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A-Z POLICIES & PROCEDURES

ABSENT STUDENT NOTIFICATION POLICY:

If your Child is enrolled, you must let us know by noon the day they will be absent from afterschool.

APPROPRIATE BEHAVIOR:

The safety and interests of your children is our primary concern. Teachers will use positive reinforcement and guidance techniques for desired behaviors. If any student has frequented behavior problems that are deemed unsafe or inappropriate the Director will communicate this with the parents. If these behaviors continue the child will be dismissed from the program. HH reserves the right to dismiss without prior incident if other children or staff are put at risk.

ATTENDANCE POLICY:

All students must be registered with HH. Paperwork, including immunizations, must be completed and fees paid. Registered students are eligible to attend any day school is open. Sick children may not remain in the program and must be picked up promptly.

BABYSITTERS:

We have awesome teachers! Some of them babysit our children. If you hire a HH employee, the employee will clock out before signing students out and HH is not responsible for the employee's behavior and actions during the time you hire them to babysit.

CELL PHONE POLICY:

NO CELL PHONE USE WHEN PICKING UP YOUR CHILD. Thank you in advance for your cooperation.

CHILD ABUSE POLICY:

HH **primary** concern is the safety and well-being of the children. See Law Below:

Childcare and day care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

CONFLICT RESOLUTION:

Students enrolled in HH will experience situations with other students. Anytime there is a conflict physical, verbal or otherwise we will take steps to rectify the situation as best we can. Every situation is different, and we will use redirection, peer resolution, discussion, removal of privileges at HH and parent meetings to work on resolving things that come up. At NO time may a parent approach another student and we are not authorized to disclose what the other student's "consequence" is.

DATE & TIMES – AFTER SCHOOL:

After school is open from 2:00pm-6:00pm from August 1, 2022- May 26, 2023. HH follow the Atlanta Public Schools calendar and weather closures.

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DRESS CODE / CLOTHES:

Your child should be sent to school wearing clothes that can get messy. Additionally keep in mind the weather each day as we spend so much time outside it is important to dress appropriately for outdoors in every season. All items should be labeled with your child's names.

ELECTRONICS:

There are no Electronics allowed. Any toys or electronics brought to HH are not the responsibility or HH.

EMAILS:

We limit our emails, but you will receive them for quarterly updates, emergency situations, and invoices. Parents are responsible for opening and knowing the information in the emails.

EMERGENCY PLANS:

We have well thought out Emergency Plans and they are available for viewing at the daycare. This includes, Fire, Weather, Bomb, Intruder etc.

ENROLLMENT:

We welcome all children from grades PK-5th to join us in our mixed age program.

ILLNESS AND COMMUNICABLE DISEASE:

Attendance of an ill child with communicable diseases such as conjunctivitis (pink eye), head lice, scabies, ring worm, chicken pox, diarrhea, fever, vomiting, Strep Throat, COVID 19, Pin worms, Green runny noses etc. will not be permitted. Parents will receive written notification when a communicable disease has been introduced into the program.

It is the parents' responsibility to notify HH of any communicable disease their child has and may have brought to our program otherwise we are required to report any suspected case of notifiable Communicable disease to the local county Health Department.

IMMUNIZATION:

We are required by law to have a copy of an childcare immunization certificate or a exemption affidavit within 30 days of your child enrolling. Failure to turn this will result in unenrollment without refund for 6weeks notice.

INSURANCE:

All children enrolled must be currently covered by health insurance. HH does not carry individual liability insurance. All medical expenses incurred in the rare event of injury or illness will be incurred by the guardian.

LATE PICK UP POLICY

Students must be picked up no later than 6:15. Late fee is \$5+ \$1/minute.

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MEALS:

We serve prepackaged afternoon snack.

MEDICAL POLICY:

You must authorize HH employees to administer first aid and CPR to your child. If you cannot be reached, you authorize HH and its employees to authorize transportation of my child to Children's Healthcare Emergency Room. You must grant my consent for the hospital and its medical staff to provide your child with emergency medical treatment which a physician deems necessary. **You must agree to accept financial responsibility for all medical expenses incurred.**

MEDICATION:

We do not administer medications without prescription. If you have a prescription, you must fill out a medicine Authorization form and provide prescription document.

NOTICES AND IMPORTANT INFORMATION:

There will always be a posted copy of the HH license, a copy of the rules, the monthly Calendar, and all other important information on a trifold at the sign in table

PARENTS BEHAVIOR:

We ask parents to follow rules. This includes being respectful to teachers, families, and other children. All policies must be followed. HH maintain the rights to discontinue care to a student based on parent or authorized pick-up behavior.

PARENTS WELCOME:

Parents are welcomed to observe and interact as well as join us in any area that is utilized by children. We would also like to invite parents to feel welcomed to participate and volunteer in any activities or special events we take part in. We always welcome any questions or concerns as well as feedback from our parents and would be happy to provide parents with progress reports for their children.

