



Parent Handbook

Revised March 2026

1665 Goshen Rd.
Augusta Ga. 30906
706-790-6376

Welcome / Philosophy

Welcome to Amazing Little Minds Learning Center. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Amazing Little Minds Learning Center, as well as the requirements of you, the parents/guardians. This handbook covers our childcare philosophies, business policies, and expectations. Please read this handbook carefully, and feel free to discuss with the director any questions that you may have.

Amazing Little Minds Learning Center is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at this learning center the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encouraging parental involvement in our programming and care activities. Our objective is to care for your child the same way you would.

In programming activities for the children, we follow the Frog Street Curriculum, which follows a playbased learning/ philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre, and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colors, shapes, name recognition, and new vocabulary.

Hours of Operation

Hours of operation are:

7:00 am – 5:30 PM.....Monday – Friday

We will be closed on January 1st, MLK Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Indigenous People day, Thanksgiving, and the Friday after, Christmas Eve, Christmas Day. **Initial** _____

The center will be closed two weeks out of the year. Those 2 weeks will be Spring break and the week of Christmas. Tuition is due for these 2 weeks. **Initial** _____

*The center under no circumstance will open before the time listed. For example, at 6:50 a.m. when the center opens at 7:00 am

* The center will close in the event of an emergency. Parents are required to pick their child(ren) up in this case promptly.

*Inclement weather- tuition is still due and will not be waived if the center is closed.

Late pick-up policy: If you are late picking up (after operating business hours) your child you will be charged a late fee of \$10 for the first 5 minutes after that the late fee increases to \$5 per minute late (except in emergency situations under management discretion). The center will place a call to DFCS (Division of Family and Children Services) for any child late (*30 Minutes). This late fee must be paid in cash to the staff on duty upon pick-up of your child.

Tuition is pre-paid and is due every ***Friday**. Tuition will be considered late on **Monday** morning. The child (ren) will not be allowed to stay until tuition is paid in full. You are paying for a slot and not attendance **Initial** _____

Enrollment Requirements

Before your child can be officially enrolled in Amazing Little Minds Learning Center you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile and copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- Registration Fee/ first and last week tuition must be paid

*spaces will not be held by verbal contract, registration fee and tuition must be paid for a spot to be held for you and your child. If you are needing to hold a space and your child will start some time later you will have to pay the tuition until your child starts.

We do require that the parent/guardian and their child(ren) visit our center prior to enrollment. This process allows your child(ren) to become more familiar with our daycare and staff. **Initial**_____

Evacuation Procedures

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to the far fence outside of each classroom. Emergency contact information will be transported along with us, so you will be contacted to pick up your child.

Transportation/Outings

For any field trips or outings that require transportation, parents will be asked if they would like to volunteer to drive their child(ren), stay for the outing, and then return their children home with them, or back to the center, whichever case may apply. If we arrange transportation for the children, or if parents are unable to attend and we need transportation to and from a location we will be using Amazing Little Minds Learning Center's bus, which is always inspected and up to date, and covered with the proper insurance, and outfitted with proper seating. Drivers have the following documents, as well as required insurance and car seats to transport children:

- Criminal Record checks
- Clean Drivers Abstracts

If any parent is uncomfortable with this transportation method they have the option of transporting their child themselves or choosing to keep their child at the center with another classroom if possible. Outings are a part of the Amazing Little Minds Learning Center, and participation is encouraged by all families. If there is anything we can do to help anyone feel more comfortable with their children participating please feel free to talk to the Director about this.

No child will be permitted to go on an outing without written parental consent. **Initial**_____

Payment Procedures

Forms of payment currently accepted are cash, money order, debit/ credit card (online only)**NO CHECKS WILL BE ACCEPTED.** All fees must be paid by Friday the week before care begins. If payment is not received by Friday at pick-up time a late payment fee will be applied to your account at the rate of \$35. Monday your care will be suspended until fees are paid. After 3 late payments, fees may be required 2 weeks in advance, or service may be suspended. Each situation is dealt with on an individual basis. Initial _____

Registration Fee

An annual registration fee is required upon enrollment and will be collected by January 31st of subsequent years. This registration fee goes towards supplies for children's artwork, as well as other supplies that we use to teach your child. Initial _____

Annual Activity Fee

An annual activity fee will be due in October of each year. You have the option to pay two installments within the month of October.

