Crisp Schools Early Learning Academy Parent Handbook 2026-2027



Monica D. Warren, Ed.S, Director of Early Learning
Catie Lofton, Assistant Director
Dr. Brandon Williams, Superintendent

WELCOME!

On behalf of the Crisp County School System we offer you the Crisp Schools Early Learning Academy. We welcome you to our early learning academy and thank you for selecting us as your child care provider. The purpose of this handbook is to introduce you to our policies and procedures. We practice continuous improvement so we reserve the right to update and enhance this handbook during our growth process. We hope that you will find the answers to your questions and concerns regarding our services. If you have further questions, or something is unclear, feel free to ask questions.

Crisp Schools Early Learning Academy recognizes that the immediate family is the strongest influence on a child's education, growth and development. We believe parents are the most significant adults in a child's life. We welcome the opportunity of being an extension of your family and encourage your participation in our program. We are always interested in your ideas. Parents are always invited to share their feelings, concerns, and suggestions with us about the care your child is receiving. We encourage you to communicate with our staff often.

Our Academy operates with children's needs in mind. The physical environment is safe, clean, healthy, and oriented to children. We have multiple classrooms, allowing us to separate the children according to age groups and supervise them while providing the teacher-child ratio required by the state of Georgia. The classrooms are equipped with age-appropriate materials. Our classrooms are designed to be inviting and fun for your child while helping foster their growth and development. Our rooms are arranged to give children a variety of work experiences during the day. Children will have opportunities for active play indoors and outdoors. Children will be served nutritional meals and snacks at scheduled times. We also provide scheduled rest times.

Again, thank you and please let us know how we may better serve your family.

PHILOSOPHY

Crisp Schools Early Learning Academy was created to provide high quality childcare and education for the families we serve. We will create a developmentally appropriate environment to foster children's growth and development. We will build on each child's knowledge by encouraging children to learn new skills and reinforce previously learned skills. Our goal is to meet the individual needs of all children.

CALENDARS

The Early Learning Academy calendar differs from the normal school year calendar for the Crisp County Schools System.

Crisp County School System Calendar 2026-27

2026

July

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2027

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Jul. 1	12 month first day
Jul. 2	4th of July Holiday
Jul. 13	11 month first day
Jul. 20	Media first day
Jul.3,10,17,24	Buildings Closed
Jul. 22	New Hire Orientation
Jul. 23	New Teacher School Induction
Jul. 27-Jul.30	Teacher Preplanning
Jul. 31	1st Day of School/First Day Grading Period
Sep. 4	Grade Reports
Sep. 7	Labor Day Holiday
Oct. 8	Last day Grading Period
Oct. 9	Teacher Planning, Student Holiday
Oct. 12	Columbus Day Holiday
Oct. 13-16	Fall Break
Oct. 19	First day Grading Period
Oct. 22	Report Cards
Nov. 13	Grade Reports
Nov. 23-27	Thanksgiving Holidays
Dec. 18	Last Day Grading Period, Early Release
Dec. 21-31	Christmas Holidays
Jan. 1-4	New Year Holidays
Jan. 5	Teacher Planning, Student Holiday
Jan. 6	First day Grading Period/Students back
Jan. 7	Report Cards
Jan. 18	MLK Holiday
Feb. 8	Grade Reports
Feb. 15	President's Day Holiday
Feb. 16	Winter Holiday
Mar. 10	Steer and Barrow Day (Teacher Planning)
Mar. 18	Last day Grading Period
Mar. 19	First day Grading Period
Mar. 25	Report Cards
Apr. 2	Teacher Planning, Student Holiday
Apr. 5-9	Spring Break
Apr. 26	Grade Reports
May. 26	Last Day of School/Grading Period, Early Release
May 27-28	Teacher Postplanning
May. 28	Graduation
May. 31	Memorial Day Holiday
Jun. 2	HS & MS Report Cards Issued
Jun. 7	Media last day
Jun. 14	11 month last day
Jun. 4,11,18,25	Buildings Closed
Jun 30	12 month last day
	School not in session
	Teacher Planning Days
	Holidays
	Buildings closed
	First/Last Day Grading Periods
	Grade Reports
	Early Release for Students

