

GATEWAY LEARNING ACADEMY, LLC



PARENT POLICY HANDBOOK 2021

(901)774-9553
185 East Norwood
MEMPHIS, TN 38109

GATEWAY LEARNING ACADEMY

Table of Contents:

| | |
|---------------------------------------|-----|
| Mission Statement..... | 3 |
| Vision & Gold Sneaker objectives..... | 3 |
| About Our Staff..... | 4 |
| What We Offer..... | 4 |
| Registration Requirements..... | 5 |
| Hours of Operation..... | 5 |
| Supplies Needed..... | 5 |
| Concerns..... | 5 |
| Open Door Policy..... | 6 |
| Parent Involvement..... | 6 |
| Discipline..... | 6 |
| Corporal Punishment..... | 6 |
| Time Out..... | 6 |
| Re-direction..... | 6 |
| Abuse or Neglect | 6-7 |
| Schedule Considerations..... | 7 |
| Health Issues..... | 7 |
| Sick or Ill Children..... | 8 |
| Medication..... | 8 |
| Accidents..... | 8-9 |
| Meal Time..... | 9 |
| Emergency Procedures..... | 9 |
| Nap/Rest Time..... | 9 |
| Updating of Files..... | 10 |
| Sign In/Sign Out Procedures..... | 10 |
| Release of Children..... | 10 |
| Tuition/Payment Policy..... | 10 |
| Past Due Accounts..... | 10 |
| Late Pick up..... | 11 |
| Holiday/Closings..... | 11 |
| Vacation Credit..... | 11 |
| Suspension Procedures..... | 12 |
| Childcare Fees | 13 |
| Discrimination Policy | 13 |
| COVID-19 Policy & Procedure | 14 |

WELCOME TO: GATEWAY LEARNING ACADEMY

“The Hands that Rocks the Cradle Controls the Nation.”

Gateway Learning Academy is committed to offering an Educational, Quality and Affordable facility. We believe that children are our most important assets, and the more we invest in their future, the stronger and more productive our society becomes. We also value and realize the importance of having strong family values and encourage family involvement within our program.

Our Mission:

Gateway Learning Academy (GLA) provides a quality service that promotes academic excellence, family values, and interpersonal and multicultural skills to the children and families of the South Memphis and surrounding communities in order to enhance spiritual and economical growth by preparing children for the 21st century and beyond.

Our Vision:

A childcare center that services the total child by providing a safe haven that ensures the child has an opportunity to develop.

In addition we are a **Gold Sneaker** facility. As a **Gold Sneaker** daycare, the following objectives have been incorporated throughout our curriculum:

- Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older will have a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities.
- We will provide education (ie., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan.
- Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. As your child's director/owner, I will take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare our physical activity practices to best practice standards.
- As your child's childcare provider, we ensure that physical activity will be a positive experience for children and that it will never be used negatively or to control behavior.
- Our educators will provide appropriated infant and child feeding patterns, including breastfeeding. All educators have been trained to: advocate for breastfeeding, safely prepare expressed breast milk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. As a provider, we publically display our support for breastfeeding infants and mothers by posting signage showing that we participate in Breastfeeding and you are Welcomed Here through the TN Department of Health for new and expectant moms about breastfeeding
- Our educators will provide appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size.

- We maintain a tobacco free campus (free of all tobacco and tobacco-related products, including smoking, smokeless and electronic product). We are asking all; please observe our “No Smoking” signs; as required by state law.

Our Staff:

We have highly trained professionals in the field of Early Childhood Education who work hard to create a loving and nurturing environment for children and are committed to making sure your child receives the best care while left at our establishment.

