



PARENT HANDBOOK

2020-2021

Welcome!

The staff at the D. Scott Hudgens, Jr. Early Education Center is honored to have been chosen to care for and educate your child. Together, with the support of Gwinnett Technical College, we look forward to a long and rewarding relationship with your family.

Important Notes:

Throughout this handbook the term ‘Parent’ is used to describe any person legally responsible for the care of a child enrolled in the D. Scott Hudgens, Jr. Early Education Center.

Administrator refers to the Director, Associate Director, Center Specialist, and Office Assistant. Any of these professionals can answer questions you may have during the course of your child’s enrollment.

Georgia Pre-K Enrollment is open to any child who is four years (by September 1st), without discrimination in regard to sex, race, color, national and ethnic orientation, disability, or creed, provided the child will benefit from the program offered and does not pose a threat to the health and safety of other children or staff.

Center Phone Numbers

Main Phone.....	678-226-6510
Main Fax.....	470-375-8930
Director	678-226-6680
Associate Director	678-226-6511
Office Assistant	678-226-6972
Pre-K Bumblebees.....	678-226-6532
Pre-K Grasshoppers.....	678-226-6526
Pre-K Fireflies	678-226-6527
Pre-K Butterflies	678-226-6528
Pre-K Ladybugs.....	678-226-6533
Extended Learning A	678-226-6531
Extended Learning B	678-226-6530

Center Address

5150 Sugarloaf Parkway
Building 800
Lawrenceville, Georgia 30043

E-mail: hudgens@gwinnettech.edu

Please save to your ‘Favorites’ to receive e-mail from the Center

E-mail is the primary means of communicating important information.

Like Hudgens at:

<https://www.facebook.com/gtchudgens/#>

Our Mission

“Providing a high quality early learning environment for children AND a model training facility for students at Gwinnett Technical College.”

The mission of Gwinnett Technical College (GTC) is to *Teach Every Individual; Serve Every Business*. Thus, the mission of the Hudgens Early Education Center is to provide high quality care and learning for children while also preparing highly skilled teachers of young children to work as paraprofessionals in the elementary school, teachers in Georgia Pre-K and child care programs in the community.

The Goals of the D. Scott Hudgens, Jr. Early Education Center are:

- ❖ To provide a developmentally appropriate, play based environment for all young children.
- ❖ To encourage children in positive social and emotional interactions within the group setting.
- ❖ To provide an educational environment that stimulates and supports individual and group learning.
- ❖ To promote independence and a positive self-concept in children.
- ❖ To model the strategies and techniques of quality care for children as learning tools for future teachers.
- ❖ To partner with parents/caregivers to provide the best possible care and education for all children.

Guiding Principles:
Strategies, Policies, and Procedures

The teaching techniques and strategies used at the Hudgens Center are supported by best practices in early childhood care and education.

The Center respects your ideas and welcomes your comments but will not implement ideas that are not consistent with research-supported best practices.

The following is a detailed explanation of the Center's strategies and policies. Enrolling your child in the Hudgens Center confirms that you accept, understand, and agree with the philosophies and operating guidelines.



General Operating Procedures

GA Pre-K programs operate from August to May from 7:30-2, 7:50-2:20 or 8:10-2:40 Monday-Friday.

Holidays

The Hudgens Center is closed in observance of the following holidays:

- Martin Luther King, Jr. Day
- Memorial Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday after Thanksgiving
- Winter Break (end of December, dates to be determined each year).

The Hudgens Center will also be closed additional days during the year for professional development in order to maintain the quality of the program. Families are provided with the Center's YEARLY calendar at the start of each school year (August).

State Funded Georgia Pre-K Programs

The Hudgens Center provides state funded Georgia Pre-K programs. Children may attend a GA Pre-K class tuition free.

- To be eligible for the Pre-K class, a child must be four years old on or before September 1st.
 - Proof of date of birth must be provided (certified birth certificate).
 - Proof of Georgia residency is also required.
- Available slots (after internal enrollment process) will be filled according to the child's status on the waiting list.
- Center administration will make decisions regarding which GA Pre-K classroom each child is placed in.
- There is no enrollment or supply fee for Georgia Pre-K programs.
- The Hudgens Center's Georgia Pre-K classrooms implement the Creative Curriculum.
- Extended Day learning opportunities are available for children in the Georgia Pre-K program for a fee.
- Parent conferences are scheduled twice each year in December and May for children enrolled in GA Pre-K. Parental attendance is required.
- In accord with Georgia Pre-K policies, tardiness, behavior issues, and lack of attendance will result in your child being disenrolled.
 - ✓ In addition to the policies of the D. Scott Hudgens, Jr. Early Education Center, parents must also comply with Georgia Pre-K policies and procedures as issued by Bright from the Start, Georgia Department of Early Care and Learning.

GA Pre-K Enrollment

Enrollment is open to any child who is four years [by September first] without discrimination in regard to sex, race, color, national and ethnic orientation, disability, or creed, provided the child will benefit from the program offered and does not pose a threat to the health and safety of other children or staff.

Enrollment priority is given to faculty, staff, and students of Gwinnett Technical College. The remaining Ga Pre-K Spaced will be open to the community and filled via a lottery drawing during the first week of March [each year].

Support Services

Often children enroll at the Hudgens Center as their first experience in a group care and educational setting. Group care presents many opportunities and experiences that children may have not been exposed to in smaller care environments and in their own homes. Sometimes certain behaviors, conditions, and/or other developmental issues present themselves that parents have not seen or noticed before. Many of these situations are very typical. The staff at the Hudgens Center is prepared to help each individual child as they learn how to get along with others and adjust to a new educational environment.

Sometimes children exhibit characteristics and behaviors that are atypical and require professional expertise to help the children progress and to help parents and teachers to meet the child's needs. When these situations arise, the Center staff and administrators will work together, with the child's parents, to find out what the child needs and also to contact and utilize outside resources. The Hudgens Center welcomes professionals from *Gwinnett County Preschool Special Education Services* (support for children 3-21 years of age). They provide services to help children and support families.

Please note: The Hudgens Center will make every possible accommodation, when necessary, for all children; however, **the Center is not equipped to provide one-on-one care for any child.** If your child has special needs that require special accommodations, you will be asked to meet with Center administrators and teachers prior to your child's first day. This meeting will help the Center staff to better prepare and serve your child on their first day of school. The Center looks forward to creating partnerships with community support agencies working with and for young children.

Tuition and Fees (for Extended Learning Program)

Tuition [for Extended Learning] is due on a weekly basis. Checks, money orders, credit cards and debit cards are accepted. Automatic bank drafts from your checking account or credit card can also be arranged. The Center will not accept cash payments nor keep cash on the premises. Checks and money orders should be made payable to Gwinnett Technical College. Please include the child's name and the week(s) of care for which payment is rendered in the memo section of the check. Payments are made at the front desk of the Hudgens Center.

