

# **PARENT HANDBOOK WELCOME**

We are glad you have chosen Bells Ferry Learning Center. We understand the importance of your decision to entrust us with the care and education of your child. We are not a daycare, but rather a developmental learning center that strives to stimulate and nurture your child. In any group care setting, good policies are an important part of maintaining proper health and safety. Many of our policies are the result of our effort to ensure strict compliance with state licensing regulations. This Parent Handbook outlines some basic policies that help us to better care for your child. Please read and be familiar with these policies, and do not hesitate to ask us for clarification. It is understood that by enrolling your child in our center, you agree to abide by our policies and procedures.

## **NATIONAL & STATE ACCREDITATION**

We are proud to have been awarded accreditation at both the state and national level. The National Association for the Education of Young Children (NAEYC) grants accreditation to centers which voluntarily meet NAEYC's standards for early childhood programs. We have undergone an extensive process of internal self-study, invited external professional review to verify compliance, and been found to be in substantial compliance with NAEYC's Criteria for High Quality Early Childhood Programs. Additional information, including the Criteria, can be found at [www.naeyc.org/accreditation](http://www.naeyc.org/accreditation).

Our center has also participated in the Standards of Care Program with Bright From The Start: Georgia's Department of Early Care and Learning (DECAL). The Center of Recognition certificate is awarded to preschools and child care centers that voluntarily agree to meet a higher level of quality care and education for children 0-4 years old. Centers that earn this distinction are providing children with appropriate nurturing and preschool activities that stimulate healthy development and learning. Very few schools in the state have achieved this special accreditation.

Two of the most stringent evaluation instruments in the country are used to evaluate centers that voluntarily apply to be a part of the initiative. The nationally recognized rating scales are: the Infant / Toddler Environment Rating Scale (ITERS) which assesses the quality of center-based care for children up to 30 months of age; and the Early Childhood Environment Rating Scale-Revised (ECERS-R) which assesses the quality of center-based care for children from 30 to 60 months of age. Additional information on these rating scales may be found at <http://www.fpg.unc.edu/~ecers>.

## **OUR PHILOSOPHY & CREATIVE CURRICULUM**

Creative Curriculum is a research-based, developmentally appropriate curriculum for pre-schoolers. Creative Curriculum utilizes learning centers in the classroom to offer children choices throughout the day for activities that are interesting and relevant to them. Using this framework, our teachers are able to teach in the ways that best match the way in which we know young children develop and learn.

Children learn best by doing, and we use a developmental "hands-on" approach built around weekly or monthly themes. During each week we address all areas of development: social, emotional, physical (large

and small motor), cognitive and language development. Lesson plans are prepared weekly and posted in each classroom. There is a balance between teacher-directed and child-initiated activities. The activities in each learning center are planned by the teachers to facilitate discovery learning. Our daily schedule includes large group, small group, and individual activities as well as learning center times. The children are guided and encouraged to learn new self-help skills, think for themselves, make choices, experiment, explore, make mistakes, and have a lot of fun in the process.

## **POLICIES AND PROCEDURES**

### **Enrollment**

All enrollment forms must be completed before your child may attend our school. Please inform us of any changes in addresses, work and home telephone numbers, places of employment, or individuals authorized to pick up your child.

### **Activities and Dismissal**

By enrolling your child at Bells Ferry Learning Center (BFLC), you as a parent or guardian give permission for your child to be involved in the activities and events at BFLC. You further understand that BFLC is a private school whose goal is to provide a positive, enriching preschool and after-school environment. Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our center. A decision to dismiss a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in question, and our Director will assess each dismissal not only with regard to the individual child's needs, but also the needs of all the children served. The parent will be a central figure in the discussions regarding this issue, but the decision to dismiss a child must be left to the discretion of our Director.

### **Photography & Video**

By virtue of enrollment, you give permission for your child to be included in photography and/or videography in connection with activities at our center for the purposes of news releases, reporting, and assessing the progress of children and the program. BFLC and its contractors are authorized to exhibit or distribute such photographs and/or videotape in whole or in part without restrictions or limitations, and without remuneration, for educational or promotional purposes.