Annual Tuition Review

Tuition will be reviewed annually. In doing so rates may stay the same or they may increase. Initial _____

Late Pick-up Fees

Picking up late will result in a late pick-up fee and will be charged to your account in the amount of \$10 for the first 5 minutes, after that the late fee increases to \$5 per minute late. Initial _____

Signing in and out/Attendance Records Policy

Children are signed in and out by parents/guardians upon their arrival and departure. After 9:am your child(ren) will not be accepted in for care. We ask that if your child is not going to attend care as usual you inform the center by 9 a.m. When your child does not attend daycare you must call to let us know the reason – if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone please email the center. Also, upon arrival and preparing your child for the day please help them or direct them to wash their hands before beginning to play with toys, to prevent the spread of germs.

*Subsidy families your child(ren) must attend at least once per week. If your child(ren) are out for 2 weeks or more your slot will be forfeited.

If someone else will be picking up your child please let staff know upon arrival. Photo ID will be required by the person picking up your child as well if the staff member is not familiar with that person.

Please let any individuals other than parents who may pick up the child(ren) that they will be asked for a picture ID to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will have to contact you to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity. Initial _____

Health and Safety

If a child is too sick to attend daycare, please keep him/her home. There is no “sick room” at the daycare, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal activities:

Fever greater than or equal to 100.0 degrees F.

Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.

Red discoloration to the whites of the eye(s).

Skin rashes as they are difficult to diagnose.

Severe abdominal pain, vomiting, or diarrhea.

A deep, hacking cough

Difficulty breathing or untreated wheezing

Yellow discharge from the eyes

Unusual yellow coloring of the skin or eyes

Cuts or openings on the skin that are pus-filled or oozing

Lice or nits

If your child(ren) is sent to daycare with any of the above-listed symptoms or develops during the day they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). You should arrange for backup care when your child is sick, and unfortunately, there are no refunds or discounts for days that your child does not attend daycare. You will have an hour to come to pick up your child after the initial call any time after the hour DFAC will be contacted.

Your child must be free from the symptoms for 24 hours without medication before they can return. Amazing Little Minds policies supersede a doctor's note. We reserve the right to refuse service for any child we feel is an illness risk to the other children and staff even with a doctor's note to return.

If your child will not be attending daycare due to illness or any other reason, please let someone at the center know as soon as possible, as well as the reason they will not be attending. Initial _____

Child Abuse/Neglect

If there is any abuse or neglect suspected of any children in our care, we are required to report it to Social Services DFAC. Please be aware also that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any person picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to Social Services according to the Child's Victims of Abuse and Neglect Protocols. Initial _____

Clothing Code

Children should come dressed in their uniform each day. A spare change of clothes is required for all children in case of soiling of clothes. Children under the age of 3, and those who are potty-training require at least two changes of clothing (including socks). We want to keep your children happy and comfortable. Initial _____

Children in Diapers

It is required that you drop your child(ren) off to the center dry and clean. If they are wet or soiled at drop off you are required to change them. Initial _____

Potty Training Policies

We strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before we can help you train your child at the center. The key signs of readiness for potty training include:

- The child can pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child can communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child can hold their bowels and bladder until they get to the potty once they realize that they need to go

If these signs are not present, your child is not ready to potty train at daycare, as we cannot have a potty in each room for them to use. Children are not able to move up to the preschool room (from the toddler room) until they are completely potty-trained (having no more than 2 accidents per week for at least a 2-3 week period). We will always encourage children to use the potty regularly and we begin to introduce sitting on the potty as soon as the children move into the toddler room at the age of about 2 years old.

When your child does potty training, we ask that you provide extra clothing and remove soiled clothing daily. If we run out of clean clothes and underwear then you will have to be contacted during the day for you to provide them, as we do not have daycare "loaner" clothes. Initial _____

Discipline Policy

Here at Amazing Little Minds Learning Center, discipline and guidance centers around respect and responsibility. Each child is expected to be a respectful, responsible member of our group. This ranges from children cleaning up their own "messes" to using manners and politeness when speaking with teachers, parents, and each other.

All "rules" center on these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the children in our center.

We follow the 1-2-3 time-out procedure. The child will get two warnings upon the first and second instances of the child not acting safely, or being irresponsible or disrespectful. If the child continues the

action that is not acceptable, the child will receive a third strike and a time-out. It is explained to the child as “when you cannot be safe with yourself and your friends/when you cannot play nicely, you must step away”. The child will be removed from the group and asked to go sit in a chair by themselves, but still within the same vicinity. They will be asked to sit for a few short minutes to calm down and think about what behaviors are acceptable. The time-outs will last the amount of time that corresponds with the child’s age (for example, if the child is 3, they will get a 3-minute time-out). Before rejoining the group we will briefly discuss what appropriate behavior’s we will need to be used to be a part of the group again. Initial

*Any serious concerns will be discussed with the family so that we may work together to encourage appropriate behavior. If the behavior does not change after meeting with the parent/guardian and coming up with a plan the child will be disenrolled from the program. The safety of all children is our top priority.

