**Parent Handbook**

**MPPAFCCINC**

**DBA**

**Ms. Pam’s Pedagogical Academy**

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**Jonesboro, GA 30236**

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**&**

**Ms. Pam’s Pedagogical Academy**

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Welcome to Ms. Pam's Pedagogical Academy

**Where passion and excellence in education unite.**

At Ms. Pam’s Pedagogical Academy, we believe in nurturing every child’s potential and building a foundation for lifelong success. Our passion is empowering young minds through meaningful learning experiences that spark curiosity, build confidence, and inspire a brighter future.

**Our Philosophy**

## At Ms. Pam’s Pedagogical Academy, we

At Ms. Pam's Pedagogical Academy, our teaching method is rooted in a hands-on approach, recognizing that children, like most people, learn best when they are engaged, having fun, and actively using their senses.

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Our primary educational goal is to inspire a lifelong love for learning in every child while nurturing their self-esteem and confidence. Our dedicated teachers work closely with each child, ensuring they are treated with fairness and provided with equal opportunities to learn, grow, and play in an inclusive environment.

We believe in presenting knowledge through interactive games and activities that fully involve the child. While your child may not bring home a paper or craft every day, this does not mean they haven’t been actively learning. Instead, it reflects their participation in dynamic, hands-on learning experiences that go beyond paper-based activities, fostering creativity and engagement.

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Our curriculum is designed to be multi-faceted and holistic. We aim to cultivate enthusiasm, independence, self-confidence, and strong manners in our students while recognizing and respecting individual learning styles and ever-changing interests. Through our curriculum, we promote comprehensive growth in all areas of development—social, emotional, cognitive, and physical.

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At MPPA, we believe that play is the foundation of learning and strive to create an environment where every child can thrive and reach their full potential.

believe in nurturing every child’s potential and building a foundation for lifelong success. Our passion is empowering young minds

## **Our curriculum**

Our curriculum goals are accomplished through thoughtfully integrated, theme-based activities and meaningful interactions between children and adults. Within our classrooms, we create opportunities for children to engage in a variety of learning experiences, including one-on-one activities with teachers, small and large group sessions, as well as solitary and independent play. These diverse experiences encourage children to experiment, explore, and discover at their own pace.

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Whole-group activities are intentionally kept brief and are carefully tailored to suit the age, developmental stage, and abilities of the children, ensuring an engaging and supportive learning environment. Additionally, supervised free play and small group activities are designed to ignite and nurture the creativity and imaginations of our young learners.

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By fostering curiosity and promoting a balance of structured and independent learning experiences, we strive to cultivate a dynamic and enriching environment where every child can thrive.