### **Payment Policy**

Tuition is due in advance each Friday for the following week. Monthly payments in advance (based upon the number of Mondays in a month) are accepted and encouraged. For those parents paying weekly, if tuition is not paid by Monday at noon, a \$15 late fee will be added to the balance due. Tuition and other fees are to be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make up" days. Please understand that this is because staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and because few of these costs are eliminated when the child is temporarily absent. If your tuition check returns for any reason, \$25 will be charged to your account. Any tuition refunds are determined on a case by case basis by the center owner. In the event that you do not make payments or do not give two weeks written notice of withdrawal, you will be given a one-time written notice of charges owed. You will then have 15 days from that notice to pay or resolve any disputes with the management of BFLC. You agree to pay any reasonable attorney's fees or collection agency fees with interest and court costs, as well as 2% per month from the date that payment was first due.

### **Annual Registration Fee**

There is an annual Enrollment Fee of \$70 per child or \$130 per family due each September 1<sup>st</sup>.

### **Center Hours**

We are open Monday through Friday from 6:00am to 6:30pm. We ask that when picking up your child, you arrive by at least 6:25pm so that you may have time to gather your child's belongings and speak with your child's teacher. **We do close at 6:30pm sharp.** Your child has had a long day by this point, and so have our teachers and staff. After 6:30 pm, there is a late pick-up fee of \$1 per child per minute. (We must pay overtime wages to our teachers if this happens.) If you have not picked up your child by 7pm and all attempts to contact you and your emergency contacts have failed, BFLC will call the Cherokee County Police and the GA Dept. of Family and Children Services. After repeated late pick-ups, you may be asked to find a center that better fits your needs.

### **Holidays**

BFLC is a year-round preschool (Jan – Dec). We observe the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve and Christmas Day. We close early on New Year's Eve. No discount from tuition will be made for holidays or other days on which the facility does not operate or opens late (i.e. snow days, etc.).

### **Full Time vs. Part Time Enrollment/Ages Served**

We offer both full and part time enrollment for children from birth to 12-years-old. Since we are a year round preschool, we give preference for spaces to full time children. With this in mind, we try to and generally do accommodate requests for part time schedules but ask part time parents to be as flexible as possible with the days they attend. Also, part time parents should understand that from time to time, they may be asked to change their schedules to allow for a more even daily enrollment in certain classrooms.

### **Pre-K Program – Eligibility and Enrollment Priority**

Currently, BFLC participates in the Georgia Pre-K Program. This program is for children who turn 4 years of age by September 1<sup>st</sup> of that current school year. Since it is a state funded program, tuition for the school day from 8:15 am to 2:45 pm is free for Pre-K four-year-olds who meet the age cutoff. There is a nominal charge for our Extended Day program before 8am and after 3pm if needed (the majority of our children stay for some time in the Extended Day program). Our Pre-K program is the cornerstone of our school, and our program is second to none in the Woodstock area. Consequently, demand for space in our program is quite high. Due to this high demand, we have implemented a priority system for enrollment in our Pre-K program. Each year at the time of registration, first priority is given to full time 3 and 4 year old children already enrolled in our center. Second priority is given to part time 3 day a week children. Third priority is given to part time 2 day a week children. Fourth priority is given to children not currently enrolled but on our waiting list. If needed, priority within a certain enrollment category listed above will be determined by the length of time a child has been in that enrollment category consecutively without interruption (i.e. full time, 3 days a week, 2 days a week, etc.). For example, a child who has been enrolled full time for 2 consecutive years will have a higher priority than a child enrolled full time for 1 year.

### **Notifying the Center of Your Intent to Disenroll**

From the date you start, your child is considered to be enrolled in our school until we receive written notice otherwise. A minimum two-week written notice addressed to the owner, Sharon Foster, is required prior to disenrollment (although we request 30 days if at all possible). The two weeks begins on the date we actually

receive written notice and issue you a written receipt of such notice, and you are responsible for payment for those two weeks whether your child attends school or not. This notice is common among high quality preschools and allows us to notify the family of the next child on our waiting list of an opening.

