

# **Luma Learning Center**

## **Parent Handbook**



Bright, resilient, intelligent, and gifted hearts working together to prepare our leader's for tomorrow's challenges!





## **Welcome Family!**



Luma Learning Center Is not an ordinary Daycare Facility, it is an extraordinary vision of a child development model.

Welcome to Luma Learning Center. We offer full-day early childhood programs for children between the ages of 6 weeks and 13 years. The program operates twelve months a year, except for center-observed holidays. We are ecstatic that you have chosen us to meet the early childcare and educational needs for your family. We are here to be of excellent service to you and your child. We want to make this transition as smooth and peaceful as possible. We hope that this parent handbook will help introduce you to the Luma Learning Center Program and any questions you may have. Our program is founded on Christian values and principles, and we embrace every child with love and respect.

*Sincerely,*

*Susan Luma*

Owner/CEO

## **Mission Statement:**

**Luma Learning Center** provides a safe and nurturing environment to all young children so that they may grow to become confident and respectful lifelong learners. We ensure your child has the highest level of care and educational services that he or she deserves. Our school strives to make a difference through care and education by demonstrating the love of God in the way we treat and respect each family.

## **Philosophy:**

Luma Learning Center:

## **WE BELIEVE THE CHILDREN ARE OUR FUTURE.....**

We believe each child has the potential to bring something unique and special to the world. We will help children to develop their potential by believing in them as capable individuals. We will assist children in discovering who they are, so they can express their own opinions and nurture their own ideas. We have a vision of a world where people learn to respect, accept, and embrace the differences between us, as the core of what makes life so fascinating.



**TEACH THEM WELL AND LET THEM  
LEAD THE WAY.....**

Every classroom presents a unique community of learners that varies not only in abilities, but also in learning styles. Our role as teachers is to give children the tools with which to cultivate their own gardens of knowledge. To accomplish this goal, we will teach the needs of each child so that all learners can feel capable and successful. We will present a curriculum that involves the interests of the children and makes learning relevant to life. We will incorporate themes, integrated units, projects, group work, individual work, Montessori style learning and hands-on learning to make children active learners. Finally, we will tie learning into the world community to help children become caring and active members of society.

**SHOW THEM ALL THE BEAUTY THEY  
POSSESS INSIDE, GIVE THEM A SENSE  
OF PRIDE.....**

Our classrooms will be caring, safe, and well-equipped environments where each child can blossom and grow. we will allow children to become responsible members of our classroom community by using strategies such as class meetings, positive discipline, and democratic principles. In showing children how to become themselves as well responsible for as their own



learning. We are giving them the tools to become successful in life, to believe in themselves, and to love themselves.

**LET THE CHILDREN'S LAUGHTER**  
**REMINDE US HOW WE USED TO**  
**BE.....**

Teaching is a lifelong learning process about new philosophies and new strategies, learning from the parents and community, learning from colleagues, and especially learning from the children. Children have taught us to open our minds and our hearts to the joys, the innocence, and the diversity of ideas in the world, because of this, we will never forget how to smile with the new, cherish the old, and laugh with the children.

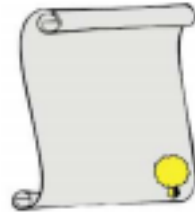


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*THE CHILDREN ARE*  
*OUR FUTURE!!!!!!*

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**Licensure:** Luma Learning Center has been licensed by the state of Georgia. We meet and exceed all state standards pertaining to building, facilities, staff ratios, safety, health guidelines, procedures, nutrition, curriculum, and playground areas. Posted in the reception area are important data, including state license, state regulations, Management Identification, current weekly menu, communicable diseases chart, parental access notice, evaluation report notice, and a visitors identification notice. Emergency plans for severe weather and fire are posted at the front entrance. Our inspection reports are either posted or available upon request from Director.



**Purpose and Goals:**

**Luma Learning Center** is striving to achieve the following goals:

- We want to continue to improve our program in early education by becoming and sustaining Bright from The Start accreditation and Quality Rated status.
- For our teachers to continuously learn and practice new techniques in early childhood education. All teachers will attend professional development workshops and training to further their education in the area of childcare.

This will ultimately allow us to provide the highest level of care to your child.

- To provide the best customer service to the Kings families that we serve. • Encourage family involvement by offering monthly family involvement activities.
- To build community serving ideals by expanding our services beyond the doors of the program and into the larger public.

