

Jodeco Academy

"Where every child shines!"

Policies and Procedures

JODECO ACADEMY
4250 Jodeco Road
McDonough, GA 30253
Phone (770) 954-9353 - Fax (770) 954-0048

GENERAL INFORMATION

Jodeco Academy serves children six weeks to twelve years of age. Our hours of operation are 6:30 am to 6:30 pm, Monday through Friday. Jodeco Academy will be closed for the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day and the following day
6. Christmas Eve and Day

ENROLLMENT

All enrollment forms must be completed and on file before any child is admitted to Jodeco Academy. Parents are responsible for updating their children's files. All files must have current addresses, phone numbers, parent work locations, emergency contact information, doctor/pediatrician information, etc.

Immunizations for all children are required by the state, except for religious reasons. Your child's immunization from 3231 must be on file within 30 days of enrollment or your child will be disenrolled until the form is provided.

Jodeco Academy charges an annual registration fee of \$60.00 per child. Registration fees are due upon enrollment and then will be due each year at the beginning of August. Registration fees are non-refundable. Under special circumstances when a child must be withdrawn for an extended period of time you may re-enroll for a registration fee equal to one weeks tuition. This re-registration does not apply to holiday and/or vacation absences, must be prior approved by the director and is on a space-available basis.

All children must be escorted into and out of the building by a parent or parent-authorized adult. All children must be signed in on the computer at the front desk every morning and then escorted to their classroom. At the end of the day, children must be signed out.

Children will only be released to those persons that the parent has listed on the child's enrollment forms and proper ID will be required. Children will not be released without paperwork and ID.

TUITION

Tuition rules are as follows:

- If your child attends one (1) to five (5) days, full tuition is due for the week.
- If your child is absent for the entire week, half of the regular tuition is due for the week.
- The policy for drop-in children is:
 - child must be enrolled as a drop-in
 - there is a two (2) day minimum required for drop-ins
 - if your child only attends one (1) day, your regular two (2) or three (3) day tuition is due for the week
 - if your child is absent for the entire week, half of the regular tuition is due for the week.
- Tuition is due on Monday/Tuesday for the current week.
- If your tuition is not paid by the close of business on Tuesday, a \$15.00 late fee is added to your account on Wednesday morning.
- All fees must be paid by close of business on Thursday for a child to remain enrolled at Jodeco Academy. No account will be allowed to carry a balance for more than two weeks. Payment arrangements must be made with a member of management.
- There is a \$35.00 fee for all returned checks. We reserve the right to require an alternate form of payment (cash, debit/credit card, or money order if NSF checks become a problem.
- We require a two (2) week notice if you plan to withdraw your child from our program. If you choose to withdraw your child without notice, prepaid tuition payments are not refunded. All unpaid accounts are turned over for collections by Transworld Systems.
- We close promptly at 6:30 pm. If you are late picking up your child, you will be charged a late pick-up fee of \$1.00, per minute, per child. This fee is due at the time of pick-up.
- If Jodeco Academy is closed for a holiday or severe weather day, full tuition is due.

DISCIPLINE PROCEDURES

We strive to make each day a fun, safe, educationally, and nutritionally balanced experience for each child. Our parents are encouraged to visit the center and their child at any time the child is in attendance. Parents are also encouraged to discuss any concerns or questions with their child's teacher or a member of the management staff. If you would like to set up a conference, please feel free to request one at any time.

Jodeco Academy uses a positive discipline policy. If a child demonstrates negative behavior, the procedures are as follows:

1. Verbal warning
2. Removal from activity
3. Individual counseling and redirection
4. Child taken to front office and parent(s) notified
5. Parent/Teacher/Director conference
6. Suspension or removal from program

All children are expected to follow the rules established by Jodeco Academy. We reserve the right to dismiss your child from our program if the above measures fail.

EMERGENCY MEDICAL PLAN

The staff of Jodeco Academy will administer first aid for minor injuries. If we feel your child has received a serious injury or illness, the following plan will take place:

- Contact Parent(s)
- Contact emergency contact if parent(s) cannot be reached
- Contact local Emergency Medical Service (EMS)
- Transport child to nearest hospital by (EMS)

The emergency medical facility used by Jodeco Academy is Henry Medical Center. Parents are financially responsible if medical attention is necessary. Any medical bills will be filed with our student accident policy only after the parent's policy is filed first.