Payments are due on the Friday of the week preceding the week of care. Payments received after Monday at 12:00 p.m. (noon) will incur a late fee of \$25.00. If payment is not received by the close of business on the Tuesday of the current week of care, the child may not be brought to the Hudgens Center for care until payment is made. After one week of non-payment the

child will be disenrolled. A service fee is charged for any check or automatic payment returned for insufficient funds, and future payments must be made with a money order.

Full tuition is paid for each week that your child is enrolled, regardless of attendance and/or school closing. Tuition is not charged for the week we are closed for winter break (December).

- **Late Pick-Up Penalty Fees**

It can be distressing for children to be left in the Center after hours. Late pickup is not a service offered. Please allow enough time at the end of the day to arrive at the Center, pick up your child(ren) and leave the building by the 6:15 pm closing time. A late pickup fee of \$10.00 per child for the first five minutes after closing and \$1.00 per minute thereafter will be assessed for late pick-ups.

Gwinnett County Department of Family and Children Services will be notified of any children left in the program 30 minutes after closing without any prior communication from a parent/guardian or someone on their emergency contact list.

We reserve the right to dismiss your child from the program if the number of times your child is picked up after closing becomes excessive.

Information

Parents are responsible for keeping the Center up to date on all information pertaining to their child/family. Please stop at the front desk to update information as it changes. Specifically, the Center must always have updated; phone numbers, e-mail address, home address, medical information, as well as any other changes that directly impact the child.

Withdrawal

When circumstances require you to withdraw your child from the Center please complete a *Notice to Withdraw form* available at the front desk at least two weeks prior to your child's last day. Your child's teachers will want an opportunity to say good-bye.

All accounts [for Extended Learning] must be up to date upon withdrawal. If you do not give proper notice, you agree to pay any fees or tuition that may be due as of the date that is two weeks after such notice. Any outstanding account balance one week after your child's last day will be turned over to the College's collection agency. This includes two weeks of tuition charges if a two-week notice is not given.

Dismissal from the Center

Children mature and accept new experiences at different ages. After careful evaluation, if Center staff and administrators feel that your child is not benefiting from our program, or that we are not meeting his/her needs, we will meet with you to discuss these concerns. If your child needs a referral to another agency, we can make possible recommendations prior to the disenrollment of your child.

Please note: The Hudgens Center will make every possible accommodation, when necessary, for all children; however, **the Center is not equipped to provide one-on-one care for any child.** The Center will allow community agencies to provide support staff for any child receiving special services for which one-on-one care is necessary. The Center looks forward to creating partnerships with community support agencies working with and for young children.

We reserve the right to discontinue care for your child under any of the following conditions; however, the following list is not all inclusive. The College has the right to restrict or refuse care services for any other reason that is in the best interest of the College/Center.

- Inability of the Center to meet the individual needs of your child.
- Parental refusal to allow your child to receive outside consultation or services when needed.
- Inadequate or misrepresented information on the enrollment and/or the information forms.
- Physical or verbal disrespect shown to teachers, staff, or children.
- The use of profanity in the Center (by children or parents).
- Physical punishment of child by parent while in the Center.
- Nonpayment of fees or tuition.
- Violation, disregard, or non-compliance with Center policies or State of Georgia Child Care Licensing policies or procedures.

Parental and Guardian Access to Children

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). Please see COVID-19 operating information for current procedures.

Parents have unlimited access to their children while attending the Center. Classroom participation is open to all parents and family members. However, if you know your child will be upset when you come and go from the classroom; we encourage you to use the observation booths to observe your child. At different stages of development children can have a difficult time separating from their parents so minimizing separations is easier on the child, parent, and teaching staff. Any questions or concerns about the programming or curriculum should be addressed to the classroom teacher and/or the Center's administrative team. Your child's siblings are welcome at Hudgens but must physically be with you at all times. They may not be left in the piazza while you are in the observation booths.

Observation Booths

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). The observation booths will be closed until further notice.

The Hudgens Center has state-of-the art observation facilities in all areas except the infant rooms. Parents are welcome to use the observation facilities but are asked to be cognizant that Early Childhood students are often there to complete class assignments. These assignments have specific due dates, so parents must be flexible with their observation times in order to allow the students to have primary access to the headphones and screens.

Please do not turn on the lights while in the observation booth. To do so makes the children able to see into the booth. Also, please refrain from talking. The booths are not soundproof, and the sound carries into the classroom.

Early Childhood students learn to observe by recording their observations on paper; thus, you may see someone writing down what your child is saying or doing. Early Childhood students are bound by rules of confidentiality. Identifying information is not used. Observations may only be shared in the Early Childhood classroom under the supervision of a faculty member.

Building Security and Safety

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). Please see COVID-19 operating information for current procedures.

Safety and security of your child is of the utmost importance to the Center. All families and visitors must enter the building through the front entry doors leading to the lobby and reception area. These doors remain unlocked during operating hours.

For access to the rest of the program, you must enter through the locked glass doors. Parents will be given security swipe cards with their photographs printed on them to gain access to these areas. Each family will be issued a maximum of two (2) swipe cards. These cards are to be used by the primary persons who will be picking up and dropping off your child each day. They are not to be shared with others wishing to visit the program or those who do not regularly participate in the program.

You are required to use the cards issued to you. This helps with the Center's record keeping. Visitor cards are not for parents to use. Loss of your swipe card will result in a replacement fee of \$5.00 per card. Upon disenrolling in the Hudgens Center, both swipe cards given to your family must be returned.

A plethora of audio and visual equipment is in use to monitor the security of the premises. GTC campus police also keep the Center under surveillance.

Transportation/Field Trips

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). The children will not take walks until further notice.

Transportation is not provided. All field trip experiences are provided on the campus of Gwinnett Technical College. The children will walk to each planned trip.

Arrival and Departure of Children

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). Please see COVID-19 operating information for current procedures.

The following procedures have been established for arrival and departure to ensure the safety and well being of the children.

IMPORTANT:

- **Please keep your children within arms reach when entering and exiting the building. Children should not be allowed to run up or down the sidewalk in front of the building without a parent near them.**
- **Children are NOT ALLOWED to ride the elevator by themselves. Parents must accompany their children on the elevator at all times.**
- **Hudgens Center staff is PROHIBITED from transporting children to or from the Center. Center staff CAN'T serve as emergency/authorized contact/pick-up for any child**

Arrival

- ❖ All parents must enter the classroom or playground when bringing or picking up their children and alert the teacher(s) of their presence. This is for the safety of the child and facilitates contact between teachers and parents.
- ❖ Parents need to sign in/out each day. It is the parents' responsibility to sign their children in and out each day. This is a very important safety precaution.
 - Sign your child in/out electronically using the stations located in the lobby.
 - Please go to the front desk immediately if you have any problems while checking your child in or out
- ❖ Parents should not bring their children prior to the beginning of their scheduled program. Even though teachers may be in the classroom early, their attention needs to be directed to making preparations for the day's activities.
- ❖ If you would like your child to have breakfast at the Center, please be sure they arrive by their classrooms specified meal time. Food will not be available after meal times.
- ❖ **Children must finish all outside food BEFORE they enter the building. Parents can not leave until all outside food is eaten or disposed of.**
- ❖ Please note that GA Pre-K children have specified arrival times that must be followed. All other parents are encouraged to have their children at the center by 9:00 a.m. This allows the children to participate in all of the planned activities. Also, teachers may not be able to give as much time to greeting children and talking to parents arriving after this time because of ongoing activities.
- ❖ Each classroom has an arrival routine. Please assist your child in following that routine. In general, the parent should help the child wash their hands before helping them settle into an activity. This helps reduce germs and prevents the spread of illness.