### **Curriculum:**

We strive to provide your child with a strong education and professional care. Luma Learning Center offers more than most daycare providers. Our childcare programs are designed to promote your child's overall development.

**We practice the Creative Curriculum to maximize children's learning.**

Luma Learning Center focuses on the Reggio Emilia and Montessori approach in addition to the Georgia Early Learning and Development Standards (GELDS) to guide the teaching of our students. Young children learn best through play and experiences. The goal of the curriculum is to help children become independent, self-confident, and inquisitive learners. Teachers will provide various hands-on activities to support and encourage children to be active and creative explorers. Basic Spanish and Baby Sign Language will be implemented into the curriculum daily.



The Creative Curriculum was designed to maximize a child's growth and education in early childhood. The overall goal of the Creative Curriculum is for each child to grow to be innovative, responsive, collaborative, respectful, and ethical. They combine all these values to create a teaching strategy that will be effective at each developmental stage.

Your child will receive the education that he or she needs in all core subjects including math, science, language, history, and cultures. We combine traditional daycare with the added advantage of an education. Your children will be able to grow as individuals and gain all the tools they need to be successful.

### **Montessori Classes (Ages 6 weeks -13 years):**

Both you and your child can embrace the learning experience a Montessori classroom provides. Our staff will also teach you how to incorporate Montessori learning methods in your home.

**Your child will benefit from the freedom that comes with Montessori classes.**

Montessori classrooms are specifically designed to encourage freedom of choice, exploring and the search for knowledge. Everything from the colors used to the location of each learning station is carefully planned to promote optimal learning and exploration. Throughout the day students can freely choose which station they want to interact with. They can choose an area that is

group focused and work with other students or take personal time in individual areas. The large, open layout allows for children to feel more comfortable and engage in learning experiences.

Our Montessori classrooms combine multiple age groups that provide a family atmosphere. All learning materials are made available to every student.

### Enjoy the following benefits of our Montessori classroom:

- Every child is considered an individual.
- They learn coordination, independence, and concentration to build fine and gross motor skills.
- Children are able to choose freely and make choices.
- They learn to think critically and to analyze their work.
- Each child can learn in their own way.

### Learning materials are hands-on and promote social interactions.

All learning materials are designed to appeal to children and to promote interaction. Kids will learn through activities that encourage the seeking of further knowledge. Teachers are to provide guidance and assistance when needed, but they ultimately allow children to determine which methods of instruction are most naturally beneficial.

**Ages of Children Served:** Luma Learning Center provides childcare and educational services for children 6 weeks to 13 years old.

**Hours of Operation:** Luma Learning Center is open all year round, except for center observed holidays, Monday through Saturday from 6:00AM to 7:00PM.

**Holidays:**

Luma Learning Center is typically closed for the following holidays:

- New Year's Eve and New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- The weekdays directly preceding and following Christmas Day

**\*\*We reserve the right to close the center on other days throughout the year with advanced notice to parents and guardians. \*\***

## **Admission Requirements:**

**Luma Learning Center** requires the following documents to be completed and on file before your child's first day at school:

1. Completed Registration Form
2. \$100 Registration Fee / Child (Paid Annually)
3. Completed Child Information Form
4. Emergency Contact Information Form
5. Financial Agreement Form
6. Auto-Draft Payment Form from Tuition Express
7. Medical/Allergy Form
8. Child's Immunization Record
9. Signed Parental Agreement Form.
10. Copy of Custody Papers (If Applicable)
11. Food Program Paperwork (All Forms)
12. Acknowledgement of Luma Learning Center Parent Handbook Form.

**\*\*ALL PARENTS ARE RESPONSIBLE FOR SUPPLYING AND UPDATING INFORMATION TO THE CENTER FOR EACH CHILD ON AN AS NEEDED BASIS.\*\***

## **Enrollment Policy:**

An application/registration fee of **\$100.00 per child** will be due upon enrollment. This fee is due annually and will be charged to all accounts on the first of every year. **The fees are non-refundable.**

## **Tuition Policy:**

The first week's tuition will be due at the time of registration. **ALL TUITION IS DUE ON FRIDAY BEFORE THE WEEK OF SERVICE.** If tuition payment is not made the following Monday at your child's drop off time, it is considered late, and a \$30.00 late fee will be charged to your account. Accepted payment methods include money order, credit, or debit cards. We also encourage parents and guardians to set up automatic payment withdrawal using the Tuition Express System.

### **Procure Tuition Express Program**

Our tuition payment program is designed for easy use and accuracy. You will also be able to make payments by checking in and completing the transaction. You can contact us for more information on this tuition program.