**GENERAL INFORMATION**

* MPPAFCCINC is required to maintain a current, accurate written record of daily attendance for all of the children. Please assist in meeting this requirement by signing your children in and out of the center on the computer and on the required CAPS Weekly Attendance sheet. There is a **$5.00 fee** for each child that is not signed in or out on either the computer or the attendance sheet.
* MPPAFCCINC will provide care for children between the ages of 6 weeks to 12 years old and child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.
* **Childcare services will be provided between the hours of 5am-7pm Monday - Friday. MPPAFCCINC will be closed every Saturday and Sunday, major holidays and inclement weather days in accordance with the county school systems.**
* Child drop off time ends at 9am unless accompanied with a doctor’s note. No breakfast will be served after 9am.
* **The center will be closed in observance of the following holidays: the 29th for Good Friday/ the 1st – 5th for Spring Break /the 29th for Memorial Day/the 19th for Juneteenth/ the 4th and 5th for July/ the 2nd for Labor Day/the 28th and 29th for Thanksgiving, the 23rd, 24th,and 25th for Christmas and the 30th, 31st, and 1st for New Years, and any day that Clayton/Newton/Rockdale County Public Schools are closed due to inclement weather. All regular fees will be charged for these holidays. If a holiday falls on a Sunday, we will be closed the Monday and Tuesday after the holiday. If a holiday falls on a Saturday, we will be closed on Thursday and Friday before the holiday. All center closures will be notified via email provided on each child’s account.**
* Parents of enrolled children are welcome to visit the childcare facility at any time during the hours of operation unless parental access is prohibited or restricted by a court order or when MPPAFCCINC believes a BFTS rule can or will be violated by a parents’ presence. Parents and all emergency contacts must adhere and abide to the BFTS rules just like that staff and any violations acknowledged by the management team will be addressed. As MPPAFCCINC reserves the right to maintain a secure and safe location for the children.
* Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, MPPA needs to be notified in writing via email with a copy of the driver license in advance. The person picking up the child will need to show a driver's license or other state issued picture ID.
* No child **will be able to** leave the center unescorted; they must be escorted in and out of the facility by an authorized adult, 18yrs and over.
* If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to contact another authorized emergency contact. While MPPAFCCINC cannot legally withhold a child from the legal guardian. We will not hesitate to call the local authorities if MPPAFCCINC feels that the child/children are in danger.
* It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with the Director to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication on a regular basis, the center provides scheduled conferences / written newsletters / parent bulletin board and daily sheets.
* To protect each family's confidentiality, MPPAFCCINC will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.
* MPPA Family Childcare Center Inc. DBA Ms. Pam’s Pedagogical Academy is covered by liability insurance for these premises. Therefore, MPPA Family Childcare Center Inc. and/or its DBA shall not be responsible for providing or paying for the child's health care. The parent/ guardian agrees that no claims of any kind will be brought forth against MPPA Family Childcare Center Inc. or any of its employees, as a result of injuries, expenses or damages that you or your child may suffer in any way related to the use of the facilities, toys, other children and/or teachers, whether such claims are known or unknown or arise in the future.
* All childcare providers are mandated reporters of suspected child abuse or neglect. If a childcare provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to child protective services and/or the police.
* **COVID DISCLAIMER**: Under Georgia Law there is no liability for an injury or death of an individual entering these premises if such injury or death results from the risks of contracting COVID 19 or any other one of its variants. You are assuming the risk by entering the premises.
* Legal Proceedings: Should the parent or guardian feel the need to start legal proceedings against the center and/or it’s staff, that said person that has filed the lawsuit (the Plaintiff), shall be compelled to pay the center and/or its staff receiving the lawsuit (the Defendant), attorney’s retainer fee of $10,000 within 10(ten) business days of the lawsuit being filed.
* Arbitration: Any dispute, controversy or claim arising out of or in connection with, or relating to, this Agreement or any breach or alleged breach hereof shall, upon the request of any party involved, be submitted to, and settled by, arbitration in the County of Clayton, Newton or Rockdale Counties in the State of Georgia, pursuant to the commercial arbitration rules then in effect of the American Arbitration Association (or at any time or at any other place or under any other form of arbitration mutually acceptable to the parties so involved).  Any award rendered shall be final and conclusive upon the parties and a judgment thereon may be entered in the highest court of the forum, state or federal, having jurisdiction.  The expenses of the arbitration shall be borne equally by the parties to the arbitration, provided that each party shall pay for and bear the cost of its own experts, evidence and counsel's fees, except that in the discretion of the arbitrator, any award may include the cost of a party's counsel if the arbitrator expressly determines that the party against whom such award is entered has caused the dispute, controversy or claim to be submitted to arbitration as a dilatory tactic.

**ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN**

* All children will be enrolled for a 2-week paid trial period during which either the provider or the parent may terminate childcare without advance notice.
* Parents must meet with the member of the managerial staff to discuss their child's specific needs and to review program policies. MPPA will attempt make all reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act within our capabilities.
* The following items must be completed and returned to the center by the first day of attendance.
* Transportation Permission
* Immunization records/ Heath History and Emergency Care Plan
* Liability Form
* Copy of Parent/guardian Licenses
* Consent for Emergency Treatment
* Registration Form
* Enrollment Agreement
* Shift Selection form
* First week's tuition / registration fee (if applicable)
* Parent / Provider agreement
* **Before/After School Care-(UP TO 24 HOURS) –** Requires a morning drop of time **NO LATER THAN** 6:45 am and they **MUST BE PICKED UP** by 7:00pm to avoid overages fees of $20.00 per hour per child which will be applied daily**. Parent/guardian must notify the center everyday if the child(ren) will not ride the bus to/from school.**
* **Part Time** services are **24** hours a week or less of childcare services. Part time rates will be charged based upon the sign in and out logins. Part Time care is available any 5 days a week up to 8 hours a day until the 24-hour limit has been reached. If you exceed 8 hours per day you will be billed at the rate of $20.00 per hour, per child for overages.
* **Full Time** fees are paid depending on the age of your child/children and their time in the center. Full time services are **not to exceed** over 10 hours per day up to 5 days per week. Every hour over your 10 hours of daily “Full Time” allotted time will incur an overage fee of $20.00 per hour, per child daily and a charge of **$5.00** **per minute** **per child** will be billed after the center closes at 7:00 pm daily or at any designated time with notification of the center closure.
* You must designate Full Time vs Part Time care before services are rendered as once the service is paid for it cannot be altered during the week of service. This will help the center maintain the proper ratios.
* A $30.00 late fee will be applied to all payments not paid the Friday **BEFORE** services are rendered. If they are not paid then you child/children will incur a late fee and they will not be permitted into the facility until **ALL fees are paid**. After 2 weeks of non-payment your child will be removed from the roster and discharged from MPPAFCCINC without a referral. A $65 registration fee will be required for re-admittance.
* A child may also be discharged from the center for reasons such as, but not limited to:
* Failure to pay tuition or fees on Friday before service is rendered (grounds for immediate termination, without advance notice).
* Lack of parental cooperation with policies, procedures, rules and child behavior
* Inability of child care program to meet the needs of the child. MPPA will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent may be referred to other community resources for assistance.
* Repeated failure to pick up the child at the required/requested time
* Failure to complete and return required documents
* MPPA FCC Inc Management has deemed the safety of the center and/or classrooms are in jeopardy.
* MPPAFCCINC will give a written notice of the intent to discharge a child, and will inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed and/or parents lack of participation
* Should the parent remove the child during the notice period, all fees will still be charged and are due
* **Parents must give a written notice, 2 weeks prior to leaving, of their intent to withdraw the child/children, and will be required to pay for that 2-week time period whether or not the child/children continue to attend. All outstanding fees must be paid in full.**

**PAYMENTS AND RATES**

* **Infant 6 weeks-23 months $215.00 per week**
* **Toddler Age 2 $195.00 per week**
* **Preschool Age 3-5 $180.00 per week**
* **School Age (break,holiday,summer) $180.00 per week**
* **Before/After School/Part Time rate $140.00 per week**
* **Special needs/exceptionalities $230.00 per Week**
* **Daily Part time rate $75.00 per Day**
* **Late Payment fee $30.00 weekly**
* **Late pick up(after closure) $5.00 per Minute**
* **Registration fee $100.00 annually**
* **Slot Holding fee $100.00 per week per child**
* **Sign in/out fee $5.00 per day**
* **Overages over 8/10 hours fees $20.00 per hour per child**
* Fees are to be paid every Friday **BEFORE SERVICES ARE RENDERED** and if the payment is not received a late fee of **$30.00** will be applied to the account and **DENIED ACCESS** will be applied
* If there is a third-party payment, from an employer or another entity, it is the **parents’ responsibility** for any third-party payments that are not paid and must make all payments until the third party payments start. All third party potential payments are subject to late fees and denied entry.
* Full time care is up to 50 hours per week not to exceed up to 10 hours per day, per child or overage fees of $20.00 per hour, per child will be accessed.
* Part time childcare services exceeding 8 hours per day, per child will be charged $20.00 overage per hour, per child.
* Parents are responsible for any specified co-payments and/or unpaid tuition amounts and fees.
* MPPAFCCINC does require an annual registration fee of $100.00 which will be billed **every January** for current clients and at time of registration for new clients.
* No refunds will be given for days when children do not attend due to illness or other reasons.
* Denied entry will begin on Monday if the tuition and/or all fees are not paid in full.
* MPPAFCCINC does not accept cash or checks. Please use “MyProcare.com” for all payments of tuition and any other fees.
* There will be a **$30.00** service charge on all returned debits, credit card, and online payments.

**CHILD ABSENCE**

* If your child will not attend on a regularly scheduled day, please let MPPAFCCINC know up to 2 hours prior to your child’s scheduled arrival time.
* MPPAFCCINC will transport (via a third-party vendor) children who attend school to and from the center in the morning and after school as long as the school is within a 7 mile radius from the center.
* **As long as the child/children attends 1 day of childcare the parent is responsible for paying the full week of tuition**.
* If the child/children are out for the week, that parent is responsible for paying $100.00 due to a childcare slot-holding fee. Parents who receives childcare assistance is also responsible for paying a slot holding fee as well.
* In case of an emergency situation for 1 of the children, MPPAFCCINC will call the emergency contact/back-up person and he/she will come to the center to pick up the child within a 1-hour window to avoid late pick up fees.