### **Inclement Weather**

In the event of unusual weather conditions such as snow or ice, we will post our opening status through WSB-TV, Channel 2 and their web site: [www.wsbtv.com](http://www.wsbtv.com). We will also post on Facebook so you should go to [www.facebook.com/BellsFerryLC](http://www.facebook.com/BellsFerryLC) and “like” us so we appear in your news feed. Note: we do not always follow the Cherokee County school system for snow holidays as some people might assume. Generally, we try to open late if possible rather than close for the day to give road crews time to clear the roads.

### **Child Pick Up**

Children can only be released to parents or legal guardians, or someone authorized in writing by these persons. Please provide written notice to our front desk if someone other than parents or authorized persons will be picking up your child. We require that changes to your authorized pick up list be made in writing. Anyone picking up your child will be asked for a picture ID, so please make sure that individual has such an ID available when picking up.

### **Access to Your Child’s Classroom**

Parents are permitted access to their child’s classroom and play areas anytime their child is present. We request cooperation, however, in not disturbing our program.

### **Arrival and Departure**

It is important that your child’s day begin on a positive note. Upon arrival, make sure your child’s teacher knows your child has arrived so that we may mark them present. An authorized adult must accompany a child into and out of the building. From time to time, your child may experience some separation anxiety. This is normal. Experts suggest you hug and comfort your child, let them know you are leaving and will see them later, and promptly leave the classroom. While leaving a crying child can be a difficult thing, most children stop crying within five minutes, and your lingering in the classroom most often makes matters worse. You are welcome to call to check on your child. At pick-up, feel free to spend time in the classroom and talk with your child’s teachers about their day. Upon departure, please make sure your child’s teacher knows you have picked up your child so we may mark them off the roll.

Because much of our curriculum is executed during the morning hours, we require that all children arrive at the center no later than 9:30 am. We strictly enforce this policy because when children arrive after 9:30 am, a few things happen: 1) The child misses a great deal of the day’s most valuable learning opportunities. 2) The child has a difficult time transitioning into the center because the other children are already involved and engaged in activities. 3) The other children are disrupted from their activities as their friend arrives and attempts to become a part of the group.

### **Clothing and Personal Belongings**

Please label all clothing with your child’s first and last name. We simply cannot be responsible for lost articles. Please send children to school in play clothes. Long dresses, jellies shoes, cowboy boots, and flip-flops can be dangerous. Rubber soled or non-slippery shoes are best for school. We ask that you leave all food, gum, and toys at home. A soft sleep toy is OK for naptime only. As seasons change, please send your child to school with appropriate jackets or coats. State licensing regulations require that children spend 1½ hours per day outside (except infants who shall spend 1 hour outside each day). So with the exception of a

few extremely cold or hot days or smoggy days in summer, understand that your children will spend time outside each day. If a child is not well and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

### **Food / Birthdays**

Birthdays are important days for young children and we share your desire to make your child's day a special one. However, birthday celebrations are often over-stimulating to young children, and we ask that some limitations be respected. We celebrate birthdays during regular afternoon snack times. Parents may provide a special snack for all the children, with advance notice and the approval of your child's teacher, and are encouraged participate in the celebration. Due to the fact that certain children have severe food allergies, please speak with your child's teacher ahead of time about the appropriateness of the snack. Peanuts, peanut butter, and snack with peanuts in them (i.e. candy bars, etc.) are prohibited due to the severity of allergies associated with that food. We ask that absolutely no food be brought into the center, with the exception of pre-arranged birthday parties and other special occasions designated by the center.

Please keep in mind also that many children have allergies to certain foods. If you bring in an item that has WHEAT, PEANUTS, EGGS, or is manufactured in a facility that uses those products, please alert our staff so that we may avoid contact with children with allergies.

### **Babysitting**

As a condition of our insurance carrier, we will not authorize or allow any private babysitting arrangements between enrolled families and staff members at our center. Staff members may not be listed as an authorized pick up or emergency contact person for children enrolled at our center.

