



JLS Educational Childcare Team

Parent Handbook

Operational Policy

**108 Gunn Road, Centerville, GA 31028 (478)953-7896
&**

**470 Hwy GA 247, Bonaire, GA 31005 (478) 922-4195
&**

155 Smithville Church Road, Warner Robins GA 31088 (478)953-3233

This policy statement will acquaint you with some of the general operating policies of Jacob's Ladder Educational Childcare Center, Inc; known here in after as, JLS Childcare Team. It should be understood that this policy statement is intended to cover only the basic operational policies for this center. Jacob's Ladder reserves the right to add to, change, or delete any of the policies or a procedure at any time. It is our privilege to do whatever is necessary to maintain the best possible care and guidance available to protect your child's health, safety, and welfare. The Director of the center is available to provide you with any additional information you may desire. The Director may be contacted at 953-7896 or 922-4195.

Feel assured Jacob's Ladder will always remain in complete compliance with all applicable laws and with the DHR Rules and Regulations for Daycare Centers. It is our every intention to exceed in physical facilities, programs and staff standards.

WELCOME

We would like to thank you for choosing JLS Childcare Team for your childcare needs.
We will make every effort to enrich the life of every child in our care. Our staff is experienced and well trained.
JLS Childcare Team centers are licensed, and meet or exceed the state agencies requirements.
We are certain you will be pleased with the love, care and education your child receives.

MISSION STATEMENT

It is our mission to provide a quality environment for the social, emotional, intellectual and creative development for all children.

PHILOSOPHY

JLS Childcare Team goals are to help each and every child feel good about themselves by building their self-esteem!

We believe children to be literal-minded, which limits the concepts they are able to understand and to be active learners who learn at different rates due to their ages and stages of growth. For this reason, we offer them spiritual, emotional, social and mental concepts that they can understand, in their daily lives.

Parents are permitted to access all areas of the center used by their children while child is in care

ADMISSION / REGISTRATION REQUIREMENTS

JLS Educational Childcare Team provides quality care for every child. Children 6 weeks through 12 years are eligible to enroll in our center. In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies we do not discriminate based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Furthermore, accommodations and adaptations can and will be created to provide a more inclusive environment if needed.

Parents must complete an enrollment application for each child they wish to enter the program. If the child is living with both parents then both parents need to sign the enrollment application. Each application must include the registration fee and the current immunization record. The evidence of age-appropriate immunizations or a signed affidavit against such immunizations shall be maintained for each child enrolled in the center on the form required by the Department of Human Resources. Request this form (3231) from your child's doctor or the Health Department. *It is the parent's/guardian's responsibility to notify us when your child receives new immunizations.* No child shall continue enrollment in the center for more than 30 days without such evidence.

All necessary paperwork must be completed and returned with the registration prior to your child's first day.

All information pertaining to the children enrolled at the center is considered confidential and may not be released by any JLS Educational Childcare Team staff members without obtaining written permission signed by the parents/guardians except in the following situations:

Relevant information relating to the children's family situations, medical status and behavioral characteristics on the children reenrolled at the center at any time shall be shared by the center staff among caregivers on the center caregiver staff, with members of DECAL, or other person authorized by these rules of the law to receive such information, or with other person in an emergency situation involving the child.

CLOTHING AND HAIR ACCESSORIES- Personal Belongings

We like to see children come to school in comfortable clothing that will not inhibit them when they are involved in painting, playing on the floor or any other activities. The children go outside everyday (weather permitting) and it is important that they have on shoes that stay on while they run. In the winter it is helpful for the children to wear layers of clothing, which they may remove as the temperature rise during the day.

All children need a complete change of clothing left at the center, including underwear, socks and shoes in case of an accident. **PLEASE LABEL ALL CLOTHING LEFT AT THE CENTER FOR YOU CHILD!** The Center will not be responsible for unmarked clothing or any personal belongings (i.e. Sippy cups, toys, stuffed animals) that are left in the center or misplaced.

If your child is under two years of age, they will not be allowed to wear barrettes in their hair. Other children can easily pull these barrettes out and put them in their mouth. They can be a potential choking hazard and a danger to all children in the room.

OUTSIDE PLAY

As per Bright From the Start Rules and Regulations 591-1-1-.03 childcare facilities must provide one hour of outside play per day for infants and one and one half hour per day for age one and older. (weather permitting) As per 591-1-1-.03 section (c) outdoor activities, number 4, "A child may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated or there is an occasional written request by the parent that the child be excused from outdoor activities for a very limited amount of time because of special circumstances."