**There will be a \$40.00 fee charged for tuition checks returned by the bank.** Returned tuition checks will not be re-deposited. If at any future time the bank returns a parent's check, all future tuition payments must be made by money order, debit, or credit card. **If your child's account falls more than 1 week behind, your child will be unable to attend until the account is brought current.**

Tuition rates are established on a yearly basis. In the event of a rate increase, parents will be notified in writing 30 days before the new rate goes into effect.

Since we agree to hold a place for your child in our school, we cannot discount your weekly rate even if your child does not attend school. Tuition is calculated on an annual basis, and divided into weekly rates; therefore, we cannot discount weekly rates even if the Center is closed that day. **No discount on tuition will be made for holidays or other days on which the facility does not operate.**

### **Tuition & Programs Offered:**

**Luma Learning Center is a tuition-based center** and offers a comprehensive developmental program for young children which includes many distinct sub-programs that serve children and their families. Our Programs & Weekly Rates Are as Follows:

- Infants (6wks-11months)- \$330
- 1 year old- \$330
- 2 years old's- \$315
- 3-5 Year Old's- \$300
- Before & After School Enrichment Program - \$140
- After School Only Enrichment Program: \$120
- Summer Camp/School Break - \$285
- Drop-in Care: \$20/ Hour
- Daily Rate: \$120
- Saturday care 10hrs Max- \$165 (paid by Thursday of the week).

## **\*\*Transportation provided to and from local schools: \*\***

Luma Learning Center provides transportation services to and from, drop off and pick up from local schools.

These services are offered at an additional rate to be discussed and agreed upon on a case-by-case basis.

### **Discounts:**

A 15% discount is given for Sibling discounts assigned to the oldest child. A \$10.00 discount will be given when accounts are paid four weeks in advance. All pricing is expressed in this manual and recorded in your child's file.

### **Waiting List:**

A non-refundable fee of \$30.00 is due at the time your name is placed on the waiting list. Once a parent is made aware of space availability, the registration including one week's tuition must be submitted within 48 hours of notification. Should the parent be unable to meet these requirements, the waiting list fee shall be forfeited, and the position will be offered to the next family on the waiting list.

### **Arrival and Departure Procedures:**

**Arrival:** Parents must escort their child in/out of the building and to and from the classrooms. We encourage all parents to drop off their babies before 9am to

participate in learning activities, however any drop off after 10am will **NOT BE ALLOWED unless excused with a Dr's note.** At no time shall a child enter or leave the building alone; nor shall the child be left unattended. Proper hygiene and appearance are a must for your child, as it is a representation of you and our school. ALL children and parents must wash their hands when entering classrooms. **Please use the computer/QR code at the front desk to sign your child in and out each day.** A member of management may escort your child to their classroom to limit the amount of disturbance during educational classroom time.

**Departure:** Parents must walk into the building and sign their child out at the end of the day and pick them up from their classroom. Parents are expected to make teachers aware that they are picking up their child. No one other than individuals listed on the child's identification and emergency contact form will gain access to a child for release from the school. Anyone other than the enrolling parent(s) will be asked to present picture identification. Parents will have to notify the director/teacher in writing or electronically via email/procare if someone else is expected to pick up their child to [lumalearningcenter@gmail.com](mailto:lumalearningcenter@gmail.com).

### **Late Pick-up Policy:**

**\*Our staff have families and plans like the rest of us. It is our priority to respect your time and we hope you will respect their time, too. Your little ones are**



**also excited to see you. We don't want them to wait anymore. So, hurry back after work!!!**

The center closes at 7:00pm. Parents who are late picking up their children after school are subject to a late pick-up fee of \$2.00 per minute for the first 30 minutes. After the first 30 minutes the late fee is increased to \$5.00/minute, fees are applicable to each individual child. In addition, after the third late pick up there will be an additional charge of \$25.00 per child.

If parents are not able to be reached, emergency contacts will be called to pick up the child. Please be courteous and arrive on time. If a child is left for an unreasonable length of time and we are unable to locate any authorized adult to care for the child, we must then contact the appropriate regulatory agency including the Department of Family and Children Services. Fees for late pick-ups are due within one week of dated invoice.

### **Physical Activity**

Our daycare is committed to promoting the health and well-being of all children through regular physical activity both indoors and outdoors with weather permitting. This policy outlines our approach to integrating physical activity into the daily routine to support physical development, mental health, and overall well-being. Activities are adapted to meet the individual needs and developmental levels of each child with limiting sedentary time.