Crisp County Early Learning Academy Calendar 2026-27

2026

July

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2027

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Jul. 2-3	4th of July Holidays
Sep.7	Labor Day Holiday
Oct. 12	Columbus Day Holiday
Nov. 26-27	Thanksgiving Holidays
Dec. 23-25	Christmas Holidays
Jan. 1	New Year Holiday
Jan. 18	MLK Holiday
May 31	Memorial Day Holiday

Learning Today…
Graduating our future leaders tomorrow

Services We Offer

Crisp Schools Early Learning Academy will be open 7:30 A.M. until 5:30 P.M., Monday through Friday, year-round and will be closed only on the days indicated on the approved calendar. The calendar is subject to change and is voted on each year and approved by the Superintendent. Our tuition rates are computed on a weekly basis; therefore, a full week's tuition is charged during any holiday weeks.

We offer a variety of services to families. Our program is designed as a full-time service to children at age eight weeks old and continues through the age of *10 years old/5th grade*. Transportation from Crisp County Primary and Crisp County Elementary is available for after school care. We will not provide pickup or delivery of children to homes.

All students are under contract and receive service for a specific number of days and hours. Students are enrolled on a first come, first served basis. Parents who desire to enroll their child when no space is available are placed on a waiting list. As space becomes available students on the list are offered first choice of the available spots.

Our Door Is Always Open

Crisp Schools Early Learning Academy invites parents to visit. Parents will have to check-in with the Director and follow visitor protocols to gain entrance to the center or classrooms. We encourage parents to visit the center when their child is present. We welcome the voluntary participation of parents in activities of their choice. If possible, please let a teacher know if you will be staying or visiting in advance. While parents are always welcome, we ask for your cooperation in not disrupting our program. Parent input is welcome and highly valued. New parents and children are welcome to schedule time to slowly familiarize their child to their new environment. If you wish to meet with your child's teacher, please set up a conference time with the Director so coverage can be arranged.

State License and Regulations

Crisp Schools Early Learning Academy has a current license exemption status that is displayed in the lobby. Crisp Schools Early Learning Academy is regulated by the Crisp County School System, State of Georgia, Bright from the Start and State and Local Fire Marshal's Office. Our standards meet and exceed those standards established by the state of Georgia. The building is equipped with a 24-hour monitored fire system including sirens and fire evacuation lights. We are periodically inspected by the above regulating agencies to ensure the safety and wellbeing of your child. Copies of all inspections are available upon the parent's request.

Absenteeism

If your child is scheduled to be in the center, we ask that you notify us if your child will be absent. This will help us maintain the proper staffing and prepare for meals. **There are no exceptions to tuition payments if a child is sick or absent.**

Arrival and Departure

Parents are required to bring their child(ren) inside and place them in the care of a staff member before leaving the child at the center. Parents should re-enter the building when picking up their child. Please do not send older brothers or sisters inside to pick up children unless they are 18 years of age and on your designated pick-up list. A sign-in and out QR code is provided in the reception area of the center and in each classroom. Parents are required to sign their child in and out of the center each day via Procare. This procedure is practiced for the safety of your child.

It is extremely important that the registering parent notify Crisp Schools Early Learning Academy of persons authorized to pick-up their child(ren) if there is change in the normal routine. *Children will not be allowed to leave the center with anyone whose name is not on file with the center. The child will only be released to escorts who are 18 years or older and have shown positive identification and are on the registration forms.* We will not accept telephone authorizations. Please keep the center advised of additions to your pick-up list.

Birthdays and Holidays

We invite parents and grandparents to participate in holiday celebrations. We will have parties throughout the year and will ask parents to contribute items to help make the day special for all of the children.

We would enjoy celebrating your child's birthday at the center. If parents wish to have a birthday celebration, please arrange a date with the lead teacher a week in advance. Parents are welcome to buy cake, ice cream, and other special treats for the class and stay and celebrate these special occasions! .

Bottles and Baby Food

Prior to the child's first day of enrollment, the parent must complete a written feeding plan. The parent shall update the plan as the child's feeding schedule changes. Unused portions of food and formula will be discarded or returned to the parent. All bottles must be labeled with first and last name and dated and have the contents listed.