All staff members receive the following training:

- CPR
- First Aid and Safety
- Transportation Rules and Regulations
- Proper Hand Washing Procedures
- Emergency Procedures
- Professional Development
- Parent Communication
- Curriculum Training
- CDA (Child Development Associates)
- Classroom Disciplinary Procedures

We Offer:

- *A clean and spacious center*
- *Breakfast, Lunch and Snacks*
- *A trained & knowledgeable staff*
- *Age-appropriated Curriculum & Activities*
- *A wonderful Playground*
- *Supervised Field Trips*
- *Special events for Children and Parents*
- *Before & After School Program*

Registration Requirements:

- Parents must complete a full enrollment pack
- Have current immunization and physical for child
 - Call the center to schedule a pre-registration visit prior to your child starting
- Pay a yearly \$100.00 registration fee per child

- Parents must also complete a CACFP food eligibility application on each child enrolled with addendum; and
- All applications must be completely filled out and sign off that you received a Parent Handbook.

Hours of Operations:

Gateway Learning Academy will be opened *Monday through Friday, 6:30 A.M. – 4:30 P.M.* for the daycare service and after school, but the *tutorial program will be from 4:00 p.m. – 6:00 p.m.* (All children must arrive at the center before 8:30 a.m. - *cut-off time*). In addition; if a child is going to be late please call the center by 7:00 a.m. , since that child arrives after 8:30 a.m., please make sure he or she has eaten, since breakfast ends at 8:30 a.m.

There is **NO Reduction** in fees for days your child is absent from the center, including any holidays or other days the center may be closed. Please notify the center if your children will not be present. Please remember **co-pays** from DHS certified program are due each week whether that child is present or absent; as long as that child is enrolled in our program.

Supplies/Clothing Your Child will need to bring:

Infants

Ready to feed bottles
 Disposable Diapers
 Wipes
 Change of clothes
 Blanket
 Crib sheet

Toddlers

A spill proof cup
 Diapers or Pull ups
 Wipes
 Change of Clothes
 Two small blankets
 or bath towels

Pre-School 3-5 yrs.

Change of clothes
 Two small blankets or
 bath towels

All supplies and clothing must be clearly labeled with your child’s name.

Outside Time:

The state requires children to have at least 2(two) - 45 minutes of outside time daily (weather permitting). Please dress your child accordingly. Also, leave all valuables, jewelry, and toys at home. GLA will not be responsible for any lost or stolen items.

Concerns:

Please feel free to address any questions concerning our policy or program with the center’s **Director or Owner.**

Open Door Policy:

We welcome visitors any time of the day. We want you to feel comfortable with our program so we invite you to stop by to observe, have lunch with your child or become a parent helper for a day. For safety and security purposes, we ask that all visitors show ID and a mask is worn. If you have been vaccinated (COVID19), we would like to maintain a copy of your card, in your child's folder.

Parent Involvement:

GLA strongly encourages all parents to become active participants in all of the academy's activities. Please feel free to stop in and have lunch, read a story or just to say hello. You are always welcome. We will sponsor monthly events such as: *Moms and Dads Night-Out, Mother's Day Tea, Father's Day Picnic, Grandparent's Day Out, May Day Carnival, Thanksgiving Feast, Christmas Program, Virtual Parent Meetings and much more.*

Discipline:

It is important that children learn to see themselves as worth, contributing participants with a sense of responsibility for their actions and respect for the rights of others. We believe in a positive approach to discipline with logical consequences for inappropriate behavior.

Corporal Punishment or Time Out is prohibited at GLA. Verbal abuse, threats, and cruel, severe and unusual punishment will not be tolerated. Children will not be deprived of meals for disciplinary reasons. (#21 Playtime Privileges will not be a form of punishment...)

Corporal Punishment – is defined as any form of hitting, spanking, pushing, pinching or shaking.

Time Out – is defined as time that a child is taken away from a group of children (*Child is isolated.*) or activity because of unacceptable behavior (#21). The child will only spend a few minutes in time out and then be re-directed to another area or activity.

Re-direction is used as a form of guidance; careful consideration will be given to both age and level of development of the child. Redirecting is used to help child to conform to desired behavior by helping child to move into a positive situation.

