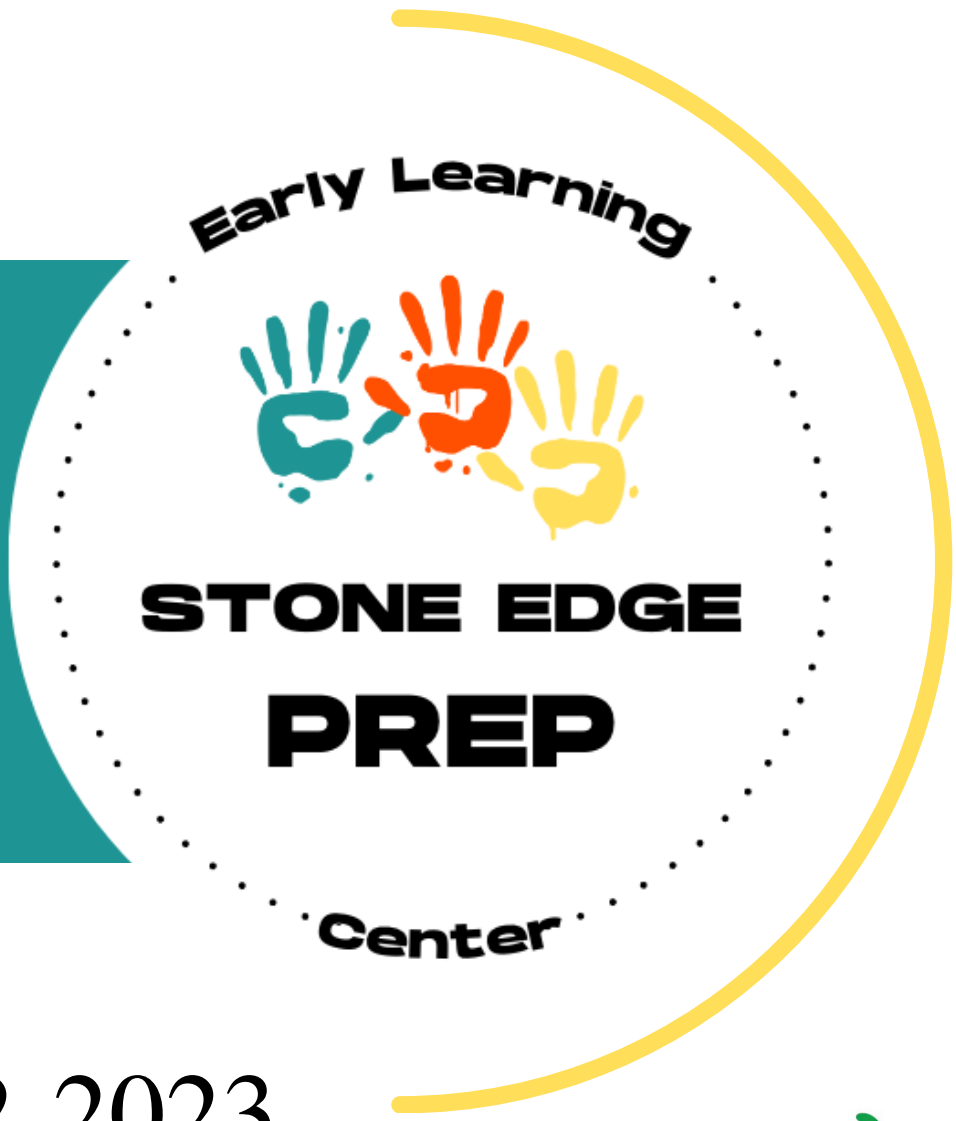




“ Developing little
minds for a big future!
-Marleene Ocasio
Director ”



2022-2023 PARENT HANDBOOK



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Introduction

Stone Edge Prep is an Early Learning Center committed to meeting the need of young children. Our Program is centered around fostering an environment that is safe, encouraging, stimulating and nurturing to all children. We are excited that through our Learning Center we have created another way to connect with the community and share the love of God. Meeting the needs of families has always been the primary focus of Stone Edge Church/ Through our Early Learning Center we provide childcare that fosters children's natural desire to discover, explore, create, and become lifelong learners. Stone Edge Prep is located in a state of the art facility that consists of eight Classrooms and an Indoor Playground/Music and Movement space. It also includes an Outdoor Play area with structures that are appropriate for all ages. Each classroom is designed to meet the development of each child by providing active interactions with peers, caregivers, materials, purposeful toys and events. Stone Edge Prep knows the importance of providing a strong foundation for children and we are truly committed to developing all aspects of the child.