Infants and toddlers who are bottle fed must be provided with non-breakable bottles. Infants will be held during feeding time. As your infant or toddler shows evidence of wanting to feed themselves, they will be encouraged and permitted to do so.

According to the current state guide lines,
all bottles must have the following labels and
must come ready to feed.





Child Abuse

As a child care provider, Crisp Schools Early Learning Academy is required by state law to report to the proper authorities any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or suffered death by means other than accidental by a parent, guardian, or caretaker. We will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, parents are encouraged to keep the center informed of any unusual bruises, marks, or accidents occurring at home.

Clothing

It is important that your child be dressed in comfortable play clothes that are suitable for a variety of activities. The children will be given opportunities to be active both indoors and outdoors. Therefore, they need comfortable shoes for outside play. Inside they will have many opportunities to explore with paint, play dough, and other wonderful gooey things.

Each child should have a change of clothes that stays at the center to be used for emergencies. Infants should have two changes of clothes. We will not be responsible for damaged clothing. Please label your child's coat, jackets and hats.

Communicable Diseases

A list of communicable diseases is posted in the center for you to review. Please notify the center if your child has any symptom of a communicable disease, usually identified by sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus fever. Knowledge of this information will help prevent the spread of disease and illness. Unfortunately, illness and childhood diseases are part of growing up.

We are required by the state licensing to report all notifiable communicable diseases to the local health authorities. Children absent from the center because of a communicable disease may not return to the center without a signed statement from a physician indicating the child is no longer contagious. In the event a communicable disease is identified in the center, you will be notified in writing by a memo placed in the lobby.

Crisp Schools Early Learning Academy Staff After Hours Child Care

We do not encourage our staff to offer independent child care arrangements with families. However, in the event that you enter an agreement with an employee to care for your child outside of the employee's normal work hours and/or outside of the center hours it must be done away from the center. Full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as an employee of Crisp Schools Early Learning Academy. We cannot be responsible for employees away from the center, outside of their working hours, and will not be liable for their acts or omissions when not on property including the transportation of children. You may be asked to sign acknowledgement and waiver to this effect.

Curriculum

Young learners need to feel safe and supported so they can learn with their whole body and all of their senses. In a HighScope infant and toddler program, teachers focus on developing supportive, trusting relationships with the children in their care. We create rich environments that encourage very young children to explore and discover the world around them, helping them to engage in experiences designed to support their optimal development in all domains. Active learning is at the center of the HighScope curriculum and is the foundation where young children gain knowledge through their national play and interactions with the environment, events and other people.



Diapers and Wipes

Disposable diapers are required unless otherwise directed by the child's pediatrician. Parents must provide a supply of diapers. Parents are also asked to provide 24 packs of sensitive skin wipes by July 1st annually. The wipes will go into a classroom supply closet. If our wipes run low, families will be asked to provide additional wipes.

Discipline

Crisp Schools Early Learning Academy's philosophy is based on The Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children which is a framework of evidence-based practices for promoting young children's healthy social and emotional development. The Pyramid Model is designed to provide increasing levels of support for children who need additional interventions. We strive for an environment that gives children the opportunity to explore and experiment within consistent, age-appropriate limits. To build positive and supportive relationships with children, it is important for teachers in early education settings to have positive interactions with each child in their care every day and to focus on acknowledging positive behaviors more than problem behaviors. Teachers provide positive, clear expectations for behavior and act as role models to support appropriate behavior.

Teachers encourage children to use words to express feelings during conflict. The children are given choices, allowing them to feel in control of their actions. After repeated attempts of positive modeling & discussions with a child about appropriate behaviors, the child may be removed from the group setting as a strategy to help redirect and refocus. If the child is removed, the teacher will give the child support & ensure that the child returns to the group as quickly as he/she is settled and ready to return. If the behavior becomes habitual the child will be referred to the Director who will contact families accordingly.

We will not resort to corporal punishment of any kind, even at the request of a parent. If a child is disrespectful, disruptive, displays behavior that is potentially harmful to others or consistently fails to comply with policy and procedures we will dismiss the child.

Crisp Schools Early Learning Academy will not tolerate behavior we deem inappropriate towards teachers or other employees. If the Director and a parent cannot agree upon a course of action to resolve the behavior issues the child could be withdrawn from the center.