It is our desire to create a healthy, caring and safe environment for every child enrolled in our center. Therefore, when a child's behavior interferes with the teacher and children to the point of repeated disruptive behavior or behavior that becomes life threatening or poses a danger, the parent should be notified and guidelines will be put in place utilizing our partnership with Leboneur (LEAD). #20

Abuse or Neglect:

If a child is suspected of being abused or neglected, it is the responsibility of Gateway Learning Academy, LLC's staff to report suspicions to the Department of Children Services. Report should be made to the following agencies:

**Tennessee Department of Human Services
Child Abuse and Neglect
170 North Main
Memphis, TN 38103
(901) 543-7120**

**Child Abuse Squad
(901) 576-5520**

Schedules are made with these considerations:

There is a 8:30 a.m. cut off for the center, if you think you are going to be late, you must contact Mrs. Briggs or Mrs. Clark before 7:00 a.m. At 8:30, extra teachers in the center are sent home, and we only have staffing for the children in the center and any extra children after that hour will bring our center out of compliance; according to DHS rules for teacher per student ratio. **Breakfast is served from 6:30- 8:30, lunch 10:30 – 12:30 and evening snacks 2:30 -4:30 p.m. and no food is to be taken off campus.** Children can't bring foreign food on campus; such as McDonald, etc., since, we operate under a federal funded food program. In addition, if the extra teacher for your child's classroom has been sent home, we will not be able to serve your child that day. In addition, according to the Fire Marshall, our driveway must be car friendly; or we will not be able to pull into it (free of broken glass, medium hill, and no construction problems). Cars cannot park in front of the building for **no length of time and do not discard debris.**



Health Issues:

Our goal is to provide a healthy and clean environment for your child. We plan to implement this by maintaining accurate and up to date health records on each child and by adhering to all state rules and regulations. #8

Sickness and/or Ill Children:

1. Please be advised we can not take care of sick children
2. In the event your child becomes ill while in our care he/she will be isolated and you will be notified immediately.
3. We will immediately notify you to pick up your child if any of the following symptoms are noticed. Some of the symptoms may require your child to be seen by a doctor before returning to the center.
 - Fever of 100` F or above
 - Two or three incidents of vomiting
 - Two or three incidents of diarrhea or loose stool
 - Swollen, red eyes with drainage
 - Extreme coughing and sneezing

This includes other symptoms of contagious diseases such as chicken pox, measles or ringworm.

Special Note: If your child is too sick to be around other children and needs constant one on one care or is too sick to go outside then he/she is also too sick to be at the academy. Your child may return to the academy when he or she has been released by the doctor with a statement or 48-hrs after he/she has been treated with medication for a specific illness.

Medication:

Medication will NOT be administered until a parent or guardian has completed a written medication form, which can be picked up and dropped off with your child's teacher. The state mandates that the following rules be carried out when any medication is given:

- ~ Medication must be prescribed by a doctor
- ~ Medication must be in its original container with the child's name and the name of the medication printed clearly on the label
- ~ Parents must supply the correct measuring cup, spoon or dropper.

Once the medication is administered, a staff person will sign off on the form stating the name and amount of medication (dosage) given to child.

We are not allowed to give any over-the-counter medications such as Sudafed, or Robitussin, and we will only administer Tylenol with a written doctor's consent.

Accidents:

We want nothing more than to create a safe environment for children that are free of accidents. We will work hard to prevent this by maintaining close supervision.

In the event an accident does occur, parents will receive a written accident report stating the nature of the accident, when and how it occurred and any medical or emergency treatment given. Parents will be notified immediately if medical or emergency treatment is needed. The teacher, director and parent will sign the accident form. A copy of the report will also be placed in the child's file.

Mealtime:

All children, will receive a nutritious breakfast, lunch and snack and infant will have an outlined feeding plan. Please check your classroom communication board for weekly menu postings and the scheduled meals that will be served. We will not withhold meals for children. So if you are running late or have a doctor's appointment, please make sure your child has breakfast or lunch prior to coming to the daycare.

Children are not allowed to bring in any fast foods such as McDonalds, Burger King, etc. (Rule #12) Breakfast will be begin at 6:30 and end by 8:30.

