

**YOUNG WORLD
CHILD CARE & LEARNING CENTER, INC.**

PARENT HANDBOOK



5364 FIVE FORKS TRICKUM RD., LILBURN, GA 30047

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Email: info@youngworldCLC.com

Website: www.YoungWorldCLC.com

“ we are quality rated ”

“Where We Educate & Nurture Our Kids”

Revised 07/10/2026

Dear Parents,

We at Young World Child Care & Learning Center provide a place where your child is happy and safe while starting to develop their learning habits. Your child's health and safety are among our main concerns. Local regulatory boards inspect our facility frequently and fire drills are conducted monthly.

Our business hours are 6:00 a.m. - 6:30 p.m., Monday through Friday (except on posted holidays). Our center is committed to serving children and parents by providing high quality care and education in a professional, effective, and caring manner. Young World Child Care & Learning Center provides daily childcare for children 6 weeks to 5 years of age. There is also an afterschool program for school age children ages 5-12 years.

Our facility is designed for child development that responds to the stages of social, emotional, physical, cognitive growth, and behavior of children. The goal of our center is to create a secure and loving environment that encourages individuality as well as creativity. High Scope is the curriculum for children ages 0-5 years old. Teachers incorporate the GELDS in the lesson plans to focus on children's language, social, physical and cognitive development. The teachers at Young World teach and implement appropriate child centered developmental programs in Early Childhood Education that promotes learning through play and creativity.

Your participation as a partner in your child's early learning experience is very important to us. Please feel free to call us at (770) 921-3888, or if you wish to talk with us in person stop by the office when you pick up your child.

We hope that this handbook answers any questions you might have regarding childcare and Young World Childcare and Learning Center. We appreciate the trust you have placed in us.

Cordially,

Ada Chigbu, M.Ed
Director, Young World Child Care & Learning Center, Inc.

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Philosophy

We at, Young World Child Care & Learning Center believe that our program and services offer developmentally appropriate curriculum, and we strive to enhance emotional, physical, social, and intellectual growth in young children. Our program fosters curiosity, creativity, and self-esteem by taking account children's abilities and interests. The classroom environment is carefully designed to reflect the children's interests and to cultivate positive image, independence, and interdependence.

Mission Statement

The mission of Young World Child Care & Learning Center is to provide an affordable, safe, and high-quality childcare for children. Our focus is to provide a stimulating developmentally appropriate based program for children ages 6 weeks-12 years. Our goal is to support children's desire to be life-long thinkers and learners.

Admission and Enrollment Requirements

Parents/guardians are responsible for submitting all of the required materials BEFORE their child's scheduled start date:

1. A copy of child's Social Security card and Birth Certificate (Pre-K)
2. Current immunizations
3. Completed registration forms and registration fee
4. Signed consent forms

As part of Young World CLC registration, each parent is asked to provide a current home address, telephone number, and work number. This information will be updated every 6 months, but we ask that you please notify the center immediately if there is a change to any of this information, as well as any other information related to your child, such as his/her doctor, emergency contacts, etc.

Family Activities

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.

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Non-Discrimination

At Young World Childcare & 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.

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by YWCLC.

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

Our center maintains the following standards for child to staff ratios:

Age	Staff to Child	Maximum Group Size
0-12 months	[1 to 6]	[6]
1 year olds	[1 to 8]	[8]
2 year olds	[1 to 10]	[10]
3 year olds	[1 to 15]	[30]
4-5 year olds	[1 to 18]	[22]
6-12 year olds	[1 to 25]	[25]

Tuition and Fees

A non-refundable registration fee is due upon enrollment, and thereafter annually on the anniversary of your child's enrollment date. This will cover accident insurance and annual cost of buying supplies.

Payment of weekly tuition is due every Monday. If tuition is not paid by Tuesday evening, a \$5.00 late fee will be added to the balance and will accumulate weekly. By Wednesday we **must** have a check in hand with appropriate late fees included in order for your child to attend the center. If your child is out for the entire week you must pay full week tuition.

- If you are paying on a bi-weekly or monthly basis, payment must be made in advance.
- All fees are subject to change.