## **Daily Physical Activity**

- **Structured Activities:** Children will participate in structured physical activities for at least 60 minutes each day. These activities include games, sports, dance, and exercises led by our trained staff.
- **Unstructured Play:** We provide at least 60 minutes of unstructured playtime daily, allowing children to engage in free play and explore activities at their own pace. This encourages creativity, social interaction, and self-directed learning.

By implementing this Physical Activity Policy, our daycare aims to create a fun, active, and healthy environment that supports the physical, emotional, and social development of every child in our care.

## **Media Use**

Our daycare recognizes the importance of balancing media use with active, hands-on learning and play. This policy outlines our approach to using media in a way that supports the development and well-being of children, ensuring a healthy, educational environment.

## Media Use for Children

### Educational Purpose

- **Limited Use:** Media, including television, computers, tablets, and other electronic devices, is used sparingly and only for educational purposes. All content is carefully selected to be age-appropriate and educational.
- **Active Engagement:** Staff actively engage with children during media use, encouraging discussions and activities related to the content to enhance learning experiences.

### Time Limits

- **Screen Time:** Screen time for children is limited to no more than 30 minutes per day. This time is exclusively for educational content and not used as a reward or for entertainment.
- **Non-Screen Activities:** Emphasis is placed on non-screen activities that promote physical, social, and cognitive development, such as outdoor play, hands-on learning, and interactive games.

## **Use of Media for Communication**

### **Internal Communication**

- **Privacy:** All communications respect the privacy and confidentiality of children, families, and staff members.

### **Parental Communication**

- **Updates and Newsletters:** We use digital platforms to send updates, newsletters, and important announcements to parents, ensuring clear and timely communication.
- **Social Media:** Any use of social media for daycare-related activities is approved by management and adheres to privacy and confidentiality policies. We obtain written consent from parents or guardians before sharing photographs and videos of children. These images are used only for educational purposes, internal displays, or approved communications.

## **Safe Sleep Practices Policy Child's**

name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parent/Guardian Name:

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### Safe Sleep Practices/Policies:

1. Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame during which the instructions are to be followed.
2. Cribs shall follow CPU and MTV! safety standards. They will be maintained in good repair and free from hazards.
3. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
4. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors, and mobiles.
5. Only sleepers, sleep sacks, and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.

6. Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots and mats will be laundered daily or marked for individual use. If marked for individual use, they must be laundered weekly or more frequently if needed. This facility will adhere to the following practice.
7. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleeping.
8. Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
9. Wedges, other infant positioning devices, and monitors will not be permitted unless a physician's written statement authorizing their use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the Director or designee has advised me of the facility's safe sleep practices

Signature \_\_\_\_\_

Date \_\_

## **DIAPERING PROCEDURES**

**Step1** - Prepare for Diapering Before Bringing Child to the Table Change the table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change). Obtain enough wipes for the diaper change (including cleaning the child's bottom and the child's and teacher's hands after taking the soiled diaper away from the child's skin). Get a clean diaper, plastic bag for soiled clothes and clean clothes (if soiled clothing is anticipated). Gather your non-porous gloves (if they will be used), and a dab of diaper cream on a disposable paper towel, if cream is being used. Supplies should be removed from their containers and placed near, but not directly on, the diapering surface before starting the diaper change.

**Step2-** Avoid Contact with Soiled Items and Always Keep a Hand on the Child Wash your hands with liquid soap and warm running water. Place the child on the diapering table. Remove clothing to access diapers. If soiled, place clothes into a plastic bag. Remove soiled diapers and place into a lined, hands-free trash container. (To limit odor, seal in a plastic bag before placing it into a trash container.)

**Step3-** Clean the Child's Diaper Area Use wipes to clean the child's bottom from front to back. Use a wipe to remove soil from adult's hands. Use another wipe to

remove soil from the child's hands. Throw soiled wipes into lined, hands-free trash containers.

**Step 4-** Put on a Clean Diaper and Wash Child's Hands. Put on a clean diaper and redress the child. Place the child at the sink and wash hands following the proper hand washing procedure.

**Step 5-** Clean and Disinfect the Diapering Area Clean any visible soil from the diapering table. Spray the diapering surface with a bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or air dry. The recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. The surface cannot be sprayed and immediately wiped. The diapering surface must be sanitized after each diaper changes with bleach-water or other approved sanitizing solution.