CURRICULUM

Children learn through play. Here at JLS Educational Childcare Team we place value on providing an educationally stimulating, entertaining and a positive, playful environment that will allow each child to progress at his or her own pace.

JLS Educational Childcare Team uses the Pinnacle Curriculum for all ages and follows the Georgia Early Learning Development Standards (GELDS). GELDS are guidelines that tell us what children should know and be able to do from birth to age five. The Pinnacle program offers: Bible stories, art, math, reading, writing, science, safety, music and much, much more. Our daily curriculum offers each child physical independence and mental growth. We strive to provide activities that encourage; personality building, honesty, friendship, kindness and cooperation. In our efforts to provide your child with a quality Christian Education, we will keep learning lively, interesting and memorable. We will provide daily

prayer, Bible stories, religious songs, pictures and Bible verses. Parents may find more information on GELDS at www.gelds.decal.ga.gov

- Infants through 12 months

Your child's day will include music, story time, tummy time and more to ensure physical and intellectual development. Using Pinnacle the teacher will ensure that all aspects of the GELDS are met so the child can meet their full potential.

- Toddlers Ones through Three Years (12 months – 36 months)

Using the Pinnacle curriculum and GELDS, your child's day will include music and movement, learning through play and exploration while ensuring that all five domains of learning (physical development & motor skills, social & emotional development, communication, language & literacy, cognitive development, and approaches to play) are met.

- Four Year/Pre-Kindergarten (48 - 60 months)

PRIVATE PREK: Using the Pinnacle curriculum and GELDS, your child's day will include music and movement, learning through play and exploration while ensuring that all five domains of learning (physical development & motor skills, social & emotional development, communication, language & literacy, cognitive development, and approaches to play) are met. Children at this age will be focusing on proper writing skills, letter formation and spacing.

- Ga Lottery Pre-K

Children must be 4 years of age on or before September 1st of the current year.

- School-Age (60 months – 12 years)

Using the Pinnacle curriculum, our teachers plan and execute lesson plans that will offer opportunities in; character building, good citizenship, constructive use of materials, friendships, social behavior, physical fitness and outdoor activities.

Formative assessments will be completed on each child twice per year to ensure the child is developing at a proper rate. Teachers use lesson planning in conjunction with Pinnacle and GELDS to which helps to make appropriate assessment decisions.

All learning programs begin promptly at 8:30 a.m.

DAILY SCHEDULES

Children may begin their day as early as 6:00 a.m. The maximum time allowed for a child's school day is 10 ½ hours. We strongly discourage and may refuse a child who is consistently at school over the maximum time allowed. There will also be an additional charge of \$5 per hour over the 10 ½ hours a day.

Daily

schedules are posted in each room for parents' review.

There will be a daily rest time for all children from approximately 12 until 2 p.m. If a child does not sleep during this period, he/she will be asked to rest and possibly participate in a quiet activity.

Please refrain from bringing children to school between 11:00-2:00, as this is very disruptive to lunch and napping schedules.

JLS Childcare Team Centers have an open door policy for all children enrolled in the center. Parents are permitted to visit our school and participate in any of our activities. We have special calendar events, which include; parties, themes and special holidays. Parents are welcome to celebrate their child's birthday at school, but should coordinate plans with the Director and Teacher.

DIAPERING / TOILET TRAINING PROCEDURES

Children from 6 weeks until 3 years of age will be in room equipped with a diapering table. Diapering surfaces will be cleaned with disinfectant between each diaper change. Between the ages of 20-36 months the children will begin potty training. Children will be placed on the potty many times a day to encourage the use of the toilet. While your child is potty training it is helpful that you do not dress them in binding clothing such as onesies and overalls.

DISCIPLINE

There will be no physical punishment or threat of thereof (including but not limited to spanking, shaking, etc.) Yelling, belittling or name calling will not be permitted. Food will never be withheld for any child for any reason. Children will be redirected when possible. A "Safe Place" is used when a child needs to calm down and proper, age appropriate calming techniques are taught to the children. We regard discipline as a learning situation.

