guidelines will be followed:

1st Offense - Director counsels with student.
2nd Offense - Director counsels with student, and notifies parent by phone and/or in writing.
3rd Offense - Director counsels with student, and notifies parent by phone and/or in writing, that the student may be temporarily dismissed(suspended).A meeting may be required.

4th Offense - Dismissal of student from program for remainder of the program.

Assessment of the nature and severity of the offense is left to the discretion of the Director and the teachers. Severe violations may necessitate immediate dismissal for a first offense.

TRANSPORTATION

Stream Childcare Academy provides transportation from the local elementary schools.

We also transport our Summer programs on local field trips. A transportation agreement must be completed and on file.

WEAPONS/DRUG POLICY

Weapons and drug possession are not allowed on the grounds of Stream Childcare Academy

NO SMOKING

No Smoking is allowed on the grounds of Stream Childcare Academy.

Stream Childcare Academy

PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT

I, _____ the parents
Parent/Guardian first & last name

_____,
Child's first & last name

__Have read this handbook in its entirety & understand its contents.

__Have completed all the required enrollment papers

__Agree to pick my child up on time

__If applicable, agree to pay the tuition due every week by Monday of each week.

Please sign and return this page of the handbook so that it can be placed in your child's file. Thank You.

_____

Parent/Guardian Signature **Date**

PLEASE RETURN THIS SIGNED SHEET TO THE FRONT DESK AS SOON AS POSSIBLE.

THANK YOU FOR YOUR SUPPORT.