Please alert the center to any known allergies your child may have. If a child has a food allergy, his/her doctor must complete a medical form which outlines the allergy and the symptoms related to this allergy. This form must be a place of your child's records.

Gateway Learning Academy is a participant in the CACFP (Child Adult Care Food Program). An application is maintained on each child enrolled in our program and we are a Gold Sneaker facility.

Emergency Procedures:

Please refer to the emergency handbook included in your enrollment pack. In addition, if we have to evacuate the building, we have arranged to be housed at the public library in the Southgate Shopping Center.

Nap Time/Rest Time:

Rest time is a time for the children to rest quietly on their mats. The center will supply rest mats (annual rental) for each child for each child \$15.00 or you may purchase one at Knowledge Tree and the mat must be 2 inches thick. Parents will be responsible for sending two small blankets/large towels to place over their child during rest time. Your child will not be forced to take a nap, however; all children will be encouraged to rest quietly on their mat without disturbing others.

Update of Files:

Please help us keep your child's file current by:

- Updating immunization records as needed
- Contacting the center of any changes in home or work phone numbers
- Updating authorized release persons

Sign In/Sign Out:

All children MUST be signed in/signed out daily. When checking your child out please sign both your first and last name.

Release of Children:

Please make sure you have completed the child release section on the registration form. Children will only be released to the persons or people whose names appear on the release form. (Picture ID must be shown before children can be released). Please notify center immediately if a person is not listed on the release form. (#5....). Each person on your child's pick-up/ drop off form must have a code and signature of the person picking up.

Children will not be released to anyone under the age of 18 nor persons who appear to be intoxicated or under the influence. In addition, no form of

tobacco or any type of smoking product (drugs) should be used within 50 feet of our campus. Please do not pick up a child and you smell of marijuana or a similar product, third hand smoking can harm children in our care.

Tuition and Payment Policy:

All tuition is due on Mondays. If payment is not received by 4:30 p.m., a \$15.00 late fee will be added to your account. In addition, if your child is unable to attend the center the entire week the full price of service will be charged for 3 (three) or more days. However, if he or she attends only 1 (one) or 2 (two) days of childcare, the fees will be prorated based on the amount charged per week. Without your payment, it becomes hard to maintain the level of care and service we give, therefore, if we do not receive your payment in the center within one week, your child will not be permitted to return to the center until payment has been made in full. If your slot has been filled, your child will be added to our waiting list. There is also a return check fee of \$35.00.

Past Due Accounts:

If your account is a week delinquent, we will not be able to render services to you until the account is paid in full. There will be a \$15 late fee.

Late Pick-up:

Remember our hours of operation are 6:30 a.m. – 4:30 p.m. If you arrive after 4:30 p.m. to pick up your child, you will be charged \$1.00 per minute per child. (This must be paid before your child returns the next morning.) In addition, DHS only pay for 8 hours of service and our center allow 9 hours due to commuting to and from the center (For example: Checked in at 7:00 a. m. must check out by 4:00 p.m.) Additional services must be worked out with director.

School-Age Parents:

When Shelby County schools are closed and you need additional care for your child during those times, please contact us at the center. If your child attends without you notifying us, your account will automatically be billed the difference. Please see the Director if you have any questions or concerns.

There is no reduction in fees for days the center will be closed.

*New Year's Eve and Day
Martin Luther King Day
Washington Day
Good Friday
Memorial Decoration Day
Independence Day-Fourth of July and Friday after Labor Day
Labor Day
Veteran's Day
Thanksgiving Day*

*The Day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas*

2 (two) Professional Development Days – TBA

When one of these days falls on the weekend, the holiday will be taken Friday or Monday. (So you can plan ahead, a yearly calendar will be provided with exact closing days) please see the director. (#22) Again, there is no reduction in rates or fees for days the center is closed. Your tuition will remain the same whether your child attends 2 days or 5 days a week.

Vacation Credit:

Your child may be absent from the center (1) week per year without charge, after 6 months of enrollment (#10). Please let us know when you plan to use your free week of vacation. If your child is out more than a week, a full tuition will need to be paid to hold your child's slot. Otherwise, the slot will be filled. (DHS #10)

(Vacation Credits cannot be carried over into the next year.)