**Step 6 -** Wash Your Hands and Record in the Child's Daily Log Adult washes hands using the proper hand washing procedure without contaminating any other surfaces. Additional precautions All surfaces must be able to be sanitized- e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface. Toys that are played with or objects that are touched while children's diapers are changed must be put aside to be sanitized.



## **INFANT FEEDING PLAN**

**Child's Full Name**

\_\_\_\_\_

Date \_\_\_\_\_

Date of

Birth \_\_\_\_\_

\_ Does the child take a bottle? Yes [ ] No [ ] Is the bottle warmed? Yes [ ] No [ ] Does the child hold own bottle? Yes [ ] No [ ] Can the child feed self? Yes [ ] No [ ] Does the child eat: (check all that apply) Strained Foods [ ] Whole Milk [ ] Baby Foods [ ] Table Food [ ] Formula [ ] Other [ ] What type formula used, if applicable? \_\_\_\_\_

\_\_\_\_\_ Amount and time of formula/breast milk to be given? \_\_\_\_\_

\_\_ Date \_\_\_\_\_ **UPDATED AMOUNTS OF FORMULA/BREAST MILK TO BE GIVEN DATE TIME AMOUNT TYPE** Does the child take a pacifier? Yes [ ] No [ ] If yes, when?

\_\_\_\_\_ **INTRODUCTION OF SOLID FOODS** The introduction of age-appropriate solid foods should preferably occur at six months of age, but no sooner than four months. Has the parent discussed with the child's primary caregiver that the child has met appropriate developmental skills for the introduction of solid foods? Yes [ ] No [ ] Parent Initials: \_\_\_\_\_ The child has

reached the following developmental skills: Can hold his/her head steady? Yes [ ] No [ ] Opens mouth/leans forward in anticipation of food offered? Yes [ ] No [ ] Closes lips around a spoon? Yes [ ] No [ ] Transfers food from front of the tongue to the back and swallows? Yes [ ] No [ ] Instructions for the introduction of solid foods

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

\_\_\_\_\_ Food likes

\_\_\_\_\_

\_\_\_\_\_ Food dislikes

\_\_\_\_\_

\_\_\_\_\_ Allergies? (including any premixed formula) \_\_\_\_\_

\_\_\_\_\_ UPDATED  
AMOUNTS/TYPE OF FOOD TO BE GIVEN TIME

AMOUNT TYPE Any updated instructions regarding adding new foods or other dietary changes, please list as needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENT'S SIGNATURE:

\_\_\_\_\_

Date: \_\_\_\_\_

## **Daycare Breastfeeding**

Our daycare is committed to supporting breastfeeding families by providing a comfortable and accommodating environment for nursing mothers. This policy outlines the practices and provisions we have in place to ensure that breastfeeding is respected and facilitated at our facility.

### **Breastfeeding Areas**

- **Designated Spaces:** We provide clean, private, and comfortable areas for mothers to breastfeed or express milk. These spaces are equipped with comfortable seating and are available upon request.
- **Public Spaces:** Mothers are welcome to breastfeed in any area of our daycare where they feel comfortable. We support breastfeeding anywhere in our facility.

### **Storage of Breast Milk**

- **Labeling:** All breast milk should be labeled with the child's name and the date it was expressed. This helps ensure that the correct milk is given to the right child.
- **Storage:** Breast milk can be stored in our refrigerator or freezer. Refrigerated breast milk should be used within 48 hours, and frozen milk should be used within three months.

- **Handling:** Staff will handle breast milk with care, following proper hygiene and safety practices. Thawed milk will not be refrozen, and any unused milk will be returned to the parents or discarded at the end of the day.

## **Support and Resources**

- **Lactation Support:** Our staff can provide information on local lactation consultants and breastfeeding support groups if additional help is needed.
- **Educational Materials:** We offer educational resources on breastfeeding and expressing milk, available upon request.

## **Field Trips:**

We provide planned educational field trips and supervised activities. All children wear uniforms and name tags upon leaving the school. All children will be transported in the **Luma Learning Center** van for these planned activities.

## **Monthly Cultural Focus:**

Each month our students celebrate a different country. We learn it's language as well as taste its food. We will learn about the country's culture as well. For example, in October we will celebrate Germany, speak German, dress in German clothes, eat German foods and have a huge block party for Oktoberfest. Other countries to be

focused on will include Japan, France, Venezuela, Russia, and so many more! Read your monthly newsletter for each international country.