### **Admission / Inclusion Policy**

We have an open enrollment policy. Our services are offered to everyone, regardless of race, creed, sex, religion, ability, or national origin.

### **Class Directories**

From time to time, we may provide parents with a list of parent's addresses in their child's classroom (mainly for birthday party invitations). Unless you instruct us otherwise in writing, you agree to allow us to use your name and address for this purpose.

## **HEALTH AND SAFETY POLICIES**

### **Illnesses**

Please understand that for your child's protection and the protection of our staff and other children, we strictly enforce our illness policy. We kindly request your full cooperation by not bringing in sick children, and picking up a sick child within *one hour* when you are called to do so. **We cannot allow children with communicable diseases in the Center. A child with fever, diarrhea, vomiting, or nausea must go home.** You understand that if your child is ill, including, but not limited to a severe cough or sore throat; undetermined rash or spots, boil, congestion, non-clear runny nose, pink-eye, head lice, temperature over 101 degrees, severe headaches, upset stomach or diarrhea, **he/she cannot be accepted into the center until well or has been without fever or other symptoms for 24 hours.** In the event your child has a communicable disease, please notify the center immediately so we may notify other parents; a release form from a doctor may be required before your child re-enters the center. BFLC will notify parents with a

posted notice on the classroom door if a communicable disease has been introduced into the center. A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside. A child who is too sick to go outside is too sick to be at school.

### **Medicines**

You understand that BFLC is not required by law to administer medicine, but may do so as an accommodation to parents. We administer medicines only twice daily, at 11am and 3pm. *If your child needs medicine more than twice daily or at another time, please consider keeping them home until they are well.*

State regulations require that all medicines be: 1) in their original prescription containers or over the counter container; 2) clearly labeled with the identity of the medicine and a prescription number and /or written dosage instructions; 3) the child's name must appear on the container itself. All medicines are to be signed into the Medicine Book at the front desk each week. You agree to provide the center with all necessary information pertaining to administering medicine to your child (ren). We will contact you or an emergency contact by phone if any adverse reaction to prescription medication is noted. NOTE: Over-the-counter medications must list the child's age or weight and the appropriate dosage in order for us to administer the medication. Otherwise, a doctors note advising the proper dosage for your child will be required.

### **Topical Medications**

By virtue of enrollment, you authorize BFLC to apply one or more of the following topical ointments/preparations to your child in accordance with the directions on the label of the container: Baby wipes; Band-Aids; Neosporin or similar ointment; Bactine or similar first aid spray; sunscreen; insect repellent; non-prescription diaper cream (such as A&D, Desitin, Vaseline); baby powder.

### **Immunizations and Screenings**

We ask that your child's immunization record (Form 3231 which can be obtained from your pediatrician) be presented with enrollment forms. At the latest, it is due within 30 days of enrollment. After 30 days, we cannot continue service. This is a requirement from the Georgia Health Department and the Department of Human Resources which applies to each student enrolled in our center, regardless of age.

Children in our Preschool classrooms (age 3-5) will be required to provide a GA Form 3300 (Eye, Ear, and Dental) with enrollment forms. At the latest, it is due within 90 days of enrollment. After 90 days, we cannot continue service. These forms are common school forms and may be obtained through the local health department or your private pediatrician and dentist. Sometimes pediatricians are hesitant to perform screenings prior to the child's fourth birthday. If that is the case, your child will not be excluded from our program. Simply ask your physician to provide the form, check "unable to screen", and note in the comments section that screen will take place at the four-year exam.

From time to time, we may observe that a child in our care struggles to reach developmental milestones as typically expected. There are a wide variety of community services available to help prepare preschool children for kindergarten when a bit of extra help is needed. Early intervention is important and we will take the following steps to help the child:

- Teacher will use anecdotal notes, work samples, and appropriate assessments to document concerns
- Teacher will discuss with administration and determine whether a family conference is warranted
- Request for family conference will be placed, if needed, and parents will be provided with information about our observations and referrals for resources in the community.