Our Mission Statement

It is our mission to provide high quality care, social skills, academics, and a great awareness of God's Love in a safe, nurturing, and loving environment. Allowing every young child to thrive to their fullest potential is our main focus.

StoneEdge prep

Stone Edge Prep Services and Operations

Serves children ages: 6 weeks - 12 years old

Hours of Operation: 6:30 am - 6:00 pm

Days of Operation: Monday - Friday

Months of Operation: January - December

2022-2023 School Calendar

August 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 Start of New Semester  School Closed

August 1: First Day of New Semester

September 5: **No school**- Labor Day

October 10: **No School**- Teacher Work

November 11: **No School**- Veterans Day

November 23-25: **No School**- Thanksgiving

December 23 & 26: **No School**- Christmas

December 30, 31 & January 1 & 2: **No School**- New Year's

January 16: **No School**- Martin Luther King Jr.'s Day

February 20: **No School**- President's Day

Amendment 1/24: April 7: **No School**- Good Friday

May 29: **No School**- Memorial Day

June 19: **No School**- Juneteenth

July 4: **No School**- Independence Day

Non discrimination Statement

Stone Edge Prep does not discriminate on the basis of gender, race, disability, religion, sexual orientation or national/ethnic origin in its admissions or hiring policies.

Our Staff

Our staff consists of teachers and volunteers that are nurturing, supportive and dedicated to the growth and development of young children. Staff members are trained in first aid and CPR, they meet all Bright from the Start employee requirements.

All staff members complete criminal background checks prior to employment. Continuing education training courses are required for all teachers to complete during the year. The safety and quality of education for our students is a top priority at Stone Edge Prep.

Enrollment and Admission Requirements

- 1) Once placement has been determined by office staff, the parents/guardians will complete the enrollment package.
- 2) Parents/guardians must provide a copy of the child's birth certificate. 3) Parents/guardians must provide a copy of immunization records.
- 4) Parents/guardians must pay a \$125 registration fee at the time of completion of enrollment.
- 5) Parents/guardians will be responsible for supplying and updating all needed information, and is required to make Prep aware of any changes as soon as possible. 6) I'll parents/guardians Must sign acknowledge receipt form of important documents at the time of registration.
- 7) The parent/guardian is responsible for escorting the child to and from Prep, and is required to sign the child in and out daily. **No Exceptions**
- 8) Please note that Stone Edge Prep has a visible posting area near the entrance of the facility, a copy of the license, rules, review evaluation report, communicable disease chart, statement of parental access, names of person in charge, current weekly menu and other important documents are posted in this space.
- 9) **Amendment 11/9/22:** This is to inform you that Stone Edge Prep has placed an upper limit on the daily amount of care provided for a child. Stone Edge Prep has implemented a 10 hour daily rule policy. The 10 hour daily child care limit has been established to protect children. Although Stone Edge Prep's hours of operation are 6:30AM-6:00PM, students cannot exceed 10 hours of daily child care provided by Stone Edge Prep. Should this become a repeated pattern, we will send a warning letter which could lead up to termination of child care services. Stone Edge Prep reserves the right to implement a new policy, or discontinue existing policies.

Curriculum

Our Mother Goose Curriculum allows for fun friendly child- initiated, teacher-directed activities and experiences. It supports the development of all children and provides enriched learning activities. Children will learn about the love of God through practical songs, games and crafts. Each classroom allows for dramatic play, gross motor, fine motor, blocks, books, manipulative activities, music and movement, science/nature, arts and crafts and free exploration.

Cut Off Time

Our Learning Center has a **cut off time of 9:30 a.m.**, our Center has implemented this cut off time to maintain the same schedule and routine with our students. Each classroom prepares the child for their transition into the next class and having a set routine helps them adjust to their environment. **We are flexible when it comes to doctor, dentist, or other appointments but please let us know 24 hours beforehand.**

Positive Discipline

It is our practice to use positive discipline. This allows each child to feel comfortable, secure, and safe. We want to encourage children to show self-control, respect and positive behavior. When our teachers set clear, consistent and realistic limits children will become easier to redirect. Our teachers will model and give children the tools to respect the feelings and rights of others. All teachers will recognize and praise appropriate and positive behaviors. Any negative behavior will be redirected by discussing expectations and by offering choices to achieve positive behavior.