### **OUR FRIENDSHIP GARDEN:**

Students from each class will be working together to plant Our Friendship Garden. The Garden will contain wonderful fruits and vegetables that the children grow and care for themselves and eat when they are ready!

### **Child Supply Policy**

Parents are expected to bring the following LABELED items for your child for school:

#### **Pre-Kindergarten:**

- Blankets
- Changes of clothes (**2 sets: pants, shirts, underwear, and socks**)

#### **Attire/Clothing:**

Please dress your child in play clothes and shoes appropriate for the season and the weather. Be sure your child's name is clearly marked on all belongings.

#### **Toilet Training/Procedures:**

Children **MUST** be fully potty trained. We ask that parents dress toddlers in easy-to-remove clothing. Teachers will allow children to go to the potty

frequently. Please send in additional change of clothes as well as replace additional clothes if used.

### **Transitioning Policy:**

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. When a child's growth and development needs warrant a transition to the next classroom, parents will be required to sign a transition notice. The transition date/times will be included in this notice.

#### **Transition from home to center:**

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

#### **Transition between learning programs:**

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### **Transition to elementary school:**

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### **Transition for before/after school care:**

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center to be eligible for this service.

### **Conferences Parent/Teacher:**

Conferences are offered twice a year, once during the Fall/Winter and the other will be in the Spring.

There will be a signup sheet located inside the classroom for parents to pick the best day/time that works for them. Parents are also welcome to plan a meeting/conference with their child's teacher throughout the year as needed and a special day/time will be set aside for this meeting.

### **Food Service and Nutrition:**

Luma Learning Center follows the guidelines of the USDA food program and children are served an approved breakfast, lunch, afternoon snack and Dinner. Meals and snacks will vary daily and are served family style to encourage self-help skills and communication skills. Meals and snacks are served in portion sizes appropriate for the age and developmental stage of the children. Teachers eat their meals with the children to provide a positive role model for good eating habits. We do encourage self-feeding and allow children to eat at their own pace, which helps in developing healthy eating habits and independence. If a child requires a modified diet for medical reasons, a written statement from a medical authority shall be on file. If a child requires a modified diet for religious reasons, a parent authorization form will be filed. Water is always available, and children are encouraged to drink water regularly.

### **Birthdays/Celebrations:**

The school will be happy to celebrate your child's birthday. Please make the necessary arrangements with your child's teacher or the office for this special day. We suggest you bring your child's favorite healthy food. Please do not bring food to school at any other time.

### **Parent Attire:**

**Luma Learning Center** is a professional building. Parents are asked to dress appropriately when they bring



children to school and when they pick them up at the end of the day. Parents are asked not to wear pajamas.

### **Smoke Free Zone:**

**Luma Learning Center** is a smoke free environment to ensure the health and safety for children and staff. Staff and families are not permitted to smoke any products on the premises.

### **Inclusion**

At Luma Learning Center, we believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

### **Non-Discrimination Policy**

At Luma Learning Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

## **Confidentiality**

Unless we receive your written consent, information regarding your child we will not be released, except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## **Open Door Policy:**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Nursing parents are welcome to nurse and feed their infants. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept always locked. Visit our classroom, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

## **Family Activities:**

### **Get involved in your child's education and care.**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

The **parent's resource center** is located at the front on the shelf next to the infant room in the main entrance. The center will contain information on how to better serve your child in his or her development as well as activities to help you connect as a family. You are always welcome to visit and explore the materials within. Some of the activities and resources will be available for check out.

If you have any questions about how the Parent Resource Center can better serve your child, please see the center director.

## **Staff and Family Activity Training Policy**

Our daycare is committed to promoting a collaborative approach to physical activity by providing training and resources to both staff and families. This policy outlines our initiatives to ensure that everyone involved in the care and development of children is equipped with the knowledge and skills to support active lifestyles.

### **Staff Training**

- Initial Training
- Ongoing Professional Development
- Specific Training Areas

### **Family Training and Engagement**

- Orientation for Families

- Newsletters and Updates
- Resource Library
- Virtual Resources

By implementing comprehensive training and engagement initiatives for both staff and families, our daycare aims to create a supportive community that values and promotes physical activity. This collaborative approach ensures that children receive consistent messages and opportunities to be active, both at daycare and at home. If you have any questions or need further assistance, please contact our staff.