Daily Routine

7:00 am Center Opens - Free Play (Table toys, puzzles, drawing, etc.)

-Breakfast

8:30 am Clean-up and Circle Time/Other Educational Activity (our learning time)

9:45 am Educational Activities and Programming, examples include - Art, Science Experiment, Weather Chart, and Story Time

10:10 am Outside Play (weather permitting) - activities include visiting local parks, going on walks, or remaining at the daycare outdoor play area

11:00 Lunch

11:50 pm Clean-up from lunch

12:00 pm Naptime - Children remaining awake may read books, do puzzles, and other quiet activities while others sleep

2:15/3:00 pm Quiet time is over for napping children After School care children arrive

2:00 pm Nutritious Snack

2:45 pm Educational Activities and Programming, examples include – Art, Science, Music, or Literacy Activities that relate to current theme/web, Homework time for school-aged children

3:30 pm Outside Play (weather permitting) in the yard until the center closes if weather permits

5:30 pm* Center Closes – Children must be picked up by 5:30 p.m. or late charges will apply. If you need to speak to staff about any concerns you have please come in ample time to do so.

This schedule is very flexible and is adjusted according to the children's needs and interests (i.e. If a child is engaged in art or another activity when snack is served they may finish their activity and will then be served their snack. Or, if we are engaged during scheduled "learning/circle time" the learning/circle time will just be pushed back to a later time so that we may fully engage in the current activity unit once it is completed. The number one goal is learning. Initial _____

Items Needed From Home

Nap Bedding – Please provide the crib sheet/blanket for your student to sleep on
Diapers/Rash Ointment (Training pants or pull-ups for those who are potty training)

Spare Clothing – including underwear and socks, at least 2 complete sets for those potty training age and under

Weather-appropriate clothing - jacket/hats/mitts, boots, etc. –lack of weather-appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play every day.

Please ensure that children come dressed in "play" clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished when necessary space permitting. Initial _____

Meal Times

Breakfast, Lunch, and Snack will be provided. NO OUTSIDE FOOD is allowed. If your child has any food allergies we ask that you provide a doctor's note and fill out the proper paperwork. Throughout the day water drinks are available for the children as needed. At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety (to avoid choking) and to promote healthy eating/drinking habits. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Pacifiers are encouraged for use at nap time only and if your child requires a bottle at nap it will be given to him or her before they get into the crib. Under no circumstances will children be allowed to go to sleep with bottles in the crib. This is also to ensure safety (prevent choking) and to prevent dental problems. Initial _____

Medications

All medications are stored in a closet that is inaccessible to children. Children are not given any medication without their parents' written consent. Written consent may only be on a "Permission to Administer Medications" form and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time, and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff need to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.

With any prescription antibiotics children may not return to care until they've had a full 24 hours of dosage, are no longer contagious, and are ready to participate in the full childcare day, to ensure they are well on the road to recovery. Initial _____

Allergies

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator, and written on the child's emergency info/consent cards. Please note that we are a NUT-FREE facility. If you send any food with your child or donate any food to any functions held at the daycare please ensure that these foods are NUT FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons and will have to be returned home, or discarded.

Initial _____

*Outside food and drinks will not be allowed with the exception of a written physician letter. At that time outside food and drinks will be allowed but only with healthy food and drink choices. **No sports drinks, soda, juices with sugar, no foods that are not healthy fruits vegetables, or meats.** Meals should have the student's name and date. Please note to have proper cooling for their lunch.

Developing Illness Policy

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy-related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor. **Your child must be free from the symptoms for 24 hours without medication before they can return.** Amazing Little Minds policies supersede a doctor's note. We reserve the right to refuse service for any child we feel is an illness risk to the other children and staff even with a doctor's note to return.

-Pain - any unexplained or undiagnosed pain

-Difficulty in breathing - wheezing or persistent cough

-Fever (100.0* F/ or higher) – The child must be free from fever (without being medicated) for 24 hours before returning to care at the facility

-Sore Throat or trouble swallowing

-Infected skin or eyes (mucus/pus draining) or an undiagnosed rash -
Severe body or scalp itching

-Children with a known or suspected communicable disease/illness

-Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting

-Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours
- may return to care after 24 hours without loose stool/diarrhea

-Just not feeling good - a child must be well enough to participate in the entire childcare day to be at daycare

***Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the childcare center to be alerted. Initial

Damages to Property

Parents/Guardians shall be held financially responsible for any damage to, destruction of, or loss of classroom property caused by their child, whether such damage is determined to be intentional or due to negligence.