Discipline Policies

Stone Edge Prep operates under the following policies any of these actions are prohibited and will not be tolerated.

- No punishment, such a spanking will ever be used.
- No child will be subjected to cruel or severe punishments or verbal abuse, including shaming, frightening or humiliating.
- No form of negative behavior shall be directed towards any child.

Behavior Management

Prep will work closely with parents to provide a partnership that allows us to work together when trying to assist with any behavioral challenges. Together we will be consistent, have clear expectations, and maintain a positive communication plan to correct unwanted behaviors.

It is our policy that if negative behavior becomes severely disruptive to the overall environment we must make a decision that serves in the interest of all parties involved.

The following steps will occur if remedial actions do not correct the negative behaviors being displayed:

- Child's parent/guardian will be advised verbally and in writing.
- The child may be suspended for a length of time from the program. In this case the parent/guardian will be informed the length of suspension period in writing.
- The parent/guardian will be informed about expected behavioral changes required in order for the child to return to Prep.

Failure of the child/parent to satisfy any or all of the terms of a written plan may result in permanent expulsion from Prep.

Health and Safety Policies

Stone Edge Prep is committed to making it a top priority to provide a healthy and safe learning environment for all children.

**** Please make sure you maintain an up-to-date list of emergency contact numbers for your child. Notify Prep of any changes in your address, phone or emergency information.**

Illness Policy

Any illness prevents the child from participating comfortably in daily activities. As well as provides a threat to others in the facility. Parents will be contacted and child will be sent home if staff observed any of the following symptoms;

A fever of 101° or higher, diarrhea, vomiting, sore throat, rash, persistent cough, discharge of discolored mucus or communicable disease (Pinkeye, Scabies, Tuberculosis, Impetigo, Strep Throat, Chicken Pox, Hand Foot and Mouth, Pertussis, Mumps, Hepatitis A virus, Measles, Rubella and Herpes Simplex)

Any child showing symptoms will need to be picked up as soon as possible to limit exposure of other children to such symptoms. **Children must be FEVER FREE AND SYMPTOMS FREE for 24 hours BEFORE returning to school (without the use of any fever reducers medicine).**

Stone Edge Prep reserves the right to make final determination of exclusions due to illness.

By Law Stone Edge Prep is required to report any suspected case of notifiable communicable diseases to the local County Health Department. A written letter will be sent home to all families to notify them of any existing cases of a communicable disease.

Medication

Medication may be given to a child during school hours only if a parent/guardian has completed a Medication Authorization Form. This form is available at the front desk and must be completed with all written details and signature. All medication must be in its original packaging and must be given to office personnel along with an authorization form. **Do not send any type of medication in your child's lunch box or other personal belongings.** Medication will be limited to no more than two weeks unless given written authorization from the physician. We will not dispense medication if form is incomplete or medication is not in the original package. If there is an adverse reaction we will immediately notify the parents by telephone.

Accidents/Injuries/Illness

In the event a child becomes seriously injured or ill a staff member will call 911, and notify parents immediately. Coliseum Northside Hospital is the closest facility, however emergency personnel will be responsible for making appropriate decisions based on the nature of the injury.

Accident Reports

If a child is ill or injuries are non-life-threatening parents will be notified by telephone and will receive a written accident report by staff during pick up.

Allergies Notification

Parents are required to notify Prep of any known allergies upon enrollment. An allergy alert form must be filled out and updated frequently for a child with known allergies. This will include a detailed plan instructing staff how to avoid and handle known allergies. An allergy alert form will be posted within the facility and a child will be given an assigned seating area during snacks and lunches to avoid coming in contact with foods the child may be allergic to.

Parent Notification

In the event a parent/guardian needs to be contacted if it is an emergency a direct phone call will be made to the number provided on the emergency form. If parents cannot be reached we will call emergency contacts listed until someone is able to be reached. In the event of a non emergency event parents will be notified by written letter or email from the Director or office personnel.

Child Abuse Reporting By Law

By law Stone Edge Prep will report any suspected child abuse according to Georgia laws. This includes exploitation, deprivation or neglect that is suspected or brought to the attention of any of our staff.

Emergency Procedures

In the event any emergency takes place an emergency plan has been developed and are posted for parents viewing.