## **Parents Parenting Program**

At **Luma Learning Center** we want to show the parents that we care about the welfare of both them and their child(ren). We have a unique parent pampering program that provides you with rare opportunities for child-free time. Some things that maybe offered to our hard-working parents include:

- Parent lunches and potluck dinners
- Gift cards and certificates.
- Parents night out
- Mothers' morning out
- Free breakfast every Monday including fresh coffee and donuts, muffins, candy, juice and so much more!
- Fresh Cookie Friday's

## **Discipline & Behavior Management Policy**

Our objective at **Luma Learning Center** is to always provide a safe and nurturing environment for the children in our care. Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the Academy will not be detrimental to the physical or mental health of any child. We do not tolerate disruptive and harmful behavior to oneself or other individuals. We believe praise and encouragement are much more effective in promoting appropriate behavior than are negative techniques. Teachers will initially use redirection and positive reinforcement techniques to correct behavior. Disruptive behaviors that directly impact other children, staff members or the group will be recorded and documented. A conference will take place between parents, director, and teacher to address issues and set plans to resolve the problem. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for temporary suspension or immediately removed from the program altogether.

## **Child Abuse & Neglect:**

As professionals in contact with young children and their families, we are mandated by law to report any suspected abuse, neglect, exploitation, or deprivation of a child to the Georgia Department of Children and Family Services.

### **Sick Child Policy:**

**If your child has any of the following conditions or symptoms, you will be contacted to pick up your child. Your child will be removed or isolated from the other students and kept as comfortable as possible until you arrive. Please be sure to pick up your sick child within one hour of being contacted.**

- A fever of 101 degrees or above with additional symptoms
- Vomiting with or without additional symptoms (fever, rash, diarrhea)
- 2 loose or uncontrollable bowel movements (diarrhea) within one hour, with or without additional symptoms
- Conjunctivitis/Pink Eye where white of the eye appear red and or/blood shot accompanied by white yellow or green in color.
- Nasal discharge that is constant, uncontrolled, thick and green in color.
- Mouth sores accompanied by drooling.

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If a communicable disease has been identified by your child's doctor, please notify the director so that other parents can be made aware to watch for symptoms in their child. Parents will be notified in writing. Notices

will also be posted on classroom doors and bulletin boards located in the front reception area.

In order for a child to return to school, the child must be fever and/ or symptom free for a full 24 hours. For certain conditions, a written statement may be required from your child's doctor before readmission.

### **Administration of Medication**

All medications (both over the counter and prescription) must be signed in at the front desk using our medication form. Administration of medication will be limited to no more than two weeks unless we receive written authorization from a physician. **No medication and creams may be placed in the child's tote bag or cubby! Our staff must check children's bags for the safety of all children.** Only medication specifically labeled as a prescription with a doctor's name, child's name, date, prescription number, time of medication to be given; and dosage procedures outlined will be administered. **OTC or "Over the Counter" medication can only be administered with written authorization from the child's physician.**

Medication will not be administered without a signed medicine authorization. The Center will notify parents or guardians if a child has a reaction to an authorized medication. All medication must be in the original containers.

## **Minor Injuries & Incidents**

For emergency purposes, you should complete an authorization for emergency medical treatment. Naturally, we hope no such a situation ever occurs. However, we want each child to receive the fullest attention possible in the case of an emergency. A form is included in your parent package with the enrollment forms.

Children playing with other children are bound to get hurt at some time or another. Most of the time these injuries are minor. For minor incidents such as bumps, scratches or bites you will be informed by your child's teacher at the end of the school day. You will also be asked to sign an incident report.

## **Allergies:**

Please inform the staff immediately of any allergies that your child may have. A list will be posted in each classroom. Staff will make sure that children are not served these foods and will discuss possible alternatives with parents.

## **Handling Emergency Medical Care:**

In the event of a major medical emergency, ambulance services will be used. If your child needs to be transported, they will be taken to Children's Hospital of Atlanta in Kennesaw immediately unless otherwise specified by the parent/guardian. (Parents will assume responsibility for payment.)



## **Emergency Plans:**

ALL EMERGENCY PLANS ARE POSTED IN THE FRONT OFFICE AREA AND IN EACH CLASSROOM

- **Tornados:**

In case of a tornado all children and staff are taken to the main constructive hallway where there are no windows.

- **Power Outage:** In case of a power outage, we are equipped with back-up lighting and flashlights. Natural lighting from windows will also be used. We will not remain in service any longer than 4 hours without power.
- **Water Loss:** In the event that our school loses access to fresh water, we will provide bottled water for drinking, hand washing and for flushing toilets. We will also close the school for the remainder of the day if we are without water for longer than 4 hours.
- **Emergency Evacuation:** If our building

has a fire or gas leak, we will evacuate all children to their designated spot based on which classroom they are currently in. In the event of any emergency the safety of the children is our major concern. Parents will be notified immediately of any closings.