Departure

- ❖ When picking up a child, parents must have direct contact with the child's teacher. Children will only be released to those adults whose names are listed on the release section of the Enrollment Form. Please keep this list updated. Children will not be released to an unauthorized person.
- ❖ Your child has a mailbox at the welcome center located close to the door of their classroom. Please check it daily for your child's work and important notes.
- ❖ An incurred late fee will be applicable even if an authorized person, who does not routinely pick up the child, is tardy in picking up your child.
- ❖ If a person is listed on the Authorization Sheet and he or she is unknown to the staff, he/she will be asked to show a picture ID. Children **will not** be released if the person on the authorization sheet does not have a picture I.D.
- ❖ Persons on the authorized list must be at least 16 years of age with a valid driver's license and be able to supply documentation of their identity. All persons picking up your child must be on the authorized pick up list.

- ❖ In an extreme emergency, when no authorized person is available to pick up a child, parents must notify the Center in writing prior to the child's release. A fax with the parent's signature is acceptable. Parents may not call to authorize the release of a child to persons for whom the center has not received prior written notification. This is for the protection of all the children.
- ❖ Under the laws of the State of Georgia, both parents may have the right to pick up their children, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody divorce decree stating sole custody). Absent that document, the Hudgens Center may release the child to either parent, provided that parent documents his paternity or her maternity of the child.
- ❖ If it is determined that the safety of the child is better served if the designated transporter does not drive, the child will not be released. Another person on the authorization list will be called to come to the Center. If the adult is uncooperative, campus security will be called.
- ❖ Children transported in vehicles must be buckled securely into car safety seat/seat belts that meet state requirements. Parents must take whatever steps are necessary to maintain and use car safety seats. If a car seat needs to be left at the center so that it can be used by the person picking up the child at the end of the day, the car seat is to be stored in the Car Seat Storage closet located in the lobby. Be sure to label your car seat. The Hudgens Center is not responsible for loss or damage to car seats placed in the Car Seat Storage closet by parents. Please be aware that the Gwinnett County Police routinely patrol the campus and will enforce all Georgia laws, including the use of child safety seats.
- ❖ The Center is officially closed at 6:15 each day. Please be respectful of the staff's time and understand that they have families and/or commitments, also. You must exit the building by 6:15. If you arrive very close to 6:15, please pick up your child and exit the building swiftly.
- ❖ **Parents, YOU MUST refrain from using cell phones while dropping off or picking up children. Talking on cell phones prevents parents and teachers from communicating effectively AND does not allow parents to properly greet each child. Parental attention is important to the children and sends a strong message that they are valued.**

Parking

- Parking spaces for families are located across the street from the Center. Please use the sidewalk to reach the main entrance.
- **Parking in the circle drive in the front of the building is prohibited as is indicated by the yellow curbs.**
- Parking is also prohibited in the entrance drive.
- State issued permits are required to park in handicapped spaces.
- Double parking is never allowed.
- Parents are required to escort their children to and from the classrooms.

- Do not leave your car running while going in to pick up your child.
- Never leave unattended children in your vehicle.
- Drivers must exercise patience and caution during arrival and departure times.

Parking laws will be strictly enforced by Gwinnett Tech Campus Security, a branch of the Gwinnett County Police Department. **You will be ticketed if you disregard the above policies.**

Fire, Tornado and Lock-Down Drills

It is the Center's responsibility to help children learn what to do in case of an emergency. Center wide drills, both announced and unannounced, will be conducted by the Center administration.

- Fire Drills are conducted once a month.
- Tornado Drills are conducted once a quarter.
- Lock-Down Drills are conducted twice per year

As Early Childhood professionals, Center staff does everything they can to make this safety measure as stress free as possible to your child. Some young children may show signs of distress at the flashing warning lights. If this happens, please let the teacher know so that we can provide additional support to that child in future drills. Children may not be excused from drills.

Inclement Weather

In cases of hazardous weather conditions, the Hudgens Early Education Center will close if Gwinnett Technical College closes. Please tune into local news programs, such as WSB 750 AM, WSB 98.5 FM, or check the GTC website, <http://www.gwinnetttechnicalcollege.com>, to verify closings.

Pets

Pets are not allowed to be brought to the Center without prior approval. This includes bringing pets into the building when picking up or dropping off children.

Items for School

Please label ALL items that come to school with your child's name

Clothing

- Children should wear clothes appropriate for active play. Activities are often messy, and washable, comfortable clothing is important for children to fully participate in planned programs.
 - ✓ In cold weather, children need warm coats, hats, and mittens and to have their legs covered. This allows outdoor play to be fun and healthy.
 - ✓ In hot weather, shorts and sandals that buckle or tie are appropriate. If children choose to wear flip flops to school, please also provide socks and tennis shoes in their bag. We suggest closed shoes and socks or sturdy sandals for comfort and safety.
 - ✓ For the safety of everyone, shoes with wheels are not permitted at the Center.
- **Additional set of clothes** – Each child should have a complete change of clothes (underwear, shirt, pants or skirt, and socks) at school at all times. Even if a child no longer has toileting accidents, unusual circumstances can cause an accident and clothing may be required for other reasons, such as rips or spills. All items should be labeled with the child's name, and be appropriate to the season. Please do not bring expensive clothes to the Center. The Center is not responsible for lost or misplaced clothing.
- **Linens** –Your child may bring a small blanket and pillow from home. All blankets will be sent home with your child on their last day of the week for laundering. Please label your child's blanket with their name. Your child may bring one soft toy for nap time. Our storage space in your child's cubby is very limited, so please plan accordingly. All items must fit inside his/her cubby.
- **Toys** - Please do not bring toys from home to the Center, as these items frequently create disruptions in the classroom environment. Toys from home will be placed in a basket for children to retrieve when they leave that day. Children in older classrooms may have designated days to bring items from home to share with their class. Please make sure the items brought are clearly labeled with first and last names. Fragile items and toy weapons (guns, knives, swords, etc.) are not permitted. Please ask a teacher or administrator if you have any questions about what is allowed to be brought to school. The Center is not responsible for personal items that are lost or broken.

The Learning Environment

The Hudgens Center creates a play-based learning environment that encourages children to explore and construct their own learning. Everything - from the way time and space are structured, to the furnishings, to the equipment and materials, to the ways adults and children interact - all support the learning environment.

Children need challenges and opportunities to practice and master skills. This environment also allows staff to focus on quality individual teaching moments with one on one time or small groups. Small and large group activities are an integral part of the learning environment.

To assist us in providing your child with individualized care and education we provide lowered teacher-to-child ratios and group sizes. Research concludes that low teacher-to-child ratios are one of the best indicators of quality care for young children.