Fire Evacuation

Evacuation procedures are practiced regularly. All children and staff will exit the building through the nearest exit and meet in a designated place.

Severe/Weather/ Tornado

In the event of a severe weather warning, All children are placed in a designated area until office personnel signal it's clear to return to normal routine/or give special instructions.

Lock Down

In the event of a lockdown children are placed in a designated area in all doors within the facility are locked until safety is confirmed. Parents will be notified of lockdown by school office staff through verbal or written communication.

Bomb Threat

Children and staff will evacuate the building to a safe location away from the building. Parents will be notified immediately by office staff.

Hazardous Material

In the event of a Hazardous material, children will be placed in a designated area until it is safe to evacuate. Parents will be notified to pick up their child by office staff.

Physical Plant Problems

If for any reason physical plants are not operable within a reasonable time frame, parent's/guardians will be notified to pick-up the child. Prep will remain closed until all physical plants are operating correctly.

Illegal Drugs and Alcohol

No illegal drugs or alcohol or allowed on school premises at any time. Any Stone Edge Prep staff have the right to search possessions and report to authorities if any illegal substance is found.

Weapons

Any weapons on campus is subject to dismissal. Weapons are defined as any type of gun, knife, firework, smoke bomb, lighter or any other object capable of inflicting bodily harm.

Tobacco

Smoking or the use of other tobacco products is not allowed on the Stone Edge Prep campus. We have the right to ask anyone who violates this policy to leave the property immediately.

Custody

Any special arrangements regarding custody and or/visitations restrictions should be made between the parents/guardians and the Director. It is the responsibility of the parent/guardian to keep the students file current with the most recent legal documentation. Actions by the school is limited to the current legal document we have on file.

Withdrawal Procedures

In the event a parent/guardian must withdraw a child from the program a two weeks notice is required. Office staff must be given a written notice prior to the exit date. Failure to provide notice may result in additional charges for two weeks.

Vacations

Each family receives two week of vacation. Vacation time will be applied as a credit for the week requested. We provide two week per school year from August to August. Vacation time must be used in weekly increments and cannot be broken into daily absences.

Payments

Weekly payments must be made at the start of each week and are considered late if not received by Wednesday of each week. Monthly payments are due at the start of each month and are considered late if not received by the 5th of each month.

Multiple Child Discounts

Families with two or more children will be giving a 20% discount applied to the youngest child's weekly tuition fee.

Late Fees

A late fee of \$30 will be added to any payment not received on time. Returned Checks/Insufficient Funds
In the event a check is returned or rejected due to insufficient funds there will be a charge of \$30.00 added. Repeated incidents of insufficient funds could result in the termination of services provided.

Delinquent Accounts

Accounts that are more than four weeks behind in payments may be at risk of having childcare services terminated. Please speak with the director and/or as soon as possible in order to avoid termination of services.

Amendment 9/21/2022: Effective 9/26/2022, accounts that are 2 weeks behind in payment for Child Care Services will be suspended and your child will **not** be allowed to attend our Learning Center until your balance is paid in full or a payment arrangement is made. We will hold your child's spot for 2 weeks, if a payment is not received within those 2 weeks, your Child Care Services will be terminated.

Tuition for School Age Students (Summer Camps)

School age students will be charged the regular weekly rate of \$150 .00 during the summer weeks. Rate subject to change.

Media Release Policy

Parents/guardians are required to fill out a media release form. This gives Prep permission or denies permission for use of all media outlets.

Snacks

Stone Edge Prep will provide a morning and afternoon snack to all children. Snacks provided are healthy and meet all nutritional guidelines. As an example children will be served the following for morning snack: Milk, strawberries and a muffin, for afternoon snack children will be served: Milk, blueberries and goldfish crackers.

Lunch

All lunches must be provided by the parent/guardian. Each lunch must meet the following Bright from the Start requirement to consist of a nutritional lunch. All lunches must be labeled with the child's name and provide freezer packs to maintain safety of perishable foods. Lunches should consist of bread, a protein, a fruit and or vegetable. Prep will provide milk and water for every child. For your child's health we ask that you avoid foods such as chips, cookies, candy, soda or other unhealthy items.

Infant Feeding Plan: Bottles and Food

Parents of infants must fill out a feeding plan form and give written details of feeding needs that are to be followed by nursery staff. This form must be completed and submitted to the office prior to the infant starting the program. Parents must provide all baby formulas, baby foods and snacks.