PHOTO/VIDEO POLICY:

Haverty Hollow Inc and their publishers and partner the right to use my/my child's image, name, and/or statement for incorporation into a HH product in all forms and media including advertising and related promotion. I grant the right to use my/my child's image in connection with all uses of the HH LLC or product and waive the right to inspect or approve use of my/my child's image, name, and/or statement as incorporated in the product. I release HH and their publishers and partners from all liabilities related to any claims of copyright infringement or other compensation. I acknowledge that I have no ownership rights in the HH product.

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PICK-UP AND ESCORT POLICY:

An authorized adult **MUST** sign out your child(ren) by 6:30pm. Once your children are signed out, they must remain with the adult until escorted out of the building.

REFUSAL OF CARE:

We reserve the right to discontinue care to any student enrolled in the program at any time for any reason in any of its employment practices, educational programs, services, or activities, other than based on race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation.

SIGNS:

Please use our signs to gain information about our program. It is the parent's responsibility to check our Boards for information about payments, permission slips, upcoming events, and other important info.

TRANSPORTATION: We provide routine transportation pick up from 4 elementary schools. All parents must sign agreement and provide emergency medical information to remain on the bus.

UPDATED INFORMATION POLICY:

Parents are responsible for updating HH on any significant changes as they occur in the enrollment information. (I.e. phone numbers, address, emergency contacts, pickup list etc.).

WEATHER POLICY:

On days when Atlanta public school is closed due to inclement weather such as tornados, snow etc. We will be closed. It is the guardian's responsibility to be aware of early dismissal and school closings. No reimbursement will be issued for these days. In the case of an emergency or severe weather during HH we will follow procedure and either get to a safe place in the building, meet at a safe place outside of the building or evacuate to our safe location is at Northside Presbyterian.

TUITION POLICY

Application Fee: There is \$30 per child nonrefundable application fee.

Tuition

Full Time Tuition:

1st Child: \$2300 per semester | **Additional Siblings** \$2050

We offer a 5-month Fixed rate of \$460/month for the 1st child, \$410 for additional siblings

Part Time | Set Scheduled Days:

1st Child: \$100/month per day scheduled (Ex. Attending Mon, Weds, Thurs is \$300/mo)

Additional Siblings \$90/month per day schedule (Ex attending Tues & Fri is \$180/mo)

Drop In | Use only as needed

1st Child: \$31/day | Additional Siblings \$28/day

**Must call to request each day to see if space is available*

ALL Tuition is paid online using RegPoint. You must keep a working card on file for Auto pay. We take Visa, Discover or MasterCard. **No checks or Cash is permitted.** For your convenience once you register online you will be set up for Auto Billing on the 1st of each month for Fulltime and Parttime. For Drop In tuition is due on the 10th on the following month

If for any reason you need to update the card on file, pay early or request extension simply send an email to HavertyHollow@gmail.com 2 business days prior to the Auto billing. If you have a financial hardship or situation in ADVANCE of the payment due date. We understand life can happen and we want to work with you so in ADVANCE of the Due Date.

If you are late without notice more than 3 times you may be unenrolled from the afterschool. Additionally, if you are not caught up by end of the month, you will be unenrolled until balance is paid.

FULL TIME CANCELLATION POLICY

If your schedule changes and you no longer need Afterschool Full Time or Part Time, we require 3 weeks' notice EMAILED to HavertyHollow@gmail.com.

This allows us to maintain a high-quality program so we can schedule teachers and activities according to enrollment. Because tuition is a fixed rate when you leave you may owe a balance OR we may owe you. We do 2 simple math problems to see how many instructional days your child has been enrolled and how much you have paid. Total Tuition Incurred= Number of Instructional Days Enrolled X Daily Rate Tuition Incurred & Balance Due or Refunded = Total Tuition Incurred - Total Tuition Paid

TRANSPORTATION AGREEMENT

I give Haverty Hollow Permission to transport my child, _____,
from _____ at _____ pm to **Haverty Hollow**.
(Elementary School Attending)

Haverty Hollow is approximately **2.5 to 4 miles** from the elementary school my child attends.

My child will be transported on the following days *(Parent initial required next to each day attending)*

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Employees of Haverty Hollow are authorized to receive my child. In the event Haverty Hollow is not present to receive my child from the elementary school, the following procedures are to be followed:

If the event my child is not to be transported as outlined above, I will notify **Haverty Hollow** with as much notice as possible.

Child's Name _____

Child's Home Room Teacher _____

Parent Name: _____

Parent Signature: _____ Date: _____

VEHICLE – EMERGENCY MEDICAL AUTHORIZATION

Child's Name _____

Date of Birth _____

Child's Home Address _____

Guardian 1 Name _____ Relationship: _____

Home Phone _____ Work Phone _____

Guardian 2 Name _____ Relationship: _____

Home Phone _____ Work Phone _____

Person to notify in an emergency if above guardians cannot be reached:

Name _____ Phone _____

Child's Doctor _____ Phone _____

Child's Allergies _____

Current prescribed medication _____

Child's special needs and conditions _____

In the event of an emergency involving my child, and if Haverty Hollow and its employees cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Guardian Name: _____

Guardian Signature: _____ Date _____