Classroom property includes, but is not limited to, books, bins, furniture, toys of any kind, puzzles, shelves, blinds, cabinets, electronic equipment, and playground equipment. The cost to repair or replace the damaged item(s) will be assessed and billed to the Parent/Guardian, and payment shall be due within the timeframe established by the center.

Failure to remit payment may result in additional actions as outlined in the center's policies and procedures.

Choking Hazards

Beads of any kind are strictly prohibited due to the potential choking hazard they present. This includes, but is not limited to, hair beads and beaded jewelry.

Any prohibited items brought into the center will be removed and returned to the Parent/Guardian at pickup. Repeated violations may result in further action in accordance with the center's policies and procedures.

Telephone Communication

If you need to contact the daycare for any reason, please feel free to phone 706-790-6376. If you get our voice mail please do leave a message, as often we are out or busy with the children and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your child(ren) is doing during the day. We do ask to please limit them to 2 per day, as they do disrupt the classroom to pull a teacher out to speak on the phone. Thank you for your understanding.

If you call outside of daycare hours please leave a detailed message. Someone will return your call at our earliest convenience. Initial _____

Parent's Grievances and Suggestions

We at Amazing Little Minds Learning Center are committed to being very open and honest, and if any parent should have any grievances or any suggestions, please don't hesitate to contact us.

Initial _____

Phone : (706)790-6376

Email: Amazinglittlemindscenter2@gmail.com

Amazing Little Minds Learning Center

1665 Goshen Rd, Augusta, GA 30906

Parent Involvement

Our doors are always open to parents who would like to be involved in their child's care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parents wish to volunteer at the center, or on outings please contact the Director so we can make the necessary arrangements. Initial _____

Photographs/Video Cameras

We like to take lots of pictures at the daycare to share with the children, and the parents how much fun we have at daycare. We do have a few daycare photo albums that we place these pictures into (that do not leave the daycare center), and we also have a private Facebook photo-sharing group just for parents and staff. If you wish to be added to the group please email us at Amazinglittlemindscenter2@gmail.com with the email address that you would prefer we send the invitation to join. As soon as parents leave the daycare they are removed from the group. Please feel free to save the pictures of your child from this website, however, keep in mind you cannot share any pictures of children in a public forum unless you have written consent from that child's parents. So if you do save pictures or wish to share them with friends on Facebook please ensure there are no other children's faces in the pictures.

We do have a video monitoring system in place at the daycare. This is to ensure everyone's safety.

Initial _____

Withdrawal Of Services Policy

A **WRITTEN NOTICE** is required for termination of childcare services. Any fees not paid on time with regards to termination of child care services will also be subject to weekly late fees until full payment is received. If fees are not paid, the unpaid bill will be sent to small claims court.

In the event of any concerns (raised by staff, parents/guardians, or even children) a meeting can be scheduled to address the issues. The meeting will involve the Owner/Director, and involved staff member, and the parents/guardians involved. The concerns will be clearly stated (e.g. late payment, failure to adhere to center policies, behavioral problems, etc.) and discussed. Meeting notes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2-week written notice of termination of services will be given. **Initial**_____

- **We reserve the right to terminate immediately for excessive uncontrollable behavior, excessive late payments, disrespect and/or harmful behavior from parent(s)**

Parent/Family Handbook and Fee Agreement - Family Copy
(your copy to keep)

Child(ren)'s Name(s): _____

Type of Care(please circle one): **Full-Time Care** **Before/AfterSchool**
 Pre-K Only **Summer Camp**

Weekly Child Care Fees: _____

I/We (the undersigned) have read the parent handbook for Amazing Little Minds Learning Center and understand all the information, policies, and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

By signing this agreement we also consent to pictures being taken of our child(ren) for the center photo album(s) and to be shared on the online private Facebook page. (If you'd like your child's pictures removed after you leave the center please inform the director and that can be arranged) We also consent to our children being recorded by the video monitoring system and understand that the footage will not be shared with any third parties (other than possibly law enforcement).

Parent/Guardian Signature

Date _____

Parent/Guardian Signature

Date _____

Owner/Director's Signature

Date _____

Parent/Family Handbook and Fee Agreement - Daycare Copy
(please detach and return completed)

Child(ren)'s Name(s): _____

Type of Care(please circle one): **Full-Time Care** **Before/After School**

Pre-K Only Summer Camp

Weekly Child Care Fees: _____

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Parent/Guardian Signature

Date

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Date

Owner/Director's Signature

Date