Safe Sleep Practice Policy

Parents/Guardians will be required to sign a Safe Sleep Practice Policy Form. This details all of the safety procedures and requirements the facility will follow in regards to making sure all infants are safe while sleeping. All infants MUST be placed on their backs to sleep. A written notice must be provided by a Physician if other accommodations are to be made. When infants and young children are sleeping, staff will maintain sight and sound supervision at all times.

Diapering Procedures

All diapering is handled according to Bright from the Start State Guidelines. Every child has their diapers changed on a routine basis as well as whenever needed. During this time caregivers are very attentive and use this time to give one on one attention to each child. It is important for Parents/Guardians to provide disposable diapers and wipes. Teachers will notify you with regular updates.

Toilet Training Procedures

This is a huge developmental milestone for your child. When a child shows signs of readiness. We will start a consistent routine of taking the child to the toilet frequently, allowing them time to become comfortable and giving lots of praise and encouragement to the potty training process. Parents need to be supportive by providing extra clothes. Making sure clothing is easy for children to do by themselves (having an elastic waist). Also, allowing for a consistent routine at home that's similar to what takes place in the classroom is very important.

Supplies Required

Stone Edge Prep provides a suggested supply list to Parents/Guardians. Daily supplies must be provided upon request from the child's teacher; diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, lunch bags and blankets. All items must be labeled with the child's name.

Transportation

Prep will transport students using our 15 passenger van. All parents will give written permission before any child is transported on any field trips.

Field Trip Guidelines

Parents will be notified in advance of field trips. Each student must have a signed field trip permission slip on file in order to attend trips. Every field trip will have the appropriate number of chaperones to help assist with children. The Stone Edge Prep van will be used to transport children to and from designated location.

The following documents will be on file at Prep for all chaperones driving, riding with or chaperoning children other than their own child.

- A clean criminal background check
- Copy of insurance card
- Copy of valid driver's license
- Sign copy of field trip guidelines, acknowledging their ability to adhere to field trip requirements.

All items must be submitted to the office 1 day prior to the date of field trip.

Biting Policy

While we understand biting is a normal reaction for some toddlers, we will try to closely monitor such behaviors and redirect as needed. Teachers will work closely with parents to help correct unwanted behaviors. In the event that this behavior becomes a severe problem that it produces an unhealthy environment for other children, the Director may inform parents that the child may be placed on a temporary leave or dismissal from the program.

Playground

All children 1 years and up will be given 1 hour and ½ of outside play time. Children may engage in various activities and enjoy play structures according to age appropriate guidelines. At all times children are supervised by staff.

Permission for Access

Parents/Guardians must sign a written statement, that gives consent for the child to access all areas used by Stone Edge Prep facility.

Religious and Cultural Activities

Stone Edge Prep is affiliated with Stone Edge Church. We are a Christian Church and sponsor events and activities that celebrate the Love of God.



Trial Agreement

I _____ understand the first 3 weeks are a paid trial period for both the parent and Stone Edge Prep, with no commitment, beginning on _____ and will end on _____. I will provide Stone Edge Prep with a copy of my child’s Immunization records as well as a copy of my child’s birth certificate before my child’s trial period begins.

The trial period is used to observe the child’s adjustment to care, and to discuss level of care/accommodations. After the trial period ends, Stone Edge Prep will determine if the child care services are satisfactory to everyone. Stone Edge Prep reserves the right to terminate a child where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Reasons for termination can include but are not limited to:

- Child behavior
- Inability to meet the child’s needs
- Lack of parental cooperation
- Physical or verbal abuse of any person or property

By signing below, I/we agree that I/we have read all above information and agree to comply with all rules and responsibilities stated. I also understand that the paid trial period week is non-refundable.

Child’s Name

Parent’s Signature

Stone Edge Prep Admin

Date



Fees

Stone Edge Prep is a learning center dedicated to providing quality childcare for young children ages 6wks - 12 years old. We are committed to meeting the needs of each child. Our curriculum is designed to engage children, so that they can develop socially, emotionally, physically, spiritually and cognitively in a loving environment.

Registration Fee: \$125.00- One time **non-refundable** fee that is paid at the time of online enrollment.

___ **Weekly Fee:** Must be paid at the start of each week.

___ **\$160.00 (Infants)**

___ **\$150.00 (1-4 yrs old)**

___ **\$160.00 (K4 Program)**

___ **Monthly Fee: \$640.00 (Infants) \$600.00 (1-4 yrs old)-** If you choose to pay monthly, payment must be made at the start of each month.