**PROVIDER ABSENCE**

* MPPAFCCINC WILL BE CLOSED every year on the above listed days and any others that are deemed necessary by the owner and/or directors.
* In the event that any staff member at MPPAFCCINC become contagiously ill, MPPAFCCINC will notify the parents of all children no later than 1 hour of the receipt of notification to the event that the classroom and or the center will remain closed based on the state required closures.
* Slot holding fee of $100.00 will be charged when MPPAFCCINC or a classroom is closed for the week.
* If MPPAFCCINC staff members become ill and need emergency medical attention, then MPPAFCCINC will notify the parents to pick up their children within a 2-hour window or late pick up fees will apply.
* MPPAFCCINC will provide the emergency back-up with a full orientation which will include the names and ages of all children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children’s files including emergency contact information, consent for emergency medical treatment and any special health care needs and the procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age.
* All MPPAFCCINC emergency back-up educators will have CPR/First Aid, SIDS and Shaken Baby Syndrome prevention training.
* In the event that a staff member is scheduled to be absent, MPPAFCCINC will designate a registered substitute.
* Before a substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, MPPAFCCINC will provide them with an orientation and document its completion on a form provided by the department. The orientation will cover all of the items specified in the licensing rules.

**HEALTH**

* Children who are ill are not to be brought to the center. The following are examples of children who are ill:
* A temperature of degrees **100F or higher** oral temperature and other contagious symptoms
* Vomiting or diarrhea has occurred more than once in the past 24 hours
* A contagious disease such as chicken pox, strep throat or pink eye
* • An unidentified rash
* Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
* Has a constant, thick, colored nasal discharge
* If a child should become ill while at the center a parent or guardian will be contacted immediately via phone call. Sick children will be isolated within the staff’s sight and made as comfortable as possible.
* Children are required to be picked up within a 2 hour period to avoid late pick up fees.
* Children may return to the center when they are **symptom free without medication for a 24-hour period** and have been appropriately treated or have been given medical approval to return to child care.
* MPPAFCCINC will follow procedures on personal cleanliness and communicable diseases in accordance with BFTS licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.
* MPPAFCCINC will report all communicable diseases, when required, to the local health department by phone and via email to parents of all enrolled children.
* Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease via letter and/or phone call. A notice will also be placed in the entrance of you center on the parent board.
* Children who are in the contagious stages of a communicable disease such as COVID-19, chicken pox, pink eye, strep throat, etc. may not be in care at the facility and need to return with a doctor’s notice.
* When noticeable adverse reactions to prescribed medications occur, a parent or guardian will be notified by phone and emergency medical policy and procedures will be followed.
* Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injuries when the child is picked up at the center or delivered to the parent or other authorized person via an incident report.
* The staff at MPPAFCCINC has received training in first aid. MPPAFCCINC will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible.
* Staff members at MPPAFCCINC have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED), although an **AED IS NOT** presently at the facilities.
* If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Children’s Healthcare of Atlanta in Stockbridge or Rockdale Medical Center in Conyers.
* Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911.
* As a licensed childcare provider, MPPAFCCINC is required to report suspected child abuse or neglect to the local authorities. All accidents or injuries occurring during the time the child is enrolled, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of the center will be entered into the center's medical logbook.

**Medications**

* MPPAFCCINC will not administer any medication to children
* EpiPens will only be administered in case of emergency

**Smoking**

* Smoking is not permitted within or on the premises of the center during licensed childcare hours at any time.

**Sudden Infant Death Syndrome (SIDS)**

* Children under 1
* To reduce the risk of SIDS staff members at MPPA will do the following:
* Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.
* Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
* If child falls asleep in a swing, chair or car seat, the child will be removed from the swing, chair or car seat and placed to sleep in the crib.
* Children older than 1:
* Cots or mats shall contain a sheet to cover the mat/cot and a blanket provided if needed.