The D. Scott Hudgens, Jr. Early Education Center provides an inclusive learning environment. Inclusion rests upon the belief that young children with disabilities and their typically developing peers can learn together in the same classroom or community setting, reflecting the diversity of the society in which we live. We provide an educational setting that supports the individual needs of all children enrolled. Early intervention services and strategies are provided by the Gwinnett County Public School District for designated children. If your child is under the care of a private therapist, arrangements can be made for sessions to be conducted at the Center.

Individual Differences

Whether this is your child's first experience in a group child care setting or not, we wish to make it a successful experience. One of the biggest things to remember is that *ALL children are wonderfully different!* Children come from different backgrounds, different life experiences, and all have different skill levels and interests. Early childhood professionals view all children as individuals. Staff are instructed to avoid comparing one child to another. Children progress along the developmental continuum at their own pace. It is important to remember this developmental principle while giving children the time they deserve to get to where they are going.

As a parent, please avoid comparing your child to others in the program. Most children have areas that they focus on and excel in. Once they have mastered their current focus, they typically move on to a new area. They have different developmental needs at different times. If your child is not spending their day developing the areas you think they should be, please understand that their interests will change over time.

Curriculum

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). All common areas are closed. Children will only be using their classrooms, the messy room and the playground.

Children learn through play. As they interact with peers and with teachers in a planned environment, they construct their knowledge and understanding of the world around them.

At the Hudgens Center classrooms are arranged in learning centers. The activities in the learning centers are carefully planned by the teachers to support the theme or focus of the week. What may appear as just playing to an observer is a well-planned learning process. The Center's physical space was designed to support the learning process.

Messy Rooms - The Messy Room encourages creative and sensorial play at a greater level than most children are ever allowed.

Open Restrooms - Restrooms were built into each classroom to promote children's independence. Toileting is a natural part of the day. Children are encouraged to take care of their needs whenever they occur. The restrooms are open to both genders at all times which means children of

different genders may be using the restroom at the same time. Children of all ages served at Hudgens do not view toileting as a sexual activity. The physical arrangement of the restrooms promotes a natural understanding of physical differences.

The half doors of the restrooms give an element of privacy while allowing the teachers to maintain supervision of the restrooms at all times. All teachers will supervise the bathrooms regardless of the teacher's gender, nationality, ethnicity, religion, race, or age.

Open restrooms are an integral part of the learning process for young children and a part of the Center. If, over the course of your child's enrollment at the Center you become uncomfortable with this part of the program you will need to reconsider your child's enrollment.

Piazzas - Children from more than one classroom may be in the piazza at the same time. This allows opportunities to promote social interaction and problem solving in children. In addition, the piazza is used during inclement or extremely hot/cold weather for large muscle activities.

Playgrounds- Outside play is crucial for the overall development of young children and is included in our plans every day, even in hot and cold weather. If a child is too ill to go outside, then he/she is too ill to be at the Hudgens Center and should not be in attendance.

The events on the playgrounds are designed to promote the development of specific skills. Children are encouraged to run, climb, hop, twirl, and stretch - not only their muscles but also their abilities. Children are allowed to take risks within limits. This is fundamental to the development of a strong self-concept.

Use of Media in the classrooms (policy)-

- iPads are available to use in the classrooms however; each child is allowed a MAXIMUM of 30 minutes per week of time using the IPAD at a designated location in the classroom.
- Social media: children are not permitted to use the iPads for any type of social media. All Apps will be chosen by teachers and supervised closely.

Curriculum Implemented

As a teaching facility, one of our roles is to model and implement a quality curriculum. The Center uses the Creative Curriculum for young children. Creative Curriculum is based on a foundation of developmentally appropriate practices. The Center implements Creative Curriculum because it addresses the "whole child" and engages children in active learning.

Model	Characteristics
<p style="text-align: center;">Creative Curriculum</p> <p>Developed by Diana Trister-Dodge in 1988. Research-based preschool curriculum model, which utilizes Jean Piaget's theories of how children think, learn, and develop physically as a philosophical foundation.</p> <p style="text-align: center;">For further information contact: 800-637-3652 or www.teachingstrategies.com</p>	<p>Classrooms are typically arranged into eleven interest areas to support developmentally age-appropriate instructional practice and social competence. The environment, daily schedule and lesson plans are set up to support children in active learning and engage children in constructing knowledge about the world around them. There are twenty goals and objectives for Infants and toddlers and fifty goals and objectives for preschool children, ages 3-5. These goals and objectives are met through Literacy, Mathematics, Science, Social Studies, The Arts, Technology and Thinking Skills. It incorporates an assessment system that helps teachers purposefully observe children and use what they learn to plan for each child and the group.</p>

Sources: Georgia Department of Early Care and Learning www.decal.state.ga.us
Developmentally Appropriate Curriculum, Kostelnik & Soderman. Prentice Hall 2006

Reading and Writing

Typically one of the areas parents are most concerned about is reading and writing. Both reading and writing are Kindergarten and First Grade skills. At the Hudgens Center we focus on emergent literacy skills. Emergent literacy is defined as: *What children know about reading and writing before they can actually read and write*. This includes skills such as holding and mouthing (putting books in the mouth) books (infants/toddlers), memorizing and reciting books, pointing and naming pictures, letter recognition, left to right orientation, scribbling, building fine motor skills to be able to hold a writing implement (even if not the correct way), beginning of letter formation, drawing, and dictating what the picture is about to a teacher who can write it down word for word (shows children that their words have meaning and a written form). All of these experiences will be available throughout the program.

None of the classrooms will use worksheets or ask the children to write or read specific words. Instead, literacy opportunities are embedded throughout the classroom centers in creative ways that make this process natural and fun for the children. This practice is central to a high quality, developmentally appropriate early childhood program.

Assessment

A very important part of quality programs for young children is assessment. Regular assessment of what each child is doing must be done on a continual basis. Assessment information is used in planning activities that follow a child's interests and ability levels. Classroom activities must be modified to meet the wide variety of skills that are inevitably present in each group.

Assessment allows teachers to plan environments that are challenging yet not frustrating for children. When assessing children, the following developmental domains are considered:

- Social and emotional development
- Language development
- Physical development
- Cognitive development

Rest Time

All children have a daily rest period. During this time they are encouraged to remain on their cots and rest or sleep. Children who do not sleep or who wake early are offered quiet activities for the remainder of rest time.

Child Guidance Techniques

Learning to act in a socially acceptable and appropriate manner is vital to the well-being and successful development of young children. Guidance of children at the Hudgens Center is part of the learning environment. All behavior is viewed as an opportunity to learn.

While your child is at the Hudgens Center, his or her behavior will be guided through encouragement, redirection, and the setting of clear limits; which helps the child become more self-regulated. Guidelines are established in a predictable, clear, and sensitive manner. The Center intentionally provides opportunities to help children develop a sense of autonomy and share control in the decision-making process.