___ **Aftercare Fee: \$75.00 during School / \$150 during holidays (All Day)-** This is open to local school age children that are zoned for drop-off by Bibb County School Transportation (Sunny Carter and Springdale) or other means of transportation. We do not offer pick-up or drop-off services.

___ **Wait List Fee: \$125.00- refundable after 3 months in case we do not have availability-** You will be placed on a waiting list. When an open slot becomes available, you will be contacted immediately.

Late Pick Up Fee: \$30.00- This fee will be added to your weekly fee if your child is not picked up by 6:00 p.m.

Late Fee: \$30.00- This fee will be added to any weekly fees that are not paid by Wednesday of each week. If paying monthly, this fee will be added to any monthly fees not received by the 5th of each month.

___ **Parent Initial**



Sick Policy

April 18, 2022

For the protection of all children in our care as well as the health of your own child, outlined is the new sick policy, which goes into effect immediately. In order to protect the group as a whole, we ask that parents assist us by keeping sick children home.

In the event that your child becomes sick while at daycare and unable to play outdoors, and/or unable to participate in regular daily activities, you will be notified to promptly pick your child up.

When a child may NOT attend daycare:

- Children with infectious illnesses CANNOT attend daycare.
- Fever 100.4°F or higher with symptoms: This includes the night before/morning of daycare. -No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that means they cannot attend daycare that morning. (Bright from the Start Rules and Regulations states that a temperature of 101°F with symptoms can be used to exclude a child from our facility but we have confirmed with DECAL that we are able to modify our guideline to include a temperature less than 101 °F with symptoms.)
- Rash- Unexplained rash: Consult Doctor/Need a note stating your child is not contagious.
- Vomiting or/and Diarrhea: All symptoms must be gone and no Vomiting/Diarrhea for 24 hours.
- Strep Throat: Consult Doctor/Need a note. Child must be on antibiotics for 24 hours before returning and no fever for at least 24 hours without taking fever reducing
- Flu/Bronchitis/Pneumonia- Consult Doctor/Need a note stating child is cleared to come back to daycare. Must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.
- Ear Infection: Consult Doctor/Need a note. Child must be on antibiotics and no fever for 24 hours without taking fever reducing medications.
- Conjunctivitis: Red eye with yellow discharge/Pink eye -Consult Doctor/Need a note. Child must be on eye drops/antibiotics for 24 hours.
- Head Lice: Usually takes 24 hours to treat head and house. When all nits have been removed consult Doctor/Need a note.

Since your child MUST be fever free before returning to daycare, please do not send any fever reducing medications with them; we CANNOT administer them.



Common Cold Policy

April 18, 2022

- Children suffering from a common cold will be assessed on an individual basis.
- Factors of consideration include the development level of your child in congruence with our ability to limit the spread of germs.
- The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, touching of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.
- The child should also be well enough to actively participate throughout the day.

If you have any questions concerning this policy and whether your child should attend, please call us before bringing your child. Also, please keep in mind, when we're caring for your sick child, the ability to provide high quality care to all the other children is jeopardized.

Please be courteous of all children in our program, and refrain from bringing an ill child to us until 24 hours have passed since any fever, vomiting, diarrhea, or any other communicable symptoms have occurred.

Thank you for your cooperation,
Stone Edge Prep Admin

Print Parent/Guardian Name

Print Child's Name

Parent/Guardian Signature

Date



Potty Training Policy

October 21, 2021

Amendment: April 18, 2022

Amendment: August 5, 2022

Dear Parents,

It is important that our students are moving forward and progressing with their potty training. If your child is struggling, we ask that you take the time to work with them at home and encourage them to use the restroom.

Effective immediately:

Once your child remains accident-free for a period of 2 weeks, then your child may begin to wear big boy/girl underwear, however, a pull-up will still be worn during nap time until your child remains dry for a period of 30 days. If your child has five accidents in class they will be asked to stay home for 1 week. During that time parents will be asked to work with them to ensure their child can use the restroom independently. No child can step up to the Thriving Threes Classroom without being fully potty trained. Once your child turns 3 and if they are not fully potty trained, we cannot continue to secure a spot in the Two year old Classroom. Doing so would cause a delay for another student to step up into the Two year old Class.