**NUTRITION**

* Staff members at MPPAFCCINC will follow USDA/BFTS guidelines when planning our menus. No child will go without nourishment for longer than 3 hours.
* If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing and/or provide a Doctor’s note.
* School-aged children will be offered an afternoon snack upon arrival from school.
* MPPAFCCINC will not make bottles or mix cereal within the formula. All bottles and baby food must be made and labeled with your child's name and current date.
* **NO OUTSIDE FOOD CAN BE BOUGHT INTO THE CENTER without written permission from the child’s doctor.**

**DAILY ACTIVITIES**

* MPPAFCCINC does include Christian-based instruction and practices in daily activities. We offer prayers before meals and snacks. This also includes Christian-based educational curriculum.
* MPPAFCCINC will plan activities and provide children with a variety of experiences.
* Language development: Books, music, story time, finger plays, flannel board stories
* Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
* Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
* Creative expression: Dramatic play, puppets, music / instruments, flannel board
* Self-help skills: Assist with mealtime preparation, dress self for outdoors
* Literacy skills: Books, story board, alphabet and writing games
* PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.
* Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather please see the chart posted on site. There are outdoor play spaces on the premises of each center.
* MPPA does not have a swimming pool on the premises.
* The body position of non-mobile infants and their location in the center will be changed frequently. MPPA will provide safe, open spaces for children who are creeping and crawling.
* Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.
* School-age children will have a quiet place to study or relax and access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.
* MPPA occasionally takes field trips, including walks around the neighborhood and parks. Emergency information for each child will be taken whenever the children leave the premises.

**CHILD GUIDANCE**

* Children’s behavior will be guided by setting clear limits or rules for children. MPPAFCCINC Staff members will talk with the children about expected behaviors and model those behaviors consistently for them. MPPAFCCINC will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity.
* Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it.
* Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.
* MPPAFCCINC understands that there will be times when a child will become distraught, fussy or won’t quit crying. The first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. MPPAFCCINC understands that crying is normal, and that all babies will have times when they cannot stop crying.
* At these times, MPPAFCCINC Staff will stay calm and will do whatever they can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when staff members at MPPA need your advice or assistance, and a staff Director of MPPA won’t hesitate to call you if we feel that it is necessary.
* Staff members at MPPA will use "time-outs" to deal with unacceptable behavior. The time out will be given according to the child’s age. Example. If the child is 5 years old then they will get a 5 minute time out; however if a child is 3 he/she will be given a 3 minute time out.
* Time-outs will never exceed five minutes and will not be used with children under two years of age. When used, the time-out will immediately follow the behavior. The staff will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead.
* Here at MPPA, we recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider possible solutions.
* If the behavior continues, the next steps may include referrals to appropriate community resources and/or discharge of the child from care.
* Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.
* Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

**TRANSPORTATION**

* MPPAFCCINC does provide limited transportation. We will transport children to and from school to the center within the specified area and to/from field trips to the center using a third party transportation company for services.
* You will be notified in advance of the date, time and destination of any field trip requiring transportation.
* MPPAFCCINC will contract out for transportation services.
* All vehicles utilized by MPPAFCCINC will maintain the minimum state required liability insurance on vehicles used to transport children.
* Children will never be left unattended in a vehicle.
* Whenever children are being transported by MPPAFCCINC, a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, exclusive to each vehicle used.
* If MPPAFCCINC is transferring the children to another responsible adult, MPPAFCCINC Staff will be sure the adult acknowledges the transfer before leaving the child

**PETS**

A) MPPAFCCINC. will not have any uncaged pets on the premises nor will any pets be added without notifying each parent for allergies.

**EMERGENCY PROCEDURES**

* Fire drills shall be practiced with the children every month, and completion of the practices will be documented.
* In addition, tornado drills shall be practiced during the tornado season which is April through October.
* In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled in the front of 2125 Old Salem Road, Conyers GA 30013 or 2952 Hwy 138 S Jonesboro Ga, 30236
* Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the cabinet at all times.
* In the event of a lost child, MPPAFCCINC staff will check all areas of the center. If the child cannot be found, MPPAFCCINC staff will contact the child's parents and / or emergency contact by phone and the police will be notified immediately.
* MPPAFCCINC will notify BFTS within 24 hours after the occurrence.
* If the center should lose the use of heat, water or electricity before the center opens, MPPAFCCINC will notify each parent by phone to make adjustments to their schedules.
* If the center should lose the use of heat, water or electricity while children are in attendance, MPPAFCCINC will notify the parents by phone and use back up supplies unless closure is necessary.
* In the event that Clayton/ Rockdale/ Newton County schools close due to severe weather, the center will also be closed. Parents are expected to pick up their children within a 2-hour period or late pick up fees will be added
* If we are unable to re-enter the building after a necessary evacuation, MPPA will remain within the parking lot area and contact all parents and guardians via phone.
* In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted via phone to advise them of the threat.
* Depending on the nature of the threat, evacuation and / or closure maybe required.