To help a child learn appropriate behavior, the Center's primary goal is to help children establish "inner discipline" or self-control. This reduces their dependence on adult-imposed control. This learning process occurs daily through interactions with teachers and other adults. If a child's behavior is inappropriate or unsafe, the Center uses positive redirection (directing a child to another activity that is appropriate), facilitation of problem solving, and conflict resolution techniques.

Peaceful conflict resolution is an integral part of our daily curriculum. Adults in the Center will consistently model appropriate language and actions for the children as a means to teach them to resolve their own conflicts with peaceful, verbal means. These methods help children understand and make better choices in the future.

The staff at the Hudgens Center will help children understand that actions have consequences. For example, if a child hits another child, the teachers will use this opportunity to comfort the child who was hit and then talk to the child that hit about how it made the other child feel and encourage the use of their words instead of their hands. If this event is repeated, the child may have to sit with a teacher (not by themselves) and talk about different ways to handle the situation.

The Hudgens Center does not use spanking or any other form of corporal punishment. The Center also does not employ or practice other methods to correct your child which will attempt to intentionally humiliate, shame, frighten, or otherwise cause damage to your child.

The Hudgens Center recognizes the rights of parents to choose their methods of guiding and disciplining their children. However, parents must refrain from using corporal punishment or other forms of physical discipline at any time while you are on the Hudgens Early Education Center grounds because of the impact these types of discipline may have on other children in the Center. Using physical punishment with your child while at the Center is grounds for dismissal and disengagement from the program.

Note:

All employees of the Center are mandated [by law] child abuse reporters. If any staff member suspects a child is being abused or neglected, they are mandated to report their suspicions to the state for further investigation.

Teachers and Staff

The Director and Associate Director have advanced degrees. The Center strives to have all teachers in leadership positions with degrees in Early Childhood. Some have Bachelor Degrees and others have Associate Degrees. All have relevant experience working with children.

All teachers and staff at the Hudgens Center have had criminal background checks when hired.

Teachers and staff participate in professional development throughout the year to stay current on the best practices of working with young children and to better understand the latest research on young children. Research shows that a key factor in the brain development of young children is the educational level and training of the caregivers.

Administrative Staff

The following staff is charged with ensuring that the quality of the programs offered is always maintained.

- Director
- Associate Director
- Center Specialist
- Office Assistant

The Vice President of Human Resources at Gwinnett Tech has direct oversight of all aspects of the Hudgens Center.

Please feel free to direct any questions and/or concerns to any of the above individuals. All administrators and teachers work as a team striving to provide the best environment for the children.

Gwinnett Technical College Students

The Hudgens Center serves as a lab school for the Early Childhood Program at Gwinnett Technical College. As part of classes throughout their program of study, students are often given assignments to observe. The assignment may be to observe aspects of child development or teaching strategies and techniques. If appropriate, students may present learning activities to the children under the supervision of a college instructor.

Some Early Childhood students may do extended experiences at the Hudgens Center. These Practicum and Internship experiences provide hands-on opportunities for students to develop and polish their teaching styles and bring additional adults into the classroom. This provides more opportunities for your child's daily interactions with talented adults. All college students who spend time in the classrooms have had satisfactory criminal background checks.

Students are often required to document their observations. The pictures of the children with their first name and date of birth in the observation booths help them complete their assignments as they analyze the activity or event based on the chronological age of the child.

Meals

At the Hudgens Center, breakfast, lunch and an afternoon snack are provided each day. Menus are established in advance and created in accordance with the USDA food guidelines.

Mealtime is an integral part of our daily learning environment. Mealtime is an excellent opportunity to facilitate responsibility and social development. To promote this development each classroom participates in family-style dining.

Prior to each meal, children and adults jointly participate in the preparation of the eating areas. For example, setting the table is a math activity as children learn one-to-one correspondence. After the children are seated, they practice decision making opportunities as they serve themselves. The adults and children eat together and have conversations about items of interest, which promotes social interaction. After the children are finished, they help clean the area to teach individual responsibility.

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). Please see COVID-19 operating information for current procedures.

Meal Times (times may vary during the year to meet the needs of each group. Please consult your child's classroom schedule for specific meal times)

Breakfast: 8:00 a.m.-9:00 a.m.

Lunch: 11:30 a.m.-12:30 p.m.

Afternoon Snack: 3:00 p.m.–3:30 p.m.

- ✓ In order for all children to benefit from the learning experience, parents are not allowed to bring in outside foods for mealtime.
 - With a Doctors note citing a medical condition, parents may provide the child's food. Food provided should be nutritious (chips, candy, and/or fast food are not allowed). All lunch boxes should be dropped off daily at the front desk.
 - The Center can, in some cases, accommodate vegetarian requests and allergy needs.
- ✓ Food is a key part of celebrations. Any food provided for classroom celebrations must be from a commercial bakery and be prepackaged items that are labeled to verify its contents and ingredients. This is to protect children and staff with food allergies. Prior to purchasing any food item for your child's class, please check the food items ingredient label to make sure there are no nut related ingredients listed. Staff will check all food items brought into the Center for nut ingredients. The item will not be served if any type of nut is listed on the ingredient label.
- ✓ Menus for the week are posted in the classroom for review and e-mailed to all parents. Menus are also available at the front desk if you would like one to take home.
- ✓ If you would like your child to have breakfast at the Center, please be sure to arrive by specified meal time. Food will not be available after meal times.

Health Policies

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). All of the following health policies are still relevant, however additional procedures will be utilized due to COVID-19. Please see COVID-19 operating information for current procedures.

Any time large numbers of children are in one place, certain health policies have to be in effect to protect the group. These policies are for the specific purpose of establishing the environment to be one that promotes the well being of the individual and the group as a whole.

Parents should not bring a child or sibling to the Hudgens Center that is ill or showing signs of illness. Any person (parent, child, staff, visitor, and student) who is ill should not enter the Center.

Upon arrival each day, the health status of your child will be determined. Signs of illness will constitute a formal evaluation by Center staff and an administrator. Children who show signs of illness will not be accepted.

The following is a general guideline of signs of illness that will prohibit your child from being able to attend the Hudgens Center. If the child develops these symptoms during the day he or she will be removed from the classroom (children will be cared for in the front office until their parents arrive to pick them up) and you will be notified to come and get your child. Please do so promptly so that your child can begin to receive the medical treatment he or she needs and to protect the other children from exposure. **Children must be picked up within an hour of when the parent is notified.** Children may be disenrolled if they are left at the Center for longer than one hour after their parents have been notified that the child must be picked up.

Elevated temperature (Fever)

- ✓ A parent will be notified if a child has a temperature of 100.0°F orally or 99.0°F axillary.
 - If there are no other signs of illness, the parent may choose whether or not to remove the child.
- ✓ If the child's temperature is 101.0°F or above orally or 100.0°F or above axillary, the child must be removed from the Center.
- ✓ A child will not be allowed to attend/remain at the Center if he or she has a temperature of 100.0°F orally or 99.0°F axillary and he/she has one or more of the following: runny nose, diarrhea, vomiting, rash, sore throat, swollen glands, red and runny eyes, consistent coughing or sneezing, or is lethargic and not participating in regular activities.