**Luma Learning Center & bad weather and closing** information can also be obtained on 98.5 FM radio and on Channel 2 and Channel 5 News.

Safety guidelines are promoted at the Center. Periodic fire and storm drills are held to familiarize the children with appropriate emergency procedures. In the event that we must leave the school grounds completely, we will take all children to The BSI Mechanical building next door. If it becomes necessary to leave the Center, the director and staff will assure that a headcount of the children is taken in comparison with the sign-in sheet. The director and/or staff will check bathrooms, closets, and all areas of the Academy to ensure that all the children have exited the building. Parents/guardians will be asked to pick up the children if the emergency is expected to last a significant length of time. If you are at the school at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children.

**Inclement Weather:**

To serve our parents and families here at Luma Learning Center LLC. We strive to remain open every day (except designated holidays). If inclement weather occurs, please call the Center to ensure that we are open.

**Snow and Ice:** In the event of snow and ice, we will reopen as soon as the weather permits.

### **Communication:**

We partner with parents and welcome questions, comments, or conferences with the director or your child's teacher. Continuous and open communication will always be an important part of how we operate at Luma Learning Center. Parents should feel free to discuss their child's progress or any home situation which might affect a child's behavior with the director. If a parent desires to communicate with the Director or a faculty member, the communication should be in person with an appointment, by phone, or in writing. No oral messages from the children will be accepted.

### **Withdraw Policy:**

Parents must submit or email an Intent to Withdraw Form (available at the front desk) to **lumalearningcenter@gmail.com** with a minimum of ten business days prior to the child's withdrawal date. This will allow time to adjust enrollment as well as to assist in preparing the child for the transition. The last two weeks' tuition will be charged immediately for any withdrawals.

## **Limitation of Liability**

- **General Liability:** The Center shall not be held liable for any injury, damage, or loss of personal property occurring on the premises, except in cases of gross negligence or willful misconduct by the Center or its staff.
- **Medical Emergencies:** In the event of a medical emergency, the Center will make every effort to contact the parent or guardian immediately. The Center is not liable for any medical expenses incurred as a result of emergency treatment.
- **Outdoor Activities:** The Center will supervise all outdoor activities and ensure the play area is safe. However, the Center is not liable for minor injuries such as scrapes or bruises that may occur during normal play activities.
- **Allergies and Special Needs:** Parents and guardians are required to inform the Center of any allergies, medical conditions, or special needs their child may have. The Center will make reasonable accommodations but is not liable for any incidents arising from undisclosed medical conditions or allergies.
- **Third-Party Services:** The Center occasionally employs third-party vendors for activities such as field trips or specialized classes. While the Center takes care to select reputable vendors, it is not liable for any incidents that occur during these activities.

## Luma Learning Center

Bright, resilient, intelligent, and gifted hearts working together to prepare our leaders of tomorrow's challenges.

### **Acknowledgment of Parent Handbook**

Your signature on this form is an acknowledgement that you agree to read this handbook carefully and refer any questions you may have to the Center's director and/or owner. I understand that Luma Learning Center is **tuition based** therefore, weekly tuition is due regardless of attendance. Parents, you agree to comply with **Luma Learning Center** policies, procedures, and payment terms.

I have read, understand, and agree to adhere to the guidelines of this Parent Handbook for **Luma Learning Center**. I have a copy of this handbook for my personal reference and can also obtain one via our website.

Child's Name \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Signature \_\_\_\_\_

Date: \_\_\_\_\_



**THANK YOU**

## **Who we are.**

Luma Learning Center Is not an ordinary Daycare Facility, it is an extraordinary vision of a child development model. We offer full-day early childhood programs for children between the ages of 6 weeks and 13 years. The program operates twelve months a year, except for center-observed holidays. We are bright, resilient, intelligent, and gifted hearts working together to prepare our stars for tomorrow's challenges and it's a great destination for your young ones to grow in a home away from home environment.

## **Contact Us**

We are located off Bells Ferry Rd

6508 Commerce Pkwy

Woodstock, GA 30189

Phone: (770) 999-1982

Email: [Lumalearningcenter@gmail.com](mailto:Lumalearningcenter@gmail.com)

Web: <https://www.lumalearningcenters.com>



**Luma Learning Center**

Updated 2024.