Current Rates

- Registration- \$100.00
- Infants - \$265.00
- Toddler (1 Year old) - \$245.00
- Two Year Olds - \$220.00
- Three Year Olds - \$200.00
- Pre-K & School Age - Before/After Care- (6:00am – 8:am & 2:45pm-6pm) - \$120.00
- Early Release- \$25.00 per child/per day

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Early release is if your child will need care between the hours of 12pm-3pm) Applicable if your child attends either before and/or after care.

- Teacher workday or a single full day off from school (i.e. Student holiday)- **\$50.00 daily**
- For Pre-K & school age (holidays & summer vacation, etc.) \$155.00 a week if child/ren attend at least 3 days of the week. Regular field trip cost included.
- **-YWCLC accepts part-time children and daily drop- in subject to availability. Please advise the director if you wish to use our services during the holiday.**

Drop-in rate/Digital day - **-\$50.00** (for school age children during holidays).

- Parents with more than one child at the center will pay 10% discount off of the other child/ren.

Pre-K & Other Late Pick Up Fee

There is 5 minute grace period for parents of pre-k children (who do not participate in AM/PM care) and are picked up after 2:30. There is a fee of \$15.00 per hour if any child in Pre-k child is picked up after 2:35 p.m. The earliest parents can drop off their Pre-K child is 7:50 a.m. Children dropped off 15-30 minutes earlier must pay \$15.00.

A late fee of \$1.00 per minute is added on if any child is picked up after 6:30 p.m. This fee must be paid prior to your child's return to school. There will be NO exceptions.

Returned Check Fee

It is our policy on NSF (non-sufficient fund) checks that we receive returned from the bank, will result in a \$35.00 fee effective March 1, 2014 (NSF fee is subject to change). Additionally the cost will also include a late fee of \$5.00 per week that the funds are being held up. These charges must be paid at the same time that the funds are either deposited or replaced with cash or a money order. The late charges will accumulate. Repeat offenders may be ask to present cash or money orders instead of checks. Fraudulent checks will be prosecuted with the State Attorney's Office. And fees that are charged by a collections agency or legal fees involved in the collections process will be paid by the parent's above what is owed.

Vacation or Absences

Young World has a vacation policy of two **free** weeks (10 days) per year, providing that the child has been continuously enrolled for one full year with **full-time** tuition being paid. The vacation requirements must be taken a week (Monday-Friday) at a time. Once those two weeks are utilized, and additional weeks are needed, the tuition is not discounted. The full weekly rate is required. On school holidays which the center is open, full week tuition must be paid if the child/ren attends at least one full day or one half of the tuition if they do not attend.

Vacation policy does not apply to before/ and after care school age children; including children who attend summer camp

Young World defines annually as enrollment date to enrollment date anniversary. If you enroll February 2015, your anniversary would be February 2016.

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-For preparation purposes, please notify us if your child will be absent for the day.

Transition

Your child's transition in childcare should be a positive and an 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.

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 in order to be eligible for this service.

Television Time

Our normal daily routine does not include television watching, but occasionally, daily television viewing will be no longer than one hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Parents/Staff Communication

It is very important for us to provide quality services for our children and parents. In order for us to maintain this level of quality, it is extremely important that we receive parents' feedback. Please feel free to communicate with us when you are particularly pleased with your child's care, as well as if you have an area of concern. It is our policy to encourage parents to discuss all concerns with the teacher, director, or operator.

Medical Policies

-Administering Medicine

We administer only dated, labeled, prescribed medicines for **Asthma and Allergies**, i.e. Epi-pen. The parent must sign the medicine authorization form when you wish for us to dispense medication to your child. You must list a time we can dose on an "as needed basis."

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-Communicable Diseases

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 48 hours (without discharge).
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Sick children may not be brought to the center. If a child is running a temperature, having diarrhea, or vomiting, they should not be brought to the center. If your child becomes ill while they are at the center, you will be called to come and pick them up. If they are sent home or run a fever at home they must be fever free for 24 hours before returning to school. As per state rules anyone who runs a fever of 101, has diarrhea, and or vomiting or a combination of them will need to be removed from the center. They may must return virus free with a doctor's note and when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

*If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

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Allergies- Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Sunscreen/Bug Spray-Parents please use and or spray your child with sunscreen or bug spray before bringing child to school or

Immunizations-It is mandatory by the state for you to submit a current health form that is completed by your physician. Your child's immunization records must be on file within 30 days of enrollment. Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every year, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Visitation Policy

We have an open door policy for visits to the center during the day. However, we ask that you take into consideration that your child has a schedule and there are certain times, such as lunch time, that visitation can shift the child's daily routine.