Important Policies and Procedures

**Diapering Procedures**

Here at MPPAFCCINC we take the necessary precautions to avoid diaper rashes and other skin irritations so we ask that you supply plenty of diapers and wipes. We believe in changing a child’s diaper every 1-2 hours within a 10 hour period unless the child’s diaper suggests otherwise. We will have diaper check every hour and ask that you keep a minimal supply of 6-7 diapers daily in a child’s cubby area. When the diapers and wipes get low, a written notification will go home with the child asking for more. MPPAFCCINC will supply some wipes because we know the importance of cleanliness; however, we do request for each parent to supply 1 pack of wipes every 2 weeks to ensure adequate supply.

**Toilet Training Procedures**

We will do our best to help make potty training go smoothly and quickly. Please help us by sending your child in clothes that will be convenient for us and them and make going potty many times a day easier. Please bring your child 2 changes of clothes which will need to be kept at the center because we know accidents do happen.

**STAGE 1** - When a child starts showing interest in going to the potty and will go to the potty at home at least several times a day. At this point we will follow up at the center by taking the child to the potty at set times (every hour or two) to get them comfortable and going potty consistently here. The child is still to be brought in diapers and diapers will to be provided at naptime or as needed. No pull-ups at this stage.

**STAGE 2** - When the child is going potty on a regular basis at the center and home and telling us when they need to go. At this point the child may wear pull-ups or training pants and. If the child does not have bowel movements in the potty, they will be kept in pull-ups until this has been mastered.

**STAGE 3** - When the child is telling us and going potty consistently and also, keeping the pull-up or training pants dry without many accidents. At this point you may still provide for naptime, if necessary.

**STAGE 4** - The child is going to potty on their own and wearing panties or underwear and staying dry at naptime. Congratulations your potty training is complete!!!

**Infant/Toddler Feeding Policy**

It’s important to understand each parent’s wishes about feeding their child, so we at MPPAFCCINC discuss the child’s feeding options in great detail to ensure a child’s growth and development. We support mothers who are breastfeeding and we will provide space where a mother can comfortably feed and spend time with her child during this process. All formula bottles should be made at home and provided to the provider for the duration of the child’s daily stay at the facility. **MPPAFCCINC WILL NOT MAKE FORMULA BOTTLES**. Infants will be fed according to the patterns suggested by the parents and upon the needs of the child and the feeding chart will be filled out daily to track the child’s feeding progression. For children under 1 who are eating food; the food must be provided by the parent or guardian. Bottles will be served at room temperature or a bottle warmer will be used if necessary. Children over 1 will eat the food provided by MPPAFCCINC which is monitored by the USDA/BFTS State Food Program. Food allergies will be noted and modifications to food menus will be made when necessary. We ask that all personal bottles, cups, and spoons and any other feeding tools come in the center labeled with the child’s first and last name on the item to avoid contamination.

**ITEMS TO BE PROVIDED BY PARENTS**

Disposable diapers

Baby wipes

Lotions

Pre-made bottles for infants

Bottle/sippy cups for water, formula, and / or milk

Full change of clothing including underwear and socks

Car seat or booster seat

Clothing suitable for outdoor play for each season

**ITEMS PROVIDED BY MPPA**

Sheets

Sleeping cots

Crib

Sunscreen

Insect repellent

Age appropriate toys

\*\*\*\*\*MPPAFCCINC Rules and Regulations Handbook\*\*\*\*\*

 MPPFCCINC.

Rules and Regulations Parent Handbook

 (Effective date 1/2/2025)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by my signature below attest that I have received a copy of these rules and regulations. I further attest that I have read and understand these policies and rules and I agree to abide by them. Failure to abide to the policies and procedures of MPPAFCCINC D.B.A Ms. Pam’s Pedagogical Academy will result in child dismissal from the center.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature – (Parent/Guardian)** **Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name (Parent/Guardian)**