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Parent Handbook COVID-19 Edition 2020 School Year

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**Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

While other centers closed, Kids Haven Learning Center (KHLC) was able to remain opened to assist our Essential workers through this tough time period. As we begin our new school, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at KHLC are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by Bright from the Start (BFTS). Please be sure to read through this and sign and return the last page.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that KHLC is a safe and enjoyable place for your family.

Yaw Afful
Owner
Kids Haven Learning Center, Inc.



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A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of KHLC and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to KHLC shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed at the end of the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask and Shield wearing: Each enrolled GA Pre-K student will receive two masks and a shield that they will use while here. Masks will be kept here in the facility and laundered each day. If you or a family member needs a mask, please email the director, and one will be provided for you. For safety issues, younger students are not required to wear a mask in the building.



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4. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Children will not need to wear a mask when they are in their “home” (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. All staff will wear masks throughout the building.
5. Sanitizing: The building will be sanitized every weekend to ensure the safety of all staff and students.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

KHLC enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is due on Mondays of every week.
2. A \$10.00 per week late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**
5. Free vacation week:
 - a. A vacation week will be granted after a full-time or part-time student has been enrolled in the school for six months.
 - b. A vacation week **MUST** be taken in five consecutive days.
 - c. A vacation week will not be granted if tuition is not current and paid on time on a consistent basis.
6. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your weekly tuition.
7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.



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F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (770) 926-4937 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to KHLC without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Woodstock Health Department and our parents.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay here on the premises and be laundered. No blankets are allowed on the premises. KHLC will provide all sheets and blankets for each student.

H. Arrival and Departure Procedures



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Our facility is operational from 6:30am – 6:30pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 7- 9am to drop off and between 2-4pm to pick up. All children must be dropped by 9am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Infants, Toddlers and Threes

If your child is an infant or young toddler, you will bring your child to the door where he will have his temperature check. If it is below 100.4F, teachers will bring the child into the classroom. We ask all parents to begin wearing face covers

Pre-K Students

Students riding the bus to school will have their temp check before entering bus. Teachers will escort them to the building on arrival.

Car riders can begin lining up at 7:30 in the parking lot in two lanes for drop off. There will be no need to exit the car as teachers will perform temperature checks before the child gets out. If the temp is above 100.4 the child will be sent home. If below the teacher will have you sign the attendance sheet and remove the child from the car. A video of this process is on the Class Dojo website as well as Kids Haven website www.kidshavenlc.com. If you need any additional information, please contact Ms. Scott at (770) 926-4937.

If you have both an infant and older child, follow instructions for infant/toddler drop off.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

Because parents pick up their children at various hours, you can just sign out your child at the door. Your child will be brought to you.

I. Visitors

Visitors will not be permitted at this time. This includes specials teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.



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J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at KHLC, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

L. Food

1. Breakfast: Will be provided from the hours of 6:30 a.m. – 8:15 a.m.
2. Lunch: **Lunch is provided from the hours of 10:30-12:00.**
3. Snack: A morning and afternoon snack is included in your monthly tuition amount. Snack is provided at 10:00am and 3:00pm daily.
4. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

M. Emergency School Closure

The following are instances in which KHLC have to shut down the school:

1. A parent, child or teacher tests positive for the coronavirus.
2. If Bright from the Start decides to shut down the Pre-K class due to the pandemic, KHLC will follow their instruction.
3. If the Department of Health requires a shutdown to control the pandemic, KHLC will follow suit.
4. If the Governor issues a state of emergency, KHLC will shut down.

The following are steps KHLC will do in an emergency school shutdown:



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1. Families and teachers will be notified immediately for emergency pick up.
2. Tracing will be done to find out how many people have been in contact with the affected person.
3. The department of health will be notified for the center's next steps.
4. The entire building will be sanitized. An example of this process is posted to Class Dojo and www.kidshavenlc.com.
5. The Department of Health will perform the required testing to ensure the safety of all. We ask that all get tested to prevent reoccurrence.
6. GA Pre-K Students will go to online distance learning until parents are notified when to return. Bags will be sent home to assist with instruction; teacher lesson plans for the students will be included. All class work will appear on the Class Dojo website. Teachers will teach students using Zoom.
7. Zoom and Class Dojo are also available to the Infants, Toddlers and Three year old classrooms. This will give parents some resources to continue their child's education while at home.



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Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020-2021 school year, which contains the policies and procedures for Kids Haven Learning Center, Inc. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Phyllis Scott
Director
KHLC

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of KHLC's Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____