The Pyramid Model is directly aligned with the District Wide PBIS Model used in all of our schools known as the Cougar Code. Our mission as a district is to provide a positive learning environment where students learn to be responsible, respectful, and safe.



Enrollment Procedures

To comply with the state regulation all enrollment forms, parent's contract, medical forms, and feeding plans must be completed and on file with the center before your child's first day of attendance. Enrollment papers specify a weekly schedule. Your tuition cost reflects payment for a 10-hour day.

We ask for your cooperation in carrying out all governmental laws, rules, and regulations. For your child's safety, let us know of any changes in your home or work phone numbers, work locations, emergency phone numbers, family physician, address, and other vital information as they occur.

You are required to submit your child's current medical and immunization forms prior to their attending the center. The date on the forms must be within twelve months to be eligible for enrollment. We request that you update these forms as changes in the child's immunization occur. Notice will be posted if your child's immunization is not current. This is for the health of your child and all others enrolled in the center.

In the case of divorced or separated parents, it is important that the parent registering the child indicates on the application who has legal custody and who may pick up the child. We must have on file a notarized court order in matters regarding parental custody. We will abide by all legally served court orders.

In case of withdrawal of your child from the center, you agree to give a one-week (1) notice in writing. If this is not given, you agree to pay one week's tuition fee prior to withdrawal.

Illness

Our goal is to ensure the health and well-being of all children in our care. Therefore, children who are ill may not be brought to the center. Children who have a temperature of 100.4, vomiting, contagious skin or eye infections, or repeat diarrhea may not remain at the center. You will be notified to pick your child(ren) up immediately if he or she becomes ill while under our care. We realize this may cause a minor inconvenience for some of you and we apologize. A child must register a normal

temperature without a fever reducer for at least 24 hours before returning to the center. In these cases we kindly ask that you have your child seen by your chosen pediatrician or care provider and seek their guidance and obtain an excuse stating it is safe for return to school. You are being asked to follow this guidance to ensure the health and safety of your child, other children and our staff. particularly during the times of year we have higher than normal cases of flu, strep, COVID, stomach virus or other easily spread illnesses.

Injuries

Crisp Schools Early Learning Academy makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. For minor scrapes, bruises, and bumps parents will be informed by the Student Accident Report. If your child is involved in an accident, we will make every effort to contact you by telephone. If we are unable to reach you, we will call the person listed on the enrollment form that you have authorized to make medical decisions in your absence. **Please keep telephone numbers updated!**

In your enrollment package is an emergency release form. Your signed emergency release form will assist us in getting prompt medical attention for your child. If we are unable to contact a parent, we will have all injuries requiring medical attention treated at the Crisp Regional Hospital. In the event of an accident or illness, all medical expenses incurred will be the responsibility of the parent. Crisp Schools Early Learning Academy is released from liability as a result of any act they may perform on behalf of the child.

Late Pick-Up

Children will be picked up at the completion of the contracted time of service. Your tuition cost covers care for a period of 10 hours. All children in attendance longer than scheduled time will be charged an additional $5.00 for the care provided. The center closes at 5:30 p.m. Your account will be charged an initial fee of $25 for any time after 5:30 p.m. and a $1.00 per minute for each minute after that. This fee will be charged to all parents picking their child up after closing. A phone call would be appreciated but will not stop the additional charge. If this becomes a continuous problem, you will be asked to make alternate arrangements for your child and habitual violators could be withdrawn.

Meals and Snacks

Crisp Schools Early Learning Academy provides a breakfast, hot lunch, and p.m. snack daily. Children are served their meals in their classrooms. All of our menus are prepared to meet daily nutritional requirements of children. Our weekly menus are posted in the lobby area. Food portions are given which are age appropriate for your child. Additional servings of food and milk are always available.

We ask that you assist us by not allowing your child to bring food to the center. Menu exceptions cannot be made except for documented medical reasons. If a special diet is required then the parent must furnish food items. Parents must provide food and formula for infants. The items must be in labeled, dated, and unbreakable containers. Do not send sippy cups to the center, we provide cups.