Security Precautions

At the time of pickup, the caretaker will call for your child over the center's intercom so that their teacher can prepare them for departure. Your child can be released only to the adults (ages 18 and older) who are designated by you in writing and show proper identification. It may be necessary for the adult to walk the child to and or from the classroom if a staff member is unable to do so. We must have notarized court order on file regarding parental custody matters.

Emergencies

Lost or Missing Child: In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10minutes, the family and the police will be notified.

-Fire Safety: Our center is fully equipped with: fire alarms, lights, rolling cribs, etc. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Outside Play

Fresh air and exercise are very important to a growing child. The state requires that children play outdoors between 60 minutes to 90 minutes daily. During inclement weather the children participate in indoor activities. If the weather permits, all children are required to play outside on the designated playground areas. Please be sure that your child appropriate clothing for all kinds of weather. Sneakers are preferred to sandals.

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Weather

If snow or ice conditions become apparent, and public school closes then we may close also. Pre-k school schedule coincides with the Gwinnett Public School system. The center will decide if we open depending on weather reports and surrounding business closings. A front office sign will be posted to verify this.

Every effort will be made to open the center, but we must maintain our ratios and the safety of our staff and your children.

In unlikely event, the center is severely damaged, gas leak or considered unsafe, plans have been made to evacuate to the address below:

**Mountain Park First Baptist Church
5485 Five Forks Trickum Rd
Stone Mountain, GA 30087
(770) 921-1452**

The protection of the children is our major concern. Emergency plans are posted in each room and we run through drills for each situation. Parents would be notified as soon as we are able of any closing or evacuation of the center.

Please understand that it takes time for us to move the children in an emergency and that is the primary focus for us is not to answer the phones. Be patient and as soon as it is safe and the children are back in their rooms we will resume normal procedures.

Emergency Transportation

It is required

that we have the names, addresses, and phone numbers of persons authorized to pick up your child, as well as the name and phone number of your child's physician and preferred hospital.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

****Please notify us of any changes regarding your listed emergency telephone numbers and contacts.**

**Eastside Medical Center
1700 Medical Way
Snellville, GA 30078
(770) 979-0200**

Clothing

Your child will be active both indoors as well as outdoors. It is important for your child to be dressed in comfortable, washable play clothes. Please label all clothing including two changes of clothes and put in a zip-lock bag that will remain in the child's cubby.

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Toilet Training

During this crucial time in a child's development, it is important that the staff and parents work together to provide a consistent toilet training routine. If your child is in the process of being toilet-trained, we ask that you provide multiple changes of clothing. We recommend that the clothes you include are easy for the child to remove (this teaches the child to be independent and does not frustrate them in the process).

Rest Period

Each child enrolled at Young World CLC will be provided an opportunity to rest. Children under 12 months of age are permitted to sleep on demand. We provide cribs and crib sheets for the infants that are changed daily. For the older children, we provide cots, which are sanitized regularly. Sheets and blankets are washed at least once a week. Pillows and sleeping bags are not allowed. Quiet activities are provided for children not asleep after ½ hour. All sleeping materials are kept separate and are labeled.

Nutrition

Foods and drinks with no nutritional value, (i.e. sweets, soft drinks, etc.) are not provided. Children at Young World are served three daily meals: breakfast (7-9 a.m.), lunch (11-12:00 p.m.), and an afternoon snack (2-4 p.m.). Food prepared at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Special Diet Requests

If your child requires a special food accommodations due to religious or documented medical reasons, parents may be asked to provide a letter from the child's pediatrician. We ask that parents arrange to meet with the YWCLC Director to review the child's needs.