Vomiting

- ✓ If a child vomits twice in 24 hours (with no other symptoms) or once in 24 hours when accompanied by any other symptoms, the parents will be notified to come and get the child.

Diarrhea

- ✓ If the child has one loose bowel, the parents will be notified.
- ✓ Parents must come and get their child:
 - If the child has diarrhea twice in one hour or three times in two hours.

- If the child has diarrhea with any other symptoms.

A parent will be required to come and get their child who has:

- ✓ Sore throat and swollen glands.
- ✓ Red and draining eyes.
- ✓ Undiagnosed skin eruptions.

Common Infectious Illnesses

Communicable Disease Recommendations

Adapted from Georgia Department of Early Care and Learning, Child Care Licensing Forms
Georgia Department of Human Resources and Children's Health Care of Atlanta

The following exclusionary policies apply:

Disease, Illness, Organism	How is it spread?	When is it most contagious?	Return to School?
Bronchiolitis, bronchitis, common cold, croup, ear infection, pneumonia, sinus infection and most sore throats (respiratory diseases caused by many different viruses and occasionally bacteria)	Contact with droplets from nose, eyes or mouth of infected person; some viruses can live on surfaces (toys, tissues, doorknobs) for several hours	Variable, often from the day before symptoms begin to 5 days after onset	No restriction unless child has fever, or is too uncomfortable, fatigued or ill to participate in activities (center unable to accommodate child's increased need for comfort and rest)
Cold Sore (Herpes Simplex)	Direct contact with infected oral lesions or secretions.	While lesions are present.	When active lesions are no longer present in children who do not have control of oral secretions (drooling); no exclusions for other children
Rotavirus	Contact with stool from infected individual	Virus is present in stools of infected children several days before the onset of diarrhea to several days after onset of diarrhea	No diarrhea present
Conjunctivitis (Pinkeye)	Highly contagious; contact with secretions from eyes of an infected person or contaminated surfaces	During course of active infection	Once treatment begins
Respiratory syncytial virus (RSV)	Highly contagious; contact with droplets from nose, eyes or mouth of infected person; virus can live on surfaces (toys, tissues, doorknobs) for several hours	Variable; from the day before onset of symptoms until 3 to 8 days after or longer; may last up to 3 to 4 weeks	No fever for 24 hours without the use of fever reducing medication

Disease, Illness, Organism	How is it spread?	When is it most contagious?	Return to School?
Diphtheria (Corynebacterium diphtheriae bacteria)	Contact with droplets and discharge from nose, eyes or mouth of infected person; contact with discharge from skin lesions of infected individual; rarely through contaminated objects and raw milk or milk products	Onset of sore throat 2 days after treatment has begun, but may vary; if untreated, 2 to 6 weeks after infection	After 2 negative cultures are taken at least 24 hours apart
Chickenpox** (Varicella zoster virus)	Airborne or direct contact with droplets from nose, mouth or skin lesions (varicella and herpes zoster) of infected individuals or freshly contaminated objects.	From 2 days before skin lesions develop until all lesions are crusted	When all lesions have crusted
MRSA (Methicillin-resistant Staphylococcus Aureus) (bacterial cause of skin boils and abscesses)	Direct skin contact with infected person, wound drainage or contaminated surfaces; increase risk in crowded conditions; occasional transmission by droplet over short distances	Draining wounds are very contagious and should be covered at all times	If wound drainage can be will contained under a Dressing (if children will not allow wounds to remain covered, they must be excluded); exclude from high-risk activities such as contact team sports until completely healed.
Roseola (virus)	Secretions, often from healthy people	During fever	No restriction unless child has fever or is too ill to participate
Fifth disease** (Human parovirus B19)	Contact with droplets from nose, eyes or mouth of infected person; percutaneous exposure to blood	Only during the week before the rash develops	No need to restrict once rash has appeared
Gastroenteritis – bacterial (vomiting and/or diarrhea) Campylobacter C. diff (Clostridium difficile), E. coli (Escheichia coli), salmonella, Shigella	Contact with stool from infected individual (or, occasionally, pets); contaminated food, beverages or water (especially raw eggs and improperly cooked meats)	When diarrhea is present; pathogenic E. coli and Shigella highly infectious in small doses.	No fever for 24 hours; no diarrhea present, pathogenic E. coli and Shigella require 2 negative stool cultures; salmonella serotype Typhi requires 3 negative stool cultures.

Disease, Illness, Organism	How is it spread?	When is it most contagious?	Return to School?
Gastroenteritis – viral (vomiting and/or diarrhea) Adenovirus, norovirus	Contact with stool, saliva or vomit from infected individual directly or from infected surfaces, especially toys; contaminated food or water. Norovirus is highly contagious and is a frequent cause of outbreaks.	Variable; most contagious from 2 days before illness until vomiting and diarrhea improve; can be contagious for up to 21 days after symptoms	No fever or vomiting for 24 hours; no diarrhea present
German measles** (Rubella virus)	Contact with droplets from nose, eyes or mouth of infected person; may be transmitted to fetus across the placenta	From 7 days before until 7 days after the rash appears	7 days after rash appears.
Giardia (parasite)	Contact with infected stool; consuming contaminated water or food.	When diarrhea is present.	No diarrhea present
Hand, Foot and Mouth Disease (Coxsackie virus)	Contact with fecal, oral or respiratory secretions	Usually 1 to 2 weeks before onset of infection	After 24 hours without fever and child well enough to participate
Head Lice (Parasite)	Direct contact with infested individuals' hair and sharing combs, brushes, hats or bedding	When there are live insects on the head.	After treatment, if crawling lice are gone. Remove nits; however, nits alone are not reason for exclusion.
Hepatitis A (virus)	Eating contaminated food or water; close contact with infected individuals; contact with infected stool	From 1 to 2 weeks before illness until 1 week after onset of illness or after jaundice appears; can be longer in newborn infants	After 1 week from onset of illness or appearance of jaundice
Haemophilus influenzae type B (Hib bacteria)	Contact with droplets from nose, eyes or mouth of infected person	Until at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state; child well enough to participate
Impetigo (Staphylococcus or Streptococcus bacteria)	Direct skin contact (especially through contaminated hands), nasal discharge or contaminated surfaces	Until active lesions are gone or after 24 hours on antibiotics	After at least 24 hours of antibiotics