Serving Times:

Breakfast: 7:30 am - 8:30 am

Lunch: 11:30 am - 12:00 pm

Snack: 2:30 - 3:30 PM

Medication

No medication will be given except in the case of an emergency. Except for emergency first aid, no medication may be administered by the staff of Crisp Schools Early Learning Academy unless a parent has given written authorization on the approved medication authorization sheet.

Outdoor Activities

Crisp Schools Early Learning Academy recognizes the importance of fresh air, exercise, and play and the effect on the development and health of your child. Children will be allowed to play outside daily, except in inclement weather. Make sure your child wears weather suitable clothing each day. We are in the process of researching options for creating a more suitable outdoor play space for your child. We thank you for your patience as we continue to learn and grow as we build our program.

Our Staff

Crisp Schools Early Learning Academy carefully selects their staff members. All staff members undergo a criminal background investigation by the Georgia Bureau of Investigation and the State of Georgia to ensure they have no previous criminal history in the area of child abuse, drugs, or a felony conviction.

Crisp Schools Early Learning Academy offers training in the field of Early Childhood Education, nutrition, first aid, CPR, child abuse, disease control, fire safety, and various other subjects. Employees attend workshops and classes to keep current in their field. All staff members are periodically evaluated to ensure that they are meeting the needs of the young children in their care.

Physically or Mentally Disadvantaged

Our goal is to guarantee that your child has the best opportunity for success while enrolled in our center. Please let us know of any special conditions that might limit your child's participation in our program. We will accommodate each child's individual needs as much as possible.

We accept any child whose needs can be met in our educational setting. The child must be able to participate and substantially benefit from our program without risk to the child or to any other student enrolled in the center. We are committed to serving all children with limitations that we can without altering the services we provide to our other children.

If after a trial period, we have determined that we are unable to meet your child's needs without altering the service we provide, we will host a meeting with the family and determine the next steps.

Policy of Non-Discrimination

It is the policy of the Crisp County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed or handicap in educational programs and activities, admission to facilities, or employment practices.

Potty Training

We begin potty training after a child turns two years old, and shows verbal skills to communicate with caregivers and other readiness skills so he/she will be successful. There are circumstances when we may ask the parent to wait until a child moves up to the next age group if the classroom and restroom have not been adequately prepared for potty training. Your child will be taken to the restroom every 30-45 minutes until a normal routine is scheduled.. We praise the child each time they use the potty and encourage but never intimidate a child if they have an accident. Your child's caregiver will keep you updated.

Primary Caregiver

One method that helps ensure consistency in teacher-child ratio at Crisp Schools Early Learning Academy is the assignment of a primary caregiver to each age group. A primary caregiver is that important person at the center who has the most knowledge about a certain group of children. They have the primary responsibility for monitoring routine care, and stimulation of their group. They communicate regularly with their parents. Caregivers are assigned to these groups of children by the director.

Procare

Procare is the online database we use for attendance, communication, billing and payments. Upon enrollment, parents receive a notification via email with an invite code to be used to set-up the account. Once you have created your account via instructions from the email you can download the Procare app. Attendance (signing in and out) is done daily via Procare. You can use the app or you can scan the QR code posted in the lobby and in each classroom to access the sign-in and out features. Each person you have designated to pick-up your child has a unique 4 digit pin. It is imperative that you do not share your pin between multiple people so that our attendance records remain accurate. You will receive a notice from Procare for billing and invoices with the frequency depending on how you have asked to be billed. Payments can be made via Procare with a debit or credit card or through ACH. Procare charges fees for these services. It is important to note that we do not profit from these fees and they go directly to Procare. Debit card transactions add a $4 fee, ACH transactions add a $1 fee and the credit card fees vary and are automatically determined at the time of the transaction. Procare is also used to communicate diaper changes, meals, and bottles. There is also a message feature we use to communicate other needs.

Rest Time

Crisp Schools Early Learning Academy is required to provide children with an afternoon nap/rest period. We encourage your child to rest quietly during this scheduled time. We will provide required cots and sheets. Children are required to use the same resting materials daily; all items are laundered weekly. Each child needs to bring a blanket or nap mat from home labeled with your child's name. It will be sent home at the end of each week to be laundered and returned the following Monday.