Discipline

At YWCLC, we recognize that positive discipline teaches and encourages the healthy development of a child's self-esteem. Our staff member are trained to provide positive discipline methods, which encourage self-control, self-direction, cooperation, and self-discipline.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. Each student at YWCLC has a right to:

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- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Young World Child Care & Learning Center is committed to each child's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all children have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. On rare occasions, a child's behavior may warrant the need for termination. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

In case of continued discipline problems, staff will notify the parents to discuss possible solutions and/or recommendations. Written confirmations of these discussions will be available to the parents and kept on file. Aggressive behaviors (biting, hitting, etc.) that cause on-going disruptions and or confusion in a classroom may result in the child being suspended for three days and if the aggressive behavior continues the child will be dismissed from the program. Dismissal is always a final option at YWCLC.

Field Trips

Pre-school and School age children at our center may participate in educational and fun field trips. These trips help children learn about their community. These trips coincide with the classroom lessons. A signed

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permission slip authorizes your children to attend these field trips. The trip fees can be added to your weekly tuition (you will be notified in advance).

If your child's class is scheduled for a field trip, you must have your child at the center before departure or make arrangements to bring them after the class returns for the day; there will be no teacher there to watch the children.

School Pictures

Each year your child will have two opportunities to have their picture taken (Fall & Spring). Notices will be sent to parents weeks in advance. Purchase of these pictures is optional.

Special Occasions

We welcome your involvement when arranging a party for your child. In consideration of children with food allergies, cakes must be store bought for special occasions, such as classroom parties, birthdays, etc. parents are asked to check with individual teachers before bringing treats. If you want to provide a treat for the children in your child's class, please contact the director to discuss arrangements.

***Please label all toys with your child's name.**

What to Bring:

- **Infants:** Labeled bottles, diapers, baby formula (already made), and at least two changes of clothes
- **Toddlers:** labeled sippy cup, diapers, and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes, pull-ups/training underwear, and wipes.
- **Preschoolers:** at least two changes of clothes, socks and/or shoes.
- **After School Care Children:** books for homework

Age Group Overview

Our learning programs are geared towards age appropriate activities. Our classrooms have centers to help build on children's social, physical, cognitive, language and literacy developments. We have play areas with toys in the playground that separate the various age groups.

*Infants (6 weeks to 12 months) receive individual care and attention. Their physical needs are monitored carefully and their daily schedule is planned to coincide with their home schedule regarding their sleeping and eating patterns.

*Toddlers (1 year olds) follow a daily routine. They will eat at the table like the older children or use high chairs. They also engage in fun learning activities in the classroom.

*Two Year Olds develop social skills and learn how to interact with others as they explore their independence. Their daily schedule is structured and full-filled.

*Three Year Olds have a program that includes a wide variety of learning experiences such letter and word recognition, arts and crafts, painting, colors and shapes, and dramatic play.

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*Pre-K (4/5 year olds) have a busy and varied curriculum designed to prepare them for their kindergarten experience. They are taught their names, letters, develop problem solving and listening skills, and how to work collaboratively. Children learn all of the core subjects under the Georgia Pre-k program.

*School age children (5-12 years) attend our center before & after school and have a fun filled schedule on the days they are out of school. Field trips include many educational and entertaining places, such as bowling, swimming, roller-skating, and many other activities.

After care students are encouraged to do their homework and other related activities upon arrival to the school. They are also provided a snack and time to play outside (weather permitting). We must be notified in advance if your child will not be picked up at the school by our bus or dropped off by the public school bus on any given day. This is your responsibility. It is imperative that you cooperate with the safety and well-being of your child.

At Young World Childcare and Learning Center, we believe that learning is accomplished through interesting and motivational activities, and well-rounded programs that help children discover the fun of growing.

Again, we want to take this opportunity to thank you for the trust you have placed in us. We will strive to make your child's experience at Young World a positive one.

Holidays

Young World Childcare and Learning Center observes the following holidays:

- New Year's Eve & New Year's Day
- Martin Luther King's Birthday
- Juneteenth
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve & Christmas Day

***We will post a reminder notice on the front door in advance.**

A full week's tuition is charged during a holiday week if your child attends for any part of that week-unless vacation time is used.

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Parent Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Young World Child Care & Learning Center Family Handbook**, and I have reviewed the family handbook with a member of the **Young World Child Care & Learning Center** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Young World Child Care & Learning Center Family Handbook** that I do not understand.

Print Name _____ Date: _____

Parent Signature _____ Date: _____

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