- At no time will we perform an official ‘screening’, provide any type of diagnosis, or indicate that services will be provided. Instead, it is our job to discuss our observations with families and guide them to the professional resources available to them.
- All documentation and conferences of this type are strictly confidential between you, your child’s teacher, and an administrator.

### **Food and Nutrition**

Meals are included in the price of your tuition. Meals include breakfast, a morning snack, a hot lunch, and an afternoon snack. Our meals comply with the State Minimum Nutrition Standards. We use a menu that rotates every four weeks and reflects the cultural and ethnic diversity of the children in our school. Menus are prepared and displayed each week so that the parents know what their child is being served. Children are encouraged to take at least one bite of each food offered; however, they are not forced to eat. For safety reasons (i.e. children with severe allergies, etc.) and behavioral reasons (it is better if all children are served the same food), no other food is allowed in the center. We understand that children sometimes have allergies to certain food items or food limitations due to religious or cultural beliefs. In these cases, we will accommodate the child by adjusting the servings. (i.e. no pork, an alternate meat will be substituted). In the case of extreme special dietary needs as prescribed by a physician, parents may be asked to furnish the food items. In the case of milk allergies, parents will be required to provide soy milk. Please notify the Director and your child’s teacher of any food allergy your child may have, including the severity of such an allergy, and what to do in the event a child accidentally ingests such food. Understand that we will make every reasonable effort to accommodate children with food allergies, but there are limits to what can be done in a large group care setting.

### **Breastfeeding**

We fully support mothers who choose to continue breastfeeding while their infant attends child care. Breast milk may be brought in bottles, labeled with the date and child’s full name. We will store these in our infant room refrigerator and any unused bottles will be sent home at the end of the day. Fresh bottles must be brought daily.

We also welcome moms into our center to breastfeed during the day. Moms may choose to feed in our infant classroom or utilize an empty classroom if privacy is preferred. During the morning hours, our after-school room is available and during afternoon hours, our GA Pre-K classrooms are available.

### **Biting and Discipline Policy**

In even the best preschool settings, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. This is an unavoidable occurrence in groups of young children. When it happens, it can be very scary, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething and biting may be a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet part of a child’s mindset, so the “cause-effect” relationship is not internalized. Our

teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

- 1.) The biter is immediately removed from the group with a firm “NO”. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- 2.) A written incident report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- 3.) We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior.
- 4.) We work with each biting child on resolving conflict or frustration in an appropriate manner.
- 5.) We try to adapt the environment and work with parents to reduce any child stress.
- 6.) We make special efforts to protect potential biting victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Once we have made every effort to make the program work for the biting child, we consider asking the family to withdraw the child.

Bells Ferry Learning Center strictly follows procedures for discipline set forth by DECAL, as follows:

*Disciplinary actions used to correct a child’s behavior, guidance techniques and any activities in which the children participate or observe shall not be detrimental to the physical or mental health of any child at Bells Ferry Learning Center. Personnel shall not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in their program; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children’s behavior without written medical authorization issued by a licensed professional and given with the parent’s consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; confine a child for disciplinary purposes; commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec 16-1-1 et seq., in the presence of any child enrolled in the program.*

### **Boo Boo Reports**

Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them. If an incident or injury occurs, first aid is administered and a Boo Boo Report is filled out and a copy is given to you. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group care setting, we do witness most incidents, but occasionally there may be an incident that we do not see.



### **Emergency Information**

It is incumbent upon parents keep the center informed of how they can be reached at all times in the event of an emergency. This includes all work, home, and cell phone numbers for both parents and any other emergency contacts. Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. An emergency plan is posted in each classroom. We conduct regular fire and tornado drills. The local fire department makes annual inspections with recommendations for improved safety.

### **Emergency Medical Care**

Should your child become ill during the time that he/she is in the care of BFLC or suffer an accident of any nature, the center shall undertake to contact a parent or guardian immediately and shall be authorized to secure such medical attention, transportation, and care for the child as may be necessary. (The parent shall assume responsibility for the cost of any such care). BFLC uses Wellstar Kennestone Hospital as its designated emergency care center. You agree to keep the center informed in writing as to changes in your telephone numbers (cell, pagers, work, home), as well as those of emergency contacts.