Disease, Illness, Organism	How is it spread?	When is it most contagious?	Return to School?
Influenza (The flu) (Influenza virus)	Highly contagious; contact with droplets from nose, eyes or mouth of infected person; virus can live on surfaces (toys, tissues, doorknobs) for several hours	Variable; from 24 hours before onset of symptoms to 7 days after onset; can be prolonged in young children	No fever for 24 hours without the use of fever reducing medications
Measles (Rubeola virus)	Airborne or direct contact with droplets from nose, eyes or mouth of infected person	From 4 days before the rash begins until 4 days after the start of the rash	At least 5 days after start of rash
Neisseria meningitidis (Meningococcal bacteria)	Contact with droplets from nose, eyes, or mouth of infected person	Until at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state; child well enough to participate
Viral meningitis (usually enterovirus)	Contact with droplets from nose, eyes or mouth or fecal material, often from healthy people	From the day before illness until up to 2 weeks after onset	After 24 hours without fever and child is behaving normally.
Mononucleosis (Mono) (Epstein-Barr virus)	Contact with the infected person's saliva	Indeterminate.	No restriction unless child has fever or is too uncomfortable, fatigued or ill to participate in activities (center unable to accommodate child's increased need for comfort and rest)
Mumps (Mumps virus)	Contact with droplets from eyes or mouth of infected person	Peak infectious time begins 1 to 2 days before swelling to 5 days after, but may range from 7 to 8 days after	5 days after onset of parotid gland (neck) swelling
Pinworms (Enterobius vermicularis)	Pinworms lay microscopic eggs near rectum, causing itching; infection spreads through ingestion of pinworm eggs after contamination of hands by scratching	Eggs may survive up to 2 weeks after appropriate therapy and resolution of rectal itching; reinfection is common	No exclusion, but treatment should be given to reduce spread.
Streptococcus pneumoniae (Pneumococcal bacteria)	Contact with droplets from nose, eyes or mouth of infected person	Until at least 24 hours of antibiotic treatment	After at least 24 hours of antibiotic treatment; child well enough to participate

Disease, Illness, Organism	How is it spread?	When is it most contagious?	Return to School?
Poison Ivy (not infectious) Reaction to sap on leaves of poison ivy, poison oak and poison sumac.	Child is not contagious, only direct contact with sap may cause rash.	Sap may be on clothes or skin for 12- 24 hours after contact with leaves or until child bathes.	No exclusion.
Ringworm on body and Ringworm on scalp (fungus)	Direct skin contact with infected person or animal, or to surfaces or objects contaminated with fungus	From onset of lesions until treatment begins.	Once treatment begins; ringworm on scalp requires oral medication
Scabies (parasite)	Skin contact with infested individual; contact with bedding or clothes of infested person	From up to 8 weeks before skin rash appears until it has been treated with a scabicial cream	After treatment has been completed
Strep Throat (Group A Streptococcus bacteria)	Contact with droplets from nose and mouth; close crowded contact	Highest during acute infection; no longer contagious within 24 hours after antibiotics	After at least 24 hours of antibiotic treatment and no fever for 24 hours (without the use of fever reducing medication).
Tuberculosis (TB) (Mycobacterium tuberculosis)	Airborne inhalation of droplets from nose and mouth of diseased person (children usually contract TB from close contact with a diseased adult)	Usually only a few days to a week after effective drug therapy. Children' younger than 10 years are rarely contagious	For active disease, once determined to be non-infectious, therapy started, symptoms diminished and adherence documented; no exclusion for latent infection
Whooping cough** (Pertussis) (Bordetella pertussis bacteria)	Contact with droplets from nose, eyes, or mouth of infected person.	Before cough onset (with onset of cold-like symptoms) continuing until child has been on antibiotics for 5 days. If untreated, infectious for 3 weeks after cough begins.	After 5 days of appropriate antibiotic treatment; if untreated, 3 weeks after onset of cough

*** These diseases may be of concern to women who are pregnant or trying to become pregnant. Follow up with obstetric health care provider is recommended after known or suspected contact.*

Contagious Disease Notification

In the event that your child is exposed to a contagious disease, you will receive notification in the following ways:

- An e-mail will be sent to the classroom's parents
- The notification will be posted at the classroom door.

Should your child contract a contagious disease while not at the Center, please notify the Center immediately. Often, the contagious period is prior to the appearance of symptoms.

Return Policy

Your child can return as soon as it is medically safe for him or her and his classmates to do so. Any child who attends the Center must be well enough to participate in **ALL** program activities, both inside and outside. Therefore, please follow these specific guidelines:

- ✓ If a child is on antibiotics, the child must have taken this medication for at least 24 hours before returning to the Center.
- ✓ In extreme circumstances, a signed physician's note stating that the child is not contagious and is healthy enough to return to the Center will allow a child to return within the 24 hours.
 - In the case of exclusion due to diarrhea, a child may only return with diarrhea if they have a doctor's note stating the exact reason the child may still have diarrhea (example: due to antibiotic) and that they are not contagious.
 - The child may be sent home again, even with a doctor's excuse, if the diarrhea is so bad that it can not be contained in a diaper or, in the case of an older child, continually soils themselves. Loose stools can easily contaminate the classroom environment.
- ✓ **All children must be fever free without the use of fever reducing medication.** Please do not give your child any fever reducing medication that will mask the symptoms of illness, including fever. This allows the child to attend for part of the day, but also exposes all the other children to the illness.
- ✓ **Children can never return to the Center while still running a fever.**

When a child is removed from the Center, the parent will be informed of the return policy based on the child's illness if known, but it is the parent's responsibility to be familiar with these policies before returning their child to the Hudgens Center.

Administration of Medicine

To enable the Center to partner with you effectively in the process of safely administering medication, the following policies and procedures are in place.

- Medications are **only** given at 11:00am and 3:00pm daily. Medication will only be given with a parent's written consent by filling out the **Medication Authorization** form completely. This form can be found at the front desk in our Medication Log.
- Please note that the Hudgens Center **does not administer over the counter medication** without a case specific written medical authorization from the child's physician stating a diagnosis, date the child was seen, name of medication, duration to be given and dosage. The physician's statement must also show that the child is not contagious and may participate in group care.
- In the event that over the counter medication is administered it must come to the Hudgens Center in its original packaging labeled with the child's first and last name and given to a member of the front office staff upon entering the building. The medication will be locked in the medication storage box.
- Prescription medication must have the original pharmacy/prescription label on it containing the following information: name of physician, date prescribed, child's first and last name, expiration date of medication, name and strength of medication, instructions how to administer and store it.

- Medication will only be stored in our locked medication storage box for the duration it is to be administered. Parents are responsible to removing medication from the center once it is no longer being administered.
- Medications that are prescribed **twice daily will NOT be given** at the Hudgens Center.

**Medication will not be mixed directly in with food or drink for any reason. Any medication in a cup or food will be sent with the parent when they leave. Mixing medication with food or drink is harmful to the child taking the medication because they may not get the full dose needed. It is also potentially dangerous to the other children who may inadvertently ingest the medicine. Such dangerous actions would be grounds for dismissal from the Center.*

Procedures for prescribed or over the counter medications are as follows:

- All medication will be dropped at the front desk.
- After presenting medication to the front desk, an administrative staff member will fill out the Authorization to Administer Medication form. After completion, the parent is required to read and approve the information. At this point, both the parent and staff member will sign the form rendering it active.
- Administrative staff will give out all medication to children and document the time the medication was given. Staff will note child's reactions/ response and inform parent of any problems.
- Administrative staff and teaching staff will monitor the child for any adverse reactions to medication given. If a child has a life threatening adverse reaction to a medication, the Center's emergency medical procedures would be followed. If a child has a mild reaction, the child's parents would be notified and the illness procedures would be followed.
- All reactions to medications are recorded on the line provided on the medication authorization form.
- Parents are responsible for signing out medication from the front desk at the end of the day.