**Gateway Learning Academy, LLC
185 East Norwood
Memphis, Tennessee 38109**

Suspension Procedures

A child can be suspended from Gateway Learning Academy, LLC, if the following rules and procedures are not adhered to:

- **Maintain proper attendance (can 't be absent more than 5 times within a given month)**
- **Childcare fees are not paid in a timely manner (fees are paid on Mondays)**
- **Disruptive behavior of a child were parent refuses to assist staff and fails to follow an outlined plan of action established by parent, child's teacher and Leboneur assigned staff (LEAD program). In addition, parent must attend a behavior meeting (IEP's meeting), all persons working with the child must outlined plan of action for given child. If child continues to disrupt class or center, child will be terminated from program.**

- No child will be allowed to hit his/ her teacher or another child, parent will be notified immediate and matter must be resolved. Child can be suspend for a period of time (1-3 days) or terminated if this is an on-going pattern.
- Failure to keep a child’s certificate of immunization in compliance can result in termination of service for a period of time.

It is our hope that all children remain with us, until he/ she goes to kindergarten.

**Frankie Briggs, Executive Director
Director**

Marie Martin, Assistant

Created and approved on January 2, 2019: Frankie Briggs, Executive Director

Childcare Fees:

GLA is licensed to accept

| | |
|---|---------------------|
| Registration Fees..... | \$ 100.00 per child |
| (Non-refundable) | |
| Infants program (6-weeks – 18 year..... | \$225.00 per child |
| Toddlers (19 mos. – 3 yrs)..... | \$178.00 per child |
| Pre-Schoolers (3-4 yrs)..... | \$158.00 per child |
| Pre-Schoolers (4-5 yrs)..... | \$125.00 per child |
| Virtual Learning..... | \$ 125.00 per child |
| Before and After school program..... | \$105.00 per child |
| Out of School program..... | \$125.00 per child |
| Tutorial Program | 25.00 per hour |
| Occasional Care..... | 35.00 per hour |
| Mat Annual Rental Fees..... | \$15 per child |

- A summer program will begin the end of June 1, 2021 and the total cost will be \$600.00 per participant or \$95 per week (not currently enrolled in center).

- Be reminded, if your child attends the center at least three (3) days, the full amount of established fees for the week is due. If you are on voucher/certificate and have a weekly fee, it is due every Monday or first day of childcare week.
- Co-pay are due even if you decide to keep a child at home in case of emergency (see Mrs. Briggs); however, documentation will be required to be exempt.

Discrimination Policy

The Gateway Learning Academy, LLC (daycare facility), in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The Academy will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Conduct that may constitute harassment is described in the Definitions section. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action.

Copy of Process to file can be picked up in the academy's office:

Please direct any questions you may have concerning payments to the center's Director or Owners. Gateway Learning Academy welcomes all children and does not permit discrimination because of race, age, color, nationality, sex, religion, or handicap.

COVID-19 Procedures and Pre-cautions:

Encourage parents and staff to take [everyday preventive actions](#) to prevent the spread of respiratory illness.

- [Wash hands](#) often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- [Clean and disinfect frequently touched surfaces.](#)
- [Cover cough and sneezes.](#)

- Cover your mouth and nose with a [cloth face covering](#) when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation. If your child is 2 (two) or older he/she must wear a mask in public.

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff that come to the child care center sick or become sick while at your facility, that they are sent home as soon as possible.

No matter the level of transmission in a community, every child care program should have a plan in place to protect staff, children, and their families from the spread of COVID-19. In order, to attend our facility you must sign a waiver. For the safety of all, we will continue to go through the screening process during check-in/ out.

However, parents and staff will receive a newsletter and Hi-mamma's posting of any concerns about any Covid-19 cases; as it relates to Gateway Learning Academy, LLC. If a child is exposed in the center, you will be notified immediately and your child must be tested before he/she returns to the site.