

Luma Learning Center

Parent Handbook



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



Welcome Star Parents!



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 and Center Director

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 to 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 responsible for themselves as well 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.....**

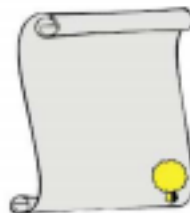
Teaching is a lifelong learning process about new philosophies and new strategies, learning from the parents and community, learning from colleagues, and especially learning from the children. Children have taught us to open our minds and our hearts to the joys, the innocence, and the diversity of ideas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



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

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. Luma Learning Center does not provide liability insurance. Emergency plans for severe weather and fire are posted at 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 a 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 instructions 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
- Independence Day
- Labor 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 ACADEMY 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 at 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 \$20.00 late fee will be charged to your account. Accepted payment methods include personal check, 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 \$35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. 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 2 weeks 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 from tuition will be made for holidays or other days on which the facility does not operate.**

Tuition & Programs Offered:

Luma Learning Center 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
- 3-4 Year Old's- \$300
- 5year old-\$285
- Before & After School Enrichment Program - \$145
- After School Only Enrichment Program: \$120
- Summer Camp/School Break - \$285
- Drop-in Care: \$20/ Hour
- Saturday care 12hrs Max- \$125

****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.

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 school closes at 7:00pm. Parents who are late picking up their children after school are subject to a late pick up fee of \$1.00 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 \$20.00 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 receipt of invoice.

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 \$20.00 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. 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 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 if

someone else is expected to pick up their child to
lumalearningcenter@gmail.com.

Safe Sleep Practices Policy Child's

name: _____

Date of birth: _____

Parent/Guardian Name:

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 change with a 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: _____

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!

Parent Resources:

Get involved in your child's education and care.

We strongly believe in the involvement of parents in their children's education and care. Luma Learning

Center LLC. provides parents with the opportunity to sit on the parent advisory board. This will allow you to be active in the choices being made at the Academy and your child's development.

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.

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 are 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 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.

Open Door Policy:

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation. Parents always have permission to access the school while their child is in the building.

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 changes of clothes as well as replace additional clothes if used.

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.

Transitioning Policy:

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.

Non-Discrimination Policy

It is our policy to provide an environment that is free from unlawful discrimination of any type. This includes discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law. This policy governs all aspects of our school's operations.

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. Teachers eat their meals with the children to provide a positive role model for good eating habits.

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.

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 the 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.

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
 - A fever 102 degrees or above with or without additional symptoms
 - Vomiting with or without additional symptoms (fever, rash, diarrhea)
 - 3 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.) _____ Initial

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 assure that all 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 an Intent to Withdraw Form (available at the front desk) 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.

Luma Learning Center

Bright, resilient, intelligent, and gifted hearts
working together to prepare our stars 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. 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.

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.

Contact Us

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Luma Learning Center

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