The administrative staff at the Hudgens Center is only allowed to administer medication that meets the following conditions:

- Has not expired.
- Is prescribed for the child (not a sibling).
- Is in the original container from the pharmacy which has been properly labeled with the child's full name, name of medication, the date the prescription was filled, the prescription number, the name of the provider who wrote the prescription, the expiration date, administration and disposal instructions. If medication comes in a box with a prescription label, the box must be presented with the medication.
- Nonprescription medicine must be labeled with the name and date that the medication was brought to the Center. Over the counter medication will be administered according to the medical authorization provided by the child's physician.

Administrative staff will only give medications left at the front desk and for whom the proper authorization is completed. For safety purposes, DO NOT leave any medication in the child's book bag or cubby.

The parent/guardian of the child must assume full responsibility for informing the staff of any change in the child's health or change of medication.

Emergency Medical Procedures

In the case of emergencies (illness or accident) involving a child, the teacher will contact a member of the Administrative team. The teacher will then contact the parents or designated emergency contact person.

If the emergency appears life threatening, an Administrator in charge will call 911 and the Campus Police to begin emergency transport to Northside Hospital Gwinnett. Depending on the severity of the emergency, transport will be made by Campus Police or by ambulance.

Emergency treatment may be provided in accordance to the wishes of the parents as expressed in the Authorization for Emergency Medical Treatment form. If time is of the essence, the Lead Teacher, or a person familiar to the child, will accompany the child for emergency treatment. Parents will be notified at all points so that they can meet the child at the emergency room as soon as possible.

Staff is certified in CPR and First Aid Training.

Insurance

Parents are responsible to maintain health and accident insurance that would cover any sickness or accident the child might incur while attending the Hudgens ECC. The College has liability insurance.

PARENT INVOLVEMENT

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). Please see COVID-19 operating information for current procedures.

As your child's first and most important teacher, you have essential knowledge of your child's skills, interests, and needs. Thus, communication with Center staff is an important component to providing the best learning environment for your child. Your involvement in Center activities gives your child a strong, positive message of acceptance and support. All children enjoy parental visits and help in the classroom. Involvement opportunities are numerous and varied.

Center Visitation

Parents and parent-supervised siblings are always welcome to visit the programs. Those parents who are interested in observing their children may use the observation booths located in or beside each classroom. Smoking, eating, talking, or drinking are not permitted in the booths. (Refer to the section on Observation Booths). Parents are also welcome to join their children at lunchtime. If you are planning a lunchtime visit, please make arrangements with the Lead Teacher prior to the visit.

Daily Contact

Each day your child's teachers look forward to your child's arrival and encourage you to share information about your child that you feel will be helpful. However, drop-off and pick-up times are often busy for everyone, and it is difficult for the teacher to give you his/her full attention.

If you have concerns that require lengthy discussion, please schedule a parent-teacher conference.

Parent-Teacher Conferences

NOTE: the following is the procedure for when the Center is operating normally (non-Covid-19 protocol). Conference will likely be conducted via WebEx in December of 2020 for all classrooms.

Parent conferences are scheduled twice a year for all children. Conferences with parents of children in GA Pre–K are held in December and May. During these conferences, topics of discussion may include the child’s progress, developmental needs, educational program, and any other concerns and celebrations. Parents should feel free to request a conference at times other than those designated. The lead teacher should be contacted to arrange this meeting.

Confidentiality

The Center’s staff will only share information about any child with that child’s parents or guardian. This is to protect the confidentiality of all of our families. Please refrain from talking negatively to other parents about children, families, and staff in our program. If you have a concern about anything going on in your child’s classroom, please talk to your child’s teacher or a Center administrator. This helps all of us to create a caring community for the children.

Birthdays

Birthdays are special days for children. To celebrate at school, please make plans with the Lead Teacher before the special day. A book contributed to the school by the child on his/her birthday is a suggested way to celebrate this special day. This removes the “what do I get” concept that many children have about birthdays and is a nice way to share a special book with the classroom.

- Birthday celebrations at the Hudgens Center are limited to snacks. Suggestions for celebration include providing festive napkins and cups for our regular snack or bringing muffins or cupcakes (not too sweet is best). *Any food provided for classroom celebrations must be from a commercial food supplier and be prepackaged items that are labeled to verify contents and ingredients. This is to protect children and staff with food allergies. (see section on Meals) NO PEANUTS OR PEANUT PRODUCTS ARE ALLOWED.*
- We will provide milk, juice, or water for the celebration.
- The children may sing “Happy Birthday,” but no other outside ‘entertainment’ will be allowed.
- Candles are not permitted for safety reasons.
- **Party favors are not allowed and will not be distributed at the Center. This includes gift bags.**
- Gifts will not be exchanged at the Center.
- **Balloons (of any type) are not allowed (choking hazard).**
- If you are planning a party outside of school and wish to invite all of the children, invitations may be given out at school. If only a few children are being included, please mail the invitations to their homes. Center staff will not distribute individual invitations.

Holidays

All children experience and celebrate holidays in different ways. As part of a developmentally appropriate early childhood experience the Center will study and celebrate a variety of holidays with the children. This will be done taking into account all of the ways each family celebrates. This is a difficult and often sensitive undertaking when many holidays are built around religious beliefs. All nonreligious aspects of each holiday will be discussed at length with the children. All parents are welcome to come in and share the ways their family celebrates different holidays. Exposing children to different holidays, in a natural way, again promotes social acceptance and a realistic view of the world.

Parent Committee

The Parent Committee consists of a group of parents that meet throughout the year to support Hudgens goals and help plan events, as well as to serve as a liaison for information to other parents in your child's classroom.

Classroom Plans

The daily schedule of activities giving the time and type of activity (e.g., free play, small groups, story time) is posted in each classroom and observation booth. Weekly lesson plans are written by the Lead Teacher and posted for parents at the beginning of each week. Highlights of each week including the weekly theme, objectives, and activities are posted.

Newsletters

Parent newsletters are routinely distributed in each classroom at the Hudgens Early Education Center. The information in these letters includes information regarding the child's classroom, special guests, notices of research studies, and other announcements of interest to all parents.

Information of a general nature is posted on the bulletin board outside each classroom.

Parent Volunteers

Parents are encouraged to share special talents, their occupations, cultural heritage, and hobbies and interests with the children. Parent volunteers are encouraged to assist with special projects, art and cooking activities and story reading. A parent involvement form is completed upon enrollment to help us know how parents would like to be involved in the class.

Parent Suggestions

Suggestions, questions, and comments are always welcome. Please feel free to share ideas with the teaching staff and Center administrators.

Thank you for reading the Hudgens Center Parent Handbook! This is the first step in establishing a positive partnership with the Center. Please be sign the handbook agreement form and return it with your child's paperwork.

If you disagree or have a concern with any information in the handbook, please be sure to talk to an administrator before your child's first day of attendance.