### **Nap Time / Rest Time**

Adequate rest or quiet time is a very important part of a young, growing child's day. Infants are always allowed to nap as needed but as your child graduates to one nap per day beginning in our toddler rooms, a rest period will follow lunch each day. All children one year or older are assigned their own mat and are encouraged to sleep or rest for a period of one to two hours or longer if needed depending on the individual child. Blankets and/or stuffed animals that are special to your child are encouraged to help your child feel more comfortable and secure. Children who do not nap are allowed to quietly read a book, play with puzzles or participate in other quiet activities.

### **Mandated Reporting Information**

Teachers and Directors are required by law to report evidence of suspected child neglect or abuse. Those who fail to report according to state regulations can be held accountable under the law. No one, including school management and/or a child's parents can interfere with this reporting requirement. If a staff member suspects child abuse or neglect, it will be immediately reported to management who will, in turn, contact Cherokee DFCS. In the extremely unlikely event that a parent suspects that a member of our staff is guilty of abuse or neglect, it should be brought to the attention of management immediately. BFLC management will file a report of the incident with Georgia's Department of Early Care and Learning (DECAL) and DFCS. The staff member will be placed on immediate suspension without pay until the situation can be investigated thoroughly by DECAL and/or DFCS.

### **Parking Lot Safety**

Please drive slowly and cautiously in our parking lot for the safety of our children and their parents. It is recommended that you hold your child's hand or carry them as you walk to your car. Please be mindful of parking in front of the school and blocking other cars. If you plan to be in the school for a while, please park in a designated space to keep traffic flowing smoothly.

## **PARENT INVOLVEMENT AND COMMUNICATION**

### **Daily Reports**

Each day in most classrooms, you will receive a digital daily KidsReport summary that has details about your child's day including how they ate, slept, played, and what they learned. For younger children, the report includes information on diaper changes. Since everything about a child's day cannot be put into the report format, we encourage you to contact your child's teacher if you have any specific questions. From time to time, you may also receive text or email photos/videos that reflect your child's experiences of the day. You may adjust the settings on your KidsReport app to personalize your receipt preferences. Some parents choose notifications throughout the day, others enjoy reviewing one summary at the end of the day.

### **Lesson Plans**

Each classroom has weekly lesson plans posted for parent review. These lesson plans detail the classroom activities for the week with individualized plans for children in the room.

### **Parent Information Table**

There is a designated parent information area in our lobby. It contains current information about the school and other topics of general interest. Please help yourself to any information on the table as it's complimentary including the magazines.

### **Parent Teacher Conferences**

You can expect regular, formal conferences with your child's teacher. In our infant and toddler rooms, conferences take place when your child moves up to the next room. In our preschool rooms, expect conferences each spring and fall.

## **RATIOS & ENRICHMENT PROGRAMS**

### **Teacher to Child Ratios**

There are two teacher to child ratios observed at BFLC. These ratios are posted in each room. First, the state of Georgia has certain minimum ratios that are observed at all times. Second, BFLC has lower ratios that we strive to maintain 90 to 95% of the time, as there may be brief periods of time early in the mornings or late in the afternoons when we briefly exceed "our" lower ratios (but never exceed the state minimum ratios) as we await the arrival of the next teacher in a room where children of like ages may be combined. Essentially, our lower ratios mean there is an extra teacher in almost every classroom versus what the state requires us to maintain. If you have a question about ratios and how we combine classrooms early or late in the day, please ask at the Front Desk.

### **Enrichment Programs**

We offer several enrichment classes for children that are very popular with many of our parents. These classes are over and above our regular curriculum and are generally taught by professionals from outside our center. Parents pay these professionals a nominal monthly fee for their services. Our enrichment programs may vary from one school year to the next based on parent requests and level of participation. Sample enrichment programs may include: Tap/Ballet, Martial Arts, Gymnastics, Spanish, Music