Biting Policy:

- Biting occasionally happens in childcare settings in which infant and toddlers are enrolled. Biting is a common developmental behavior for children ages 18-26 months of age. There are several reasons a child may bite, frustration in learning new skills, teething, exploration, tired, etc.
- Our staff and Center will continually provide planned activities that allow children to release frustration stimulate their interests and provide other biting substitutes such as teething toys, etc to help prevent any biting issues.
- If biting does occur, the child will be removed and given "quiet time" and statements such as "your teeth hurt, teeth are for eating, biting is not allowed, it hurts people are used. The bitten child is consoled and the bite is quickly cleaned and iced. A parent's note will be completed so that you are made aware of your child's biting or being bitten.
- We will never, bite back, encourage the other child to bite back, tell the child that is bad or naughty and will not tell the other parents who did the biting.

As with any extreme discipline problems they will be referred to the Director. The center reserves the privilege of dismissing any child with severe or uncontrollable discipline problems

In case of an emergency, the Director, or person in charge, will determine if 911 should be called for necessary medical attention. Parents will be contacted immediately, if parent is unable to be reached staff member will contact the person listed on the Emergency Medical Information form.

EMERGENCY CARE

For urgent care, the child will be taken to: *Houston Medical Center located at 1601 Watson Blvd., Warner Robins.*

If for any reason a medical facility is required the center will use Houston Medical Center unless another is specified in writing by parent. .

FEES

See attached fee schedule

FIELD TRIPS & SUMMER CARE

During school holidays and summer Jacobs Ladder will offer field trips to local places. Movies, parks, museums, skate center, etc. Parents will be notified in advance of the field trip schedule and are responsible for any fees for participation. Children do not have to attend, all field trips are optional and care will be provided at the center for those who do not participate. Children must be 6 years or older to participate on field trips and a signed authorization form must be on file.

Participation is based on parent approval and behavior of child. If there are any discipline issues with the child at any time they will no longer be allowed to participate on any field trips.

Children are required to wear a Center T-shirt. The cost of the shirt is \$10. It will be kept at the center until summer is over.

FINANCIAL POLICIES

Tuition

JLS Educational Childcare Team requires that tuition be paid in advance.

Tuition is due on Mondays by 12:00 noon for that week's service.

No reduction in fees will be made when a child attends only a portion of the week or out for an entire week. Full Time and Before and After children must pay contractual weekly amounts regardless if they attend one or no days.

Payments are due every Monday regardless if your child is in attendance for that week.

We observe 11 holidays and do not discount any amount for center closure for any reason to include inclement weather.

****Parents receiving subsidies for childcare from DFACS/CAPS – Please understand that you are responsible for the full tuition amount each week, not just YOUR portion, if CAPS does not pay for any reason or if CAPS expires. In addition, your child must be in attendance at least ONE DAY per week in order for CAPS to pay. If your child does not attend at least ONE DAY in a week, for any reason whether sick or on vacation, CAPS will NOT pay their portion of tuition therefore YOU will be responsible for the ENTIRE amount (your portion and CAPS portion). All unpaid tuition will be reported directly to DFACS/CAPS.**

****Before and/or After School Care – You must pay for every week your child or children are enrolled during the school year regardless if your child is in attendance. If your child does not attend during school breaks you are still responsible for that weekly tuition. If your child attends during school breaks you will be charged \$15 for each day your child is in attendance in addition to your normal weekly tuition.**

Checks should be made payable to: Jacobs Ladder or Sunshine Academy

The center will provide a yearly statement of childcare fees paid upon request. Weekly receipts will be written or printed for cash payments only. All others must request receipts.

- Annual Registration Fee

Prepaid registration fee is nonrefundable and will guarantee your child's enrollment. Registration will be due at time of enrollment and annually on the anniversary month.

- Late Fees

Your account will be automatically charged a late fee of \$25.00 if your tuition is not received by 12:00 noon Tuesday of the current week. No account will be allowed to become more than 5 days past due. Should an account become more than one week past due, the child will not be allowed to return to the center and will result in automatic dis-enrollment from the Center.

- Late Pick Up Fee

A late charge of \$5.00 per child will be paid if the child is not picked up by 6:30 p.m. and an additional \$1.00 for each minute interval after 6:35 p.m...

- Returned Checks

There will be a \$35.00 returned check charge. The second (2nd) return check must be picked up with cash and after three (3) returned checks; tuition will be accepted in cash only!