Severe Weather and Physical Plant Problems

In case of severe weather, please do not call the center. The staff will be busy caring for your children. Safety must be our priority. We will practice fire and tornado drills. Monthly fire evacuation of the building will be practiced. Emergency plans have been developed and are posted on parent bulletin boards. Your child's teacher will use ProCare to contact families in these situations.

In the case of any physical plant problems, such as power failure or structural damage, Crisp County Schools will take necessary actions to provide for the comfort and safety of each child present. If the children must be evacuated from the building, they will be housed at the old Crisp County Middle School Auditorium until all parents can be notified.

Smoking and Tobacco

Crisp Schools Early Learning Academy is a "Tobacco Free" facility and campus. No one is allowed to smoke or use tobacco on the premises (inside or outside). Anyone doing so will be asked to vacate the property immediately. We ask that smokers not distinguish or disregard cigarettes in the parking lot or on our campus.

Toys and Personal Belongings

The staff of Crisp Schools Early Learning Academy spent a great amount of time hand picking the materials in the classrooms. Our toys and equipment are developmentally appropriate for the age group they are assigned. We assure all items are safe, cleaned and sanitized on a regular basis to further ensure the health and safety of your child.

In order to prevent loss or damage, children are not permitted to bring toys, money, gum, snacks, or other personal belongings from home to the center. However, your child may bring books to share with the class. We will not be responsible for lost or damaged items.

Tuition, Fees and Vacation Policies

Please remember that the Early Learning Academy is not run for profit; however, it does need to be financially self-sustaining. Over the past two years, we have not been able to meet that goal, and the school system has had to rely on other funding sources to support the center. Due to recent changes at the state level, that additional support will no longer be available. The rate adjustments and policy changes are necessary to help us break even and operate without a deficiency.

Tuition is paid "before" services. There are several options your family can choose for tuition payments. All accounts must be kept current and late fees of $100 will be charged after the deadline and non-payment. Procare is an option for payments, however there are fees associated ($4 - debit, $1 ACH, and the company includes their fees for credit cards at the time you initiate payment). Please note that the Early Learning Academy does not profit from these fees. They are sent directly to the company from your banking institution. You can view your current invoices, payments and balances at any time via Procare. We can only receive cash, check or money order payments onsite. NOTE: All families will be billed their normal rate of $135 for full time and $85 for afterschool each week throughout the year regardless of holidays, breaks or how many days the center is open (which includes inclement weather or other emergencies causing the center to close)..

Option 1 (Weekly): Regular tuition must be paid *each Friday the week prior or no later than Monday the week of by 8:00 am even if your child is absent.* A late fee of $100.00 will be added and there will be an additional late fee of $100.00 charged for each week tuition and unpaid balances have not been paid in full. Fees are $135/week for full time childcare and $85/week for full time afterschool care. Additional fees are added according to your payment decision.

Option 2 (Bi-weekly): Regular tuition must be paid each Friday the week prior to your 2 weeks of care or no later than Monday the week of the 2 week cycle by 8:00 am even if your child is absent. A late fee of $100.00 will be added and there will be an additional late fee of $100.00 charged for each week tuition and unpaid balances have not been paid in full. Fees are $270/2 weeks for full time childcare and $170/2 weeks for full time afterschool care. Additional fees are added according to your payment decision.

Option 3 (Monthly): Regular tuition must be paid each Friday prior to the month beginning or no later than Monday the week of the month beginning by 8:00 am even if your child is absent. A late fee of $100.00 will be added and there will be an additional late fee of $100.00 charged for each week tuition and unpaid balances have not been paid in full.

Fees are $540/month for full time childcare or $340/month for full time afterschool care. Fees when a 5 week month falls are $675/month for full time childcare or $425/month for full time afterschool care.

Drop-In/Part Time Care

We will continue to be able to offer part time care on a very limited basis. The days for part time care must be pre-arranged and be consistent weekly and can't exceed 3 days per week. If you have been receiving part time care and attending more than 3 days a week, you will be moved to a regular billing cycle beginning the week of June 29th. The rate for drop-in/part time care is now $30/day and $20/day for afterschool. Billing for drop-in/part time care is sent on Friday of each week for the upcoming week and is due by Monday at 8:00 AM, prior to services for the week. Parents will have to choose if they prefer to be billed for 2 or 3 days each week for part time care, regardless of attendance.