EVACUATION PLAN

In the event of severe weather, fire, or physical plant problems, children will be evacuated from the building and parents will be notified immediately. Emergency plans are located in every room and at the front desk. If you have any questions regarding these plans, please see a member of the management staff. Fire and Tornado drills will be held on a regular basis.

In the event of severe weather, center closings will be announced on WSB Channel 2 and WSB Radio.

DIET

Children are served breakfast, lunch, and an afternoon snack each day. Because we must remain in compliance with the USDA Nutritional Guidelines, **NO OUTSIDE FOOD IS ALLOWED** to replace meals and snacks served. If your child requires a modified diet for medical reasons, a written statement from a medical authority must be on file. Only

food that complies with the prescribed dietary regiment but still meets the food and nutrition requirements shall be served to the child. If your child is allergic to any foods, the center must be notified and all allergies will be posted in the kitchen and in the child's classroom. Menus are posted weekly and parent(s) will be responsible for providing food when a special diet is necessary. Special occasions or celebrations that involve an entire class will be the only allowed exception to this rule.

INFANT CARE

For the health and safety of all our infants, we ask that only parents of infants and the staff of Jodeco Academy enter the Infant or Crawler rooms. Please do not allow siblings into these rooms. Parents must provide Jodeco Academy with enough prepared bottles to last the entire day. We cannot mix or prepare formula for bottles. All bottles and baby food must be labeled with the child's first and last name and the date. All bottles must have caps so that nipples are not exposed. Parents are responsible for providing diapers and wipes for their child.

MEDICATION

Medication will not be given without proper authorization. All medication must have the child's name, date, dosage, and prescription number on the bottle or box. Any over the counter medication must have a dosage chart and be labeled with the child's name. A medication form must be completed for any medication your child will need while here at Jodeco Academy.

Medication forms are only valid for one week. If your child requires medication for an extended period of time, a new form must be filled out each week. Medicine is dispensed at 11:00 am and 3:00 pm ONLY. All medication must be left at the front desk. **DO NOT LEAVE MEDICINE OF ANY KIND IN YOUR CHILD'S BAG!** Any medication left one week after the "dates to be given" will be discarded. Parent(s) will be notified immediately if their child shows any adverse reaction(s) to medication given.

ILLNESS/COMMUNICABLE DISEASES

Any child who is ill will not be accepted. If your child becomes ill at school you will be notified and expected to make arrangements to pick up your child within an hour and a half. Any child who has diarrhea, vomiting, sore throat, or temperature over 101 degrees may not remain at the center. If your child has any of these symptoms, he/she may not return to the center until they are symptom free for 24 hours. We reserve the right to refuse admission.

Parents will be notified at any time there is possible exposure to a communicable disease. Children who have had a communicable disease will not be re-admitted to the center without written consent from his/her doctor. A list of communicable diseases and their symptoms is posted at the front desk.

TRANSPORTATION

Jodeco Academy will provide transportation to and from specified public schools and on planned field trips. Parents must sign a permission slip for every field trip. A school transportation form must be signed at the beginning of each school year. If your child is transported to or from school, we will not leave children at a drop-off site without proper supervision. In the event that no one is at the drop-off site, the driver will take the child back to Jodeco Academy.

POOL RULES AND REGULATIONS

- Children are allowed in the pool once they are three years of age and completely toilet trained.
- A signed permission sheet will be required before a child is allowed in the pool.
- ALL children are required to wear arm floaties or a life jacket to be allowed in the pool unless they pass a swim test given by the lifeguard.
- The swim test requires the child to be able to tread water for 1 - 2 minutes and swim the length of the pool without assistance. Upon passing the swim test, the child may swim without a flotation device.
- An American Red Cross certified lifeguard will be on duty at all swim times.
- Swim lessons will be offered at a time separate from class swim time and at an additional fee.

CHILD ABUSE

Jodeco Academy is required by law to report any suspected child abuse, child neglect, exploitation or deprivation to the Department of Family and Children Services. This will be strictly adhered to in all cases.

Thank you for entrusting us with your child each day. It is our pleasure to serve you and your family. If at any time you have questions or concerns, please, do not hesitate to let us know!

*Sophia Townsend, Director
Cyndi Garner, Assistant Director
Jennifer Robinson, Educational Coordinator*