- CAPS/DFACS/DAYCARE ASSISTANCE

The parent/guardian is responsible for the FULL tuition amount in the event that CAPS/DFACS/ASSISTANCE does not pay. Please be advised that a child must attend at least ONE day of the week for CAPS/DFACS/ASSISTANCE to pay. If your child is out for an entire week (Monday-Friday), the parent/guardian will be responsible for the FULL TIME RATE. (Parents portion and the CAPS/DFACS/ASSISTANCE portion to include any late fees that accrue)

- CREDIT CARDS:

We offer Tuition Express to pay with credit card, there is a small fee for using Tuition Express (ask Director for assistance)

GA LOTTERY PREK (also see GA Lottery Prek handbook)

See Ga Pre K parent handbook

Space is limited to 22 spots. JLS Childcare Team families will always receive priority, however it is your responsibility to discuss, in advance, your desire to enroll with your centers Director and get on the waiting list as soon as you enrollment opens.

INCLEMENT WEATHER, PHYSICAL PLANT PROBLEMS, OR FIRE PROCEDURES

Emergency plans have been developed and are posted for parent viewing. In the event of severe weather or prolonged power outages and the Houston County Board of Education closes local schools, JLS Educational Childcare Team will also close. Please be alert to the television and radio to listen for such announcements. After the announcements are made for such closings, please make plans for your child to be picked up immediately.

If the center is closed due to the above mentioned conditions no refunds will be issued unless the center is closed for a pro-longed time and/or the closing is a result to direct physical damage to the property that is not caused by war, earthquake or flood. In the event of an emergency, an evacuation plan will be posted in each room. The center will practice fire drills and severe weather drills regularly.

MEALS

Parents shall provide all formula, juice, junior foods, etc., for the infant. JLS Educational Childcare Team will provide an iron fortified rice cereal and Similac Advance Ready-to-Feed infant formula at the parents request however, that is the only infant formula we are allowed to provide as per the Child and Adult Care Food Program (CACFP). Parents shall mark all bottles with the child's full name and the current days date. Use tape for the date and a marker for the child's name on the bottle that will not easily wipe off when heated in water. All bottles MUST have a tight fitting lid! Formula must be premixed for the current day's use and placed in bottles before bringing to the center. All bottles are placed in the refrigerator until time to use.

INFANT CARE

One (1) can of ready-to-feed formula to be used in case of an emergency should be labeled and brought to the center. Diaper bags must be taken home daily and not left at the center. Make sure your child has enough food for each day. Any unused formula, milk or juice shall be discarded or returned to the parent at the end of the day.

As soon as the child exhibits a desire to feed themselves, the child shall be assisted and encouraged to do so. We supply the bibs. Do not bring in extra bibs – JLS Educational Childcare Team cannot guarantee their return.

JLS Educational Childcare Team provides nutritious meals, which include breakfast, lunch and snacks. Our meals meet all USDA requirements. Food exceptions are not made for individual children, except in cases of allergies, a special diet prescribed by a physician, or a diet restricted by religious orientation. A physician's statement is required for all food allergies or special diets related to medical conditions. WE MUST HAVE A SIGNED STATEMENT FROM THE PARENT ON FILE FOR DIET RESTRICTIONS DUE TO RELIGIOUS ORIENTATION.

Due to certain food allergies and other issues, no special foods or gum may be brought to the Center. Children will only be allowed, while at the Center, to consume food items the Center provides. Exceptions will only be made for special occasions previously approved by the Director.

Weekly menus are posted and parents are invited to refer to these at any time.

JLS Childcare Team center participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to enrolled participants receiving care. Income Eligibility Statements are included in your Enrollment Package and are required to be completed in order to participate. [If you do not wish to complete the form, a meal fee will be assessed.*see fee schedule](#)

MEDICAL / ILLNESS & INJURY POLICIES

ILLNESS

- A child may experience more illnesses when first entering a childcare facility because of the exposure to other children. We do everything in our power to maintain sanitary conditions to help prevent the spread of illnesses. Should your child become ill during the day or has any illness requiring immediate medical attention, we will notify you for immediate pick up. It is our policy that children will not be accepted and must remain out of the center when ill. The following guidelines are listed below but not limited to:

- Temperature equivalent to 101 degrees or higher
- Two or more intestinal disturbances (vomiting or diarrhea)
- Any undiagnosed rash
- Sore or discharging eyes, ears or nasal drainage
- Significant respiratory distress
- Unable to participate in normal classroom activities

AFTER A CHILD HAS HAD A FEVER, THE TEMPERATURE MUST BE NORMAL (98.6) FOR 24 HOURS WITHOUT THE AID OF MEDICATION BEFORE THEY CAN RETURN TO THE CENTER.

