**The Playroom family handbook**

 **All Saints Catholic Church**

 **2443 Mt. Vernon Road**

 **Dunwoody, GA 30338**

 **770-393-3255 Ext. 129**

 **Playroom @allsaintsdunwoody.org**

 **Director : Carla Trippi**

**The Playroom provides drop off care for children ages 8 weeks to 6 years while parents are on or off campus. All Saints parishioners as well as all members of the community are able to use the weekday nursery. Due to licensing, children under the age of 24 months may attend no more than twice per week.**

**Registration**

Please complete an online registration for your child at allsaintsdunwoody.org/playroom

**Reservation**

In order to make a reservation for your child you may call 770-393-3255 ext. 129 or email playroom@allsaintsdunwoody.org. You may reserve a single day or choose to have your child attend multiple days each week. Once the registration is complete, the Playroom must have a current Georgia vaccination form 3231 on file before the child is allowed to attend.

**Allergies and Medical conditions**

Should your child have an allergy or medical condition of any kind, please complete the “Health Alert Forms” included on the registration form and included in this family handbook. The Medical/Allergy Action Plan should be filled out for all children with allergies or medical conditions. If your child has a food allergy, the FARE (Food Allergy and Anaphylaxis Emergency Care Plan) document that has to be signed by your child’s doctor must also be completed.

Each family that has a child with a severe allergy or medical condition MUST have a conference with the director on or before your child’s first day of Playroom to review these documents. The director will develop an emergency plan for each child. Please provide very specific information so that we can keep your child safe.

**Fees/Late fees**

Infants: 8 weeks to 1 year old - $40 per day

Community rate: $40 per day / drop in, $35 per day / standing reservation

PAS rate: $35.00 per day / drop in, $30 per day / standing reservation

\*Standing reservation must be for the entire summer (May - September 1st) or school year (September 1st through April)

\*\*As an exempt program, we cannot accept children prior to 9 a.m. or stay past 1 p.m. with them. Therefore a **late** fee of $20 will be assessed beginning at 1:05 and an additional $1 per minute after.

**Cancellation/No show fees**

There is a cancellation fee of $10 per child if you do not notify us by 9 a.m. on the morning of your visit. This fee will be collected on your next visit to our nursery. Allowances will be made for illness or extenuating circumstances.

**What to bring/What to wear**

Snack will be provided at 10 a.m. Please bring a labeled sippy cup/water bottle and lunch with each child. **We are a nut free facility**. Please bring healthy, (**nut free**) lunches.

Please dress children in clothes that are comfortable, practical, and washable. Please let your child know that it is okay to play outside and paint in their school clothes. All coats, sweaters, and jackets must be labeled. Please bring an appropriate, seasonal set of clothes (tops, bottoms, socks, and underwear) to keep in their bag in case of an accident.

**Emergency Procedures**

**All Playroom staff are CPR/First Aid certified.**

Fire safety and prevention is a regular part of our planning/training. Evacuation routes are posted in each room. Staff are provided with radios and emergency bags as they take children to different areas of the campus. Our staff are allowed to take their personal cell phones with them when out and about so that they have access to a phone in case of any emergency. They are, however, instructed to never use it for anything outside of an emergency when watching the children.

In the rare event that the property at All Saints became a threat for our children and staff to remain, we would have to leave, by foot, to a safe place. Our off-site safety location is **Chick-Fil-A,** 2480 Jett Ferry Road, 770-391-9277.

The management at Chick-Fil-A has been involved in our planning process and is prepared to safely house our children until they are released to a parent.

In the event that we have to evacuate the All Saints Catholic Church premises, parents will be notified by phone, and if possible, an email blast. Parents will be asked to pick up their child(ren) at Chick-Fil-A. Staff will have sign out sheets and only release the children to parents or an authorized adult.

**Health Guidelines**

**Wellness policy:** In order to ensure a healthy environment for all children, please do not bring your child if they exhibit any of the following:

**\*Fever**

**\*Excessive coughing**

**\*Nasal Discharge**

**\*Vomiting/nausea**

**\*Diarrhea**

**\*Any communicable disease** (any blisters must be scabbed completely over)

**\*Green/Yellow runny nose**

**\*Runny eyes**

**\*Questionable rash**

**If a child is being treated with antibiotics, they must have received medication for at least 24 hours before returning to the nursery.**

**If your child becomes ill while in the nursery, you will be notified to pick up immediately.**

**Medication**

Staff members may not provide over-the-counter or prescription medications to children. Exceptions are EPI pens and emergency inhalers. These medications must be on file with a doctor’s signature. Medication should only be dispensed from the original container, labeled with the child’s name. Parents are responsible for bringing allergy medication/EPI pen each day that the child is in the Playroom. We do not retain the medication, it must be in the child's backpack on the day of visit.

**Immunizations**

All children attending Catholic parish preschools or MMO’s must meet Georgia state standards for immunization. The Playroom requires 3231 Vaccination forms to be current before the child enters the program.

* **Religious Exemption:** Catholic doctrine does not support an exemption from immunization based upon a matter of conscience/religious exemption. For this reason, religious exemptions are not accepted in parish preschool/MMO programs.
* **Medical Exemption:** The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. Parents requesting exemption from immunization must provide a detailed explanation of the child’s condition as documented by his pediatrician. The Archdiocese of Atlanta reserves the right to obtain a second opinion. The medical exemption must be renewed annually.
* **Delayed/Alternative Vaccination Schedules:** Parents whose children are on a delayed or alternative vaccination schedule must submit documentation from the child’s pediatrician indicating the reason for the delayed/alternative schedule and the vaccination schedule that will be followed. The parent “refusal to vaccinate form” will not be accepted as a reason for the delayed or alternative vaccination schedule.
* **Epidemic, Outbreak, Exposure:** In the event of a contagious disease epidemic, outbreak or exposure, children with medical exemptions or delayed/alternative vaccination schedules will be required to remain at home until the Georgia Department of Public Health announces the outbreak has ended.

**Family Handbook Acknowledgement Form**

I Understand that this is not a licensed child care facility. I also understand that this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from the State Licensure requirements.

The Playroom meets all state criteria to operate as a non-licensed program and holds an exemption from the State of Georgia.

The Playroom at All Saints meets the criteria for exemption from the state licensure under the following categories:

1. Nursery/playschools/kindergartens/other educational programs,4 hours per day, ages 2 through 6 years.
2. Mothers morning out. Children may attend no more than 4 hours per day and no more than 8 hours per week.
3. Private Education Programs/5 years and older/day school.

Notice of Exemption Certificate is displayed at the Playroom.

We comply with all zoning, certificate of occupancy, fire inspection, and health department requirements. We are monitored by the Quality Assurance office of the Archdiocese of Atlanta.

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 Parent signature Date