Withdrawal

In case of withdrawal of your child from the center, you agree to give a one-week notice in writing. If this is not given, you agree to pay one week's tuition fee prior to withdrawal.

Vacation Week

Every family is entitled to one week vacation annually per child. To be eligible the child must have been in attendance for 6 months, may not be in attendance on the week of vacation and no charges will be incurred. The 2026-2027 calendar will allow you to request to use vacation June 29th week of 2026 through June 21st week of 2027. Any families who do not request and use their vacation week during the current year, forfeit the use of the vacation week. You will see your vacation week credited to your ProCare account **after** the invoice is posted for that time period. You will see a canceled invoice for the week of vacation and then a $0 invoice for your vacation week. **A two week notice in writing must be given and tuition must be current to be eligible to request vacation.**

Annual Registration Fee

Each family will be billed $100/child to be due by July 1st each year. There are no discounts available for multiple children.

Holiday/Break Billing for Afterschool

Families for afterschool children incur the weekly fees of $85/child throughout the year, regardless of holidays or the number of days our center is open each week. If you elect for your child to attend full day afterschool during a holiday or break, you are responsible for the daily fee for the whole day which includes breakfast, lunch and snack. You will be billed the difference between the normal daily part time fee for afterschool versus the full day afterschool fee per day. All billing will take place at the conclusion of the entire break or holiday period.

Visitors

Visitors entering the building must be identified and report to the reception area at the front of the building (facing Hickory Street). The Director must approve the reason for the visit and the length of expected stay. If the visitor is escorted on a tour of the building, the Director or Assistant Director must accompany them.

Weapons Policy

The Crisp County Board of Education believes the presence of weapons on school property is detrimental to the welfare and safety of the children and school personnel, and is a violation of state law.

It shall be unlawful for any person to carry, possess, or have under control any weapon within a school safety zone, at a school building, during a school function, or on school property or on a bus or other transportation furnished by the school.

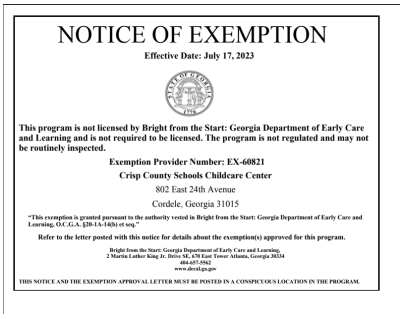
The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other kind of

knife having a blade of three or more inches, straight edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chakha, num chuck, nunchuka, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or laser as defined in O.C.G.A., 16-11-106.

Punishment: A fine of not more than $10,000, imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A, 15-11-37.

NOTICE OF EXEMPTION

You have been informed that this program is not a licensed child care facility. This program, as a part of an existing government agency (Crisp County Schools) and is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements. We have followed all protocols and registered our center and filed all necessary documents with the state.



NOTICE OF EXEMPTION

Effective Date: July 17, 2023

This program is not licensed by Bright from the Start: Georgia Department of Early Care and Learning and is not required to be licensed. The program is not regulated and may not be routinely inspected.

Exemption Provider Number: EX-60821

Crisp County Schools Childcare Center

802 East 24th Avenue

Cordele, Georgia 31015

"This exemption is granted pursuant to the authority vested in Bright from the Start: Georgia Department of Early Care and Learning, O.C.G.A. §20-1A-14(b) et seq."

Refer to the letter posted with this notice for details about the exemption(s) approved for this program.

Bright from the Start: Georgia Department of Early Care and Learning,
2 Martin Luther King Jr. Drive SE, 670 East Tower Atlanta, Georgia 30334
404-657-5562
www.decal.ga.gov

THIS NOTICE AND THE EXEMPTION APPROVAL LETTER MUST BE POSTED IN A CONSPICUOUS LOCATION IN THE PROGRAM.

Crisp Schools Early Learning Academy
Parental Agreements 2026-2027

Child's Name: _____

Handbook:

- ☐ I acknowledge that I will be provided a copy of the Parent Handbook and that it is my responsibility to read the Parent Handbook and abide by the Crisp Schools Early Learning Academy policies and procedures.