• **COMMUNICABLE DISEASE**

- We will notify you of your child's exposure to any illness or infectious diseases within the center via posted notice or telephone.
- *****It is the parent's responsibility to notify the Center when their child has been exposed, or is ill with a communicable disease.*** A chart of the communicable disease can be found posted in the lobby of the Center. This chart will note which disease will require your child to be excluded from the Center and the period of that exclusion. When the child is free of disease, a physician's note to that effect must be submitted to the Director. Only then shall the child be re-admitted.
- The Director of the center will be required to report any suspected case of modifiable communicable disease to the local county health department. The Staff at the center will be required to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

• **INJURY**

- Parents of any child who is injured shall be notified immediately if any injury requires professional medical attention.
 - If a child is injured during the day and the injury does not warrant professional medical attention or cause less than moderate discomfort to the child, the parent shall be notified of the injury by the end of the day on which the injury occurred.
 - The center will give appropriate first aid to an injured child using the center's first aid supplies.

MEDICATION POLICY

To promote healthy child wellness and our dedication to reduce the spread of contagious diseases, JLS Educational Childcare Team will not administer medications. This includes all oral prescription and non-prescription medication such as, but not limited to, teething tablets, Orajel, or gas drops.

OPERATING POLICIES AND INFORMATION

Hours of Operation

- 6:00 a.m. – 6:30 p.m. Monday through Friday each week throughout the year, January – December. Parents are welcome to visit our facility at any time during operating hours

Center Closed

- New Year's Day
- President's Day
- Veterans Day
- Memorial Day
- Independence Day (or a day in observance of)
- Labor Day
- Columbus Day
- Thanksgiving Day / Day After
- Christmas Day / Day After

It is our policy to charge regular tuition for the holiday weeks with no reduction in fees. If the holiday falls on Saturday, we will close on Friday before the holiday to observe it. If the holiday falls on Sunday, we will close on the following Monday to observe the holiday.

PARENT COMMUNICATION

JLS Educational Childcare Team will keep the parents informed of any incidents, illnesses, injuries, etc., which include their child as they occur. Our teachers will schedule parent-teacher conferences twice per year however you may request one at any time. Center and classroom newsletters will be sent out monthly to keep parents and family members informed of monthly activities.

PERSONAL ITEMS / BELONGINGS

We ask that children leave their personal belongings at home unless specifically instructed otherwise, i.e. show and tell. Each child will be provided with toys at the Center. A blanket, no bigger than a crib blanket, may be brought and used only for naptime. However, pillows and stuffed animals will not be allowed. Pacifiers, bibs, etc. cannot be tied around the child's neck or pinned to a child's clothing. Pacifiers should be marked with the child's name.

The parent is responsible for supplying adequate amounts of Junior or infant foods and/or formulas. The parents need to also supply all diaper and wipes for children UNLESS they are on the diaper 'n wipes plan (a weekly fee is paid for the center to supply all diapers and wipes). The parent must provide any diaper rash ointments. A diaper and/or wipe fee will be added to your account if repeated requests to supply more diapers or wipes is not met in a timely manner. Our first responsibility is to the child.

REFERRAL PROGRAM:

You are eligible for 1-week free tuition if you refer a child to either center. The child must be enrolled 3 full months and both your account and their account balances must be current to qualify for the free week. You can have up to 3 referrals paid in one calendar year. A referral slip must be filled out and kept on file.

Tuition refunds cannot be given, if your child is out for a few days, due to the fact that we schedule staff according to enrollment

REFUNDS

No reduction of fees is made when a child attends only a portion of the week.

All Registrations Fees are Non-Refundable.

SEPERATION ANXIETY

Many children are able to enter a childcare facility with little or no complications. However, this transition can be difficult for some children. Our staff will do everything they possibly can to help both the child and parent overcome the anxiety of separation. It has been our experience that children will quickly calm down and begin to explore their environment once the parent has left. We strongly encourage parents to call or observe their child in the classroom and on the office monitors to reassure the parent their child has adjusted.

SIGN IN AND OUT PROCEDURES

Our responsibility for your child begins when you have signed in and placed your child in the care of a JLS Educational Childcare Team staff member. **Under NO circumstances should a child be sent into the center without an adult escort.**

Our sign in/out procedures are done through the "touch screen computer" located in the lobby. Once enrolled each parent/guardian will be assigned a specific pass code, which will sign in or out the child and open the glass door for entrance into the hallway of the classrooms. Absolutely no one will be authorized to go beyond the lobby without a pass code and the door will only open with a pass code input. This is for the safety of the children and staff. A staff member will be at the front desk to assist if any problems occur. *At no time will the parent/guardian leave the child at the center without first making his/her presence known to the center staff, nor will the parent take the child from the center without notify the center staff.*

JLS Educational Childcare Team staff will only release your child to persons on your authorized pickup list, unless notified, in writing, by the parent beforehand. In the event of custodial disputes we must have legal documentation regarding child custody. The person picking up the child will be asked for a picture I.D. before the child is released if the center staff does not know the person.

SMOKING AND/OR CONTROLLED SUBSTANCE POLICY

All staff, parents, and visitors will refrain from smoking or using tobacco in any form while in the center, on the playgrounds, parking lot or while in the centers vehicles. Also, no staff member, parent or visitors may be under the influence of, or participate in the use of any controlled substance of any kind while on the property of JLS Educational Childcare Team Educational Childcare Center, Inc.

STAFF

JLS Educational Childcare Team has carefully selected experienced, professional, loving staff to care for the children in our facilities. Each staff member meets all state training requirements. All staff members have ongoing training to remain alert to the ever-changing needs of today's families and to the findings of current research.

Our staff has ongoing training available to ensure that they are knowledgeable in the latest child development breakthroughs. The staff has all been trained to deal with issues such as separation anxiety, potty training etc.

Many children can enter a childcare center with little or no complications. However, this transition can be difficult for some children. Our staff is trained to handle such situations. It is our experience that children will quickly calm down and begin to explore their new environment once the parent has left. We strongly encourage parents to call or observe their child to reassure their child has adjusted.

We are certain our staff will enrich the lives of all the children they come in contact with. Again, we invite you to visit our facility to see for yourself the quality of care our wonderful staff provides!

TRANSPORTATION

JLS Educational Childcare Team Childcare Centers will provide transportation to and from local elementary schools on one of the JLS Educational Childcare Team 15 passenger vans – please read, complete and sign the Transportation Agreement and school listings. (If applicable).

WITHDRAWING CHILD

A two weeks written notice must be given to JLS Educational Childcare Team prior to child leaving. If no written notice is given, a two week tuition charge will be billed to your account, failure to pay will result in your account going to collections. If your account is prepaid more than the 2 weeks it will be refunded. If notice is given after Wednesday then the 2 weeks does not begin until the following week. All refunds will be mailed via a check.

JLS EDUCATIONAL CHILDCARE TEAM

FEE SCHEDULE

Our Fees are for no more than 10 1/2 hours per day

***** fees will be assessed for over 10 1/2 hours***

<u>FULL TIME CHILDCARE</u>	<u>Annual Registration*</u>	<u>Weekly Tuition</u>
• Ages 6 weeks through 1 year (not walking)	\$100.00	\$140.00
• 1 year (walking) through 2 years	\$100.00	\$140.00
• 3** years through School Age	\$100.00	\$140.00
• Private PreK 4 years	\$100.00	\$140.00
• Before OR After School Care **	\$100.00	\$75.00
• Before AND After School Care**	\$100.00	\$75.00

***** (Children 3 years or older MUST be fully potty trained by their 3rd birthday for the child to be moved to the three year old classroom. There will be no diapering facilities set up in the three-year-old classrooms. Children 3 year and older and not fully potty trained will not be accepted as new enrollment.)***

***Annual Registration due every year on the anniversary month.**

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Ga Lottery Pre-K4* Starts Promptly at 8:30am.

FREE

(must be 4 years old on or before September 1st)

**If needed Before and/or After care, Registration and Weekly Tuition fees apply*

HOLIDAY RATE FOR GA PREK**

\$28 a day

****must have paid daycare registration**

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Just Visiting (drop in service)

\$40.00

\$40.00 per day

(By appointment only when space is available)

****Public school holidays that children are present at JLS Educational Childcare Team; there is an additional charge of \$15.00 a day not to exceed \$140.00 per week.**

NSF FEES: \$35.00 per returned check

LATE PAYMENT FEES: \$25.00 charge will per child, per week if not paid by 12:00pm Tuesday.

LATE PICK UP: \$5.00 a minute after the first 5 min, then \$1.00 a min for each additional minute

OVER THE DAILY CARE TIME: \$5.00 an hour over the 10 hour day

OPT OUT OF FOOD PROGRAM: \$5.00 a day for meals (\$20 a week)

GA PRE K EARLY ARRIVAL AND LATE PICK UP: \$5.00 a minute for the 1st 5 min, then \$1.00 a min each additional minute.

******Discounts could apply for 2 or more FULL TIME children (before & after school does not apply) – *only if account is kept in good standing.***