Potty Training Policy

Children in the Two and Three-year-old classrooms will adhere to the new potty training policy, effective immediately.

Children that remain accident-free for a 2 week period may wear underwear at school. Pull-ups will be worn during nap time until the child remains dry for a consecutive 30 days. Parents are responsible to provide a weekly supply of pull-ups, at minimum two sets of clothes, and underwear for their child. If a child has five accidents in class they will be asked to remain at home for 1 week to work on using the restroom independently. Parents are encouraged to help their child transition out of diapers/pull-ups at this time.

Parent Agreement & Acknowledgement

I, _____ acknowledge and understand the new Potty Training Policy. I understand the requirements and will assist and support the teachers at Stone Edge Prep. I understand that the policy is in effect immediately.

Parent/Guardian Printed Name : _____ Date: _____

Parent/Guardian Signature : _____



Conflict Resolution with Parents **and Aggressive Behavior**

At Stone Edge Prep, we believe that we have a strong partnership with our parents and an open door policy to discuss matters that arise.

In the unlikely event that a parent starts to act in an aggressive or abusive way at our school, our policy is to:

- Direct the parent away from the children and into a private area such as an office (where appropriate).
- Ensure that a second member be in attendance, where possible, while ensuring the safe supervision of the children.
- Act in a calm and professional way, and make it clear that we do not tolerate aggressive or abusive language or behavior.
- If necessary, we will ask the parent to leave the school premises.
- Contact police if the behavior does not diffuse.
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately.
- An incident form will be completed detailing the time, reason and action taken.
- A written warning may be issued to the parent depending on the severity of the incident.
- If a parent continues to behave in an inappropriate manner despite regular support and formal warnings, in extreme cases they may be banned from the site for a period of time.
- In the case of parents emailing or calling, our staff will direct them in the correct procedure for raising a complaint.
- We have zero tolerance to abusive calls, emails, social media contact and face to face confrontation.

Any aggressive or disrespectful behavior from a parent towards our staff, children or other parents could result in the withdrawal of a place for the child/ren. Parents will be informed by our Admin Team in a written mail letter within 3 days of any incident that involved aggressive or threatening behavior. Our Admin Team will provide support and reassurance to any staff member involved in such an incident.



Social Media Policy

We have **zero tolerance** to abusive calls and/or emails, face to face confrontation, and negative social media posts towards Stone Edge Prep.

Stone Edge Prep's social media policy serves to protect the dignity of our center from the damaging effects of negative social media posts. Stone Edge Prep considers the following examples to be inappropriate uses of social networking sites:

- Making complaints about the School/Staff at the School;
- Making defamatory statements about the School or Staff at the School;
- Posting negative/offensive comments about specific Pupils/Staff at the School.

Once a post is brought to the attention of the Director or Administration and meets one or more of the criteria set forth, the Director and Administration Team will contact the originator.

The Director of Administration Team will explain why the post is deemed inappropriate and request that the offending post be taken down or retracted if necessary.

Refusal to abide by or violation of this policy could lead to appropriate measures being taken, including legal action and/or removal of students from Stone Edge Prep.



Dear Parent/Guardian,

Due to the safety of our staff and students we ask that you do not use the back door as either an exit, or entrance. Although it may seem like a shortcut to your vehicle, our Learning Center can face serious consequences by allowing parents to use the back door. Please understand, we have a responsibility to maintain a safe environment for all students that are in our care.

Effective immediately, there will be a \$30 fine charge to your account for violating our Learning Center's Safety policy.

Thank you for your cooperation.

Respectfully,

A handwritten signature in black ink that reads "Marleene Ocasio".

Marleene Ocasio
Stone Edge Prep Director



Authorization to Dispense External Preparations

590-1-1-.20(1)

Parental Authorization. Except for first aid, personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

I give _____, permission to apply one or more of the following topical ointments/preparations to my child in accordance with the directions on the label of the container.

____ Baby Wipes

____ Band-aids

____ Neosporin or similar ointment

____ Bactine or similar first aid spray

____ Sunscreen

____ Insect Repellent

____ Non-Prescription ointment (such as A & D, Desitin, Vaseline)

____ Baby Powder

Other (please specify) _____

Parent/Guardian Signature

Date

*Center should maintain in child's file



I acknowledge that I have received a copy of the Stone Edge Prep Parent Handbook. I agree to follow all the rules and regulations outlined therein.

Parent Signature

Date