



**SCHOOLS OF**  
***EXCELLENCE, HOLINESS***  
***AND INTEGRITY***

**FEED MY LAMBS**  
**Atlanta, Ga**

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**PARENT AND STUDENT**  
**HANDBOOK**



## WELCOME!

Dear Family:

Welcome to Feed My Lambs Preschools! What a joy to have your child in our free Christian Education Program. We praise God for the opportunity to love, to nurture and to teach the children. This will be an exciting year as your child grows and develops into the plan that God has for their lives (Jeremiah 29:11).

Feed My Lambs is committed to providing your child with a Christian education of excellence! We are also committed to let the love of Jesus Christ flow through us to the children! Please know that God has called us to this ministry and He has put within each of us a special love and anointing for your children.

Feed My Lambs Ministries is funded solely on donations from people who have a heart for our mission with the children. Our schools belong to God, but He has entrusted them into the care of Feed My Lambs and also our students and families. It is a partnership, with God at the head. God's word teaches us the principal of sowing and reaping. If we want to reap, we must sow (Galatians 6:7). As you give your time, talents or finances, you will reap with the measure that you sow, pressed down, shaken together and running over (Luke 6:38).

We simply ask that you seek God and become involved in whatever way the Lord leads you. There are many opportunities to serve and you will be warmly welcomed by us and receive a reward from your Heavenly Father as you obey His call (Matthew 10:42).

God has placed us here to serve this community in partnership with you. We will encourage each of you to become involved in our school. God will reward your commitment to serve (Matthew 10:42). We commit to pray for you and your family and to serve the Lord by serving His children. We ask you to do the same.

We love you and pray that God showers His blessings upon you and your family! May His love reach out to you through your children!

With a Servant's Heart,  
*Elizabeth Weatherby*  
Founder, Feed My Lambs

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## ABOUT US

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### ***Mission***

Feed My Lambs' mission is to partner with local businesses, communities and area churches to open Christian schools in economically impoverished areas, to help empower at-risk children spiritually, academically, physically and socially, and to improve families and communities.

### ***Goals & Objectives***

- Our goal is to be a living example of the Lord. To love and serve our Heavenly Father by loving and serving the children He has placed in our care.
- We believe that God has chosen each of us as vessels to use as He raises a Holy Nation and a Holy people from the children He has placed in Feed My Lambs.
- Our objective is to be His hands extended to the families in the community. We desire to yield ourselves to Him and let His characteristics and His love be evident in all that we say, how we live and even what we think.

We desire that everything we do bring honor to God's name and draw others to Him.

### ***Certification***

Feed My Lambs is exempt from licensing with Bright from the Start.

### ***Hours of Operation***

The Feed My Lambs school day is Monday- Friday, 8:30 a.m.-4:30 p.m.

### ***Holidays***

Feed My Lambs operates according to the school county calendar. There are some days that the school is closed that the county is not. Please be advised. Since Feed My Lambs is a nonprofit organization and is funded solely by financial and in-kind donations from individuals, businesses, foundations, churches and communities, there will be days the school may need to close due to service projects that come up. Professional teacher trainings are also not scheduled a year out, and therefore, will be added to the calendar (you will be notified) immediately of the date(s). The School Calendar is tentative.

### ***Inclement Weather***

Please watch the news/weather channel for updates on school closings. Feed My Lambs follows the school county schedule. Therefore, if the county closes school due to inclement weather, Feed My Lambs will also close. We will cancel schools when the weather problems force public schools to close. Please listen to your radio or TV for this information. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

### ***Admission & Enrollment***

Admission into the program is offered on a first come, first served basis. Our program is tuition free. Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as **long as a safe, supportive environment can be provided.**

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Family Activities***

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### ***Parent Action Committee (PAC)***

We believe that parent involvement in their children's education is important. The Parent Action Committee or P.A.C. represents the parents' interest at Feed My Lambs. The main responsibilities of the committee are: To encourage the participation of parents in school activities, advise the director on any matter conducive to the most efficient operation possible of the school, and to inform the director as to the needs identified by the parents' representatives. Information on the PAC will be given out at the Open House.

### ***School Needs***

Paper products: plates, cups, napkins, baby wipes, kleenex  
Food: lunch, snacks  
School Supplies: art supplies, crayons, paper, etc.

### ***Parent's Day out Field Trips***

Feed My Lambs is constantly building relationships and trying to find ways for the students to experience and discover their world. Throughout the year, Feed My Lambs works to find places for its students to visit. Parent's Day Out is a program that allows students and their families to attend local attractions at little to no cost. When opportunities for these trips come up, the school director will notify you immediately. These trips are first come first serve.

### ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### ***Staff Qualifications***

Our teachers participate in three different trainings annually to improve their teaching abilities areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. Each teacher also receives the Darkness to Light training on Sexual Abuse.

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

### ***Child to Staff Ratios***

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

We maintain the following standards for child to staff ratios:

<u>Age</u>	<u>Child to Staff</u>	<u>Maximum Group Size</u>
0-12 months	3 to 1	6
13-30 months	4 to 1	8
31-35 months	5 to 1	10

3 year olds	7 to 1	14
4-5 year olds	8 to 1	16

## **COMMUNICATIONS & FAMILY PARTNERSHIP**

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### ***Daily Communications***

Daily notes from school staff will keep you informed about your child's activities and experiences at the school. Notes will be placed into your child's cubby at the end of the day.

### ***Testimony & Praise***

Do you have a testimony or praise report?  
Call or write to us. We need to hear from you!

### ***Grievances***

If you have a problem with the administrator, a teacher or our program or anything with Feed My Lambs, we ask that you follow the Bible (Matthew 18:15-16) for disputes. In love, go to the person and share the concern privately. If the person does not respond appropriately, please set aside a time to speak to the school administrator.

### ***Family Visits***

Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

### ***Volunteer Opportunities*** (background check required)

- |                     |                        |
|---------------------|------------------------|
| -Story time reading | -Playground Assistance |
| -School Clean-up    | -Cooking               |
| -Seasonal Parties   | -Teacher Assistant     |

In order to