Payments:

- ☐ I understand the payments are made weekly, bi-weekly, or monthly prior to services.
- ☐ Payments are due prior to each week, month, or bi-weekly period and a late fee of $100 is charged if not received by the deadline. **After 2 late payments, your child will be unenrolled and moved to a waiting list.**
- ☐ I understand that there is a $100 non-refundable registration fee due each year.
- ☐ I understand that I receive one week of vacation annually per child. To be eligible the child must have been in attendance for 6 months. No charges will be incurred for that week. A one week notice is required and must be given in writing to the Director.
- ☐ I understand a service charge of $30 will be incurred for each returned check. After the second returned check, all tuition must be paid in cash or with a money order.

Attendance and Withdrawal:

- ☐ I understand that my child should be walked into the center each day and will not be allowed to leave without being escorted by the parent(s), person authorized by parents(s), or facility personnel.
- ☐ I understand that I must give at least 30 days' notice prior to the withdrawal of my child from the center and my child may only exit the program at the end of the month. If I do not provide 30 days' notice, I will be billed for the following month.
- ☐ I understand I must sign my child in/out each day via the ProCare app.

Records:

- ☐ I acknowledge that it is my responsibility to keep my child's record current to reflect any significant changes as they occur, i.e. telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

Medical:

- ☐ I understand that Crisp Schools Early Learning Academy does not transport children for any reason. In a medical emergency, transportation will be provided/authorized by Crisp County Emergency Services.
- ☐ Before any medication is dispensed to my child, I will provide a written authorization, which includes: date, name of child, name of medication, dosage, date and time of day medication is to be given. Medicine must be in the original container with my child's name marked on it.
- ☐ I understand that I may not put medicine in my child's bottle or food that is to be used during the time my child is present at the Early Learning Academy.
- ☐ I understand that my child will be excluded from Crisp Schools Early Learning Academy if my child has an infectious illness and/or a fever above 100.4°.
- ☐ I understand I must seek medical attention and provide Crisp Schools Early Learning Academy a medical excuse to return to daycare anytime my child runs fever or has symptoms of infectious virus or disease.

Infant Care (if applicable):

- ☐ I understand I must provide all formula, bottles, baby food, strained foods and/other specialty food items for my child.
- ☐ I understand that all formula, bottles, baby food or other containers with food items must be labeled with my child's name.
- ☐ I understand that I must provide all diapers and they must be labeled with my child's name.

Meals/Snacks (if applicable):

- ☐ I understand that Crisp Schools Early Learning Academy will provide breakfast, lunch and snacks to my child outlined and prescribed by age by GA Department of Education and their associated programs.
- ☐ I understand that if I choose to provide lunch for my child, it must meet all prescribed components of the guidelines for my child's age as outlined by GA Department of Education Food Program.
- ☐ I understand that if I provide lunch for my child the center must inspect, measure and weigh all food items and then supplement any components not met or included.

Sunscreen:

- ☐ I give permission for my child to have sunscreen applied according to the package directions. I understand that I must provide sunscreen and I must label with my child's name and provide application instructions.

Photo Release:

- ☐ I understand that photographs may be made of individuals as well as of groups of children. These may be used for educational purposes, professional presentations, Crisp County Schools/Crisp Schools Early Learning Academy websites and social media sites. Teachers may send photos to families in the classroom and post on parent communications.

- ☐ I understand if I do not want my child to participate in any of the above, I must submit a written statement to the director of my decision within 30 days of my child's start date.
- ☐ I understand that the Director of Crisp Schools Early Learning Academy will determine if my child is able to adjust to the center's program. If it is determined that your child is not able to adjust, your child could be withdrawn and this agreement terminated.

- ☐ I hereby warrant that I am entitled to legal custody and possession of my child and accordingly am authorized to place my child in the care of the center and I am further authorized to sign this agreement.

Child's Name: _____ DOB: _____

Parent/Guardian Signature: _____ Date: _____

Printed Name of Parent/Guardian: _____

This contract is based on a 10 hour day. All children in attendance longer than the scheduled times will be charged an additional $25.00 for the care provided. The center closes at 5:30 PM. Your account will be charged an initial fee of $25.00, for any time after 5:30 PM and an additional $5.00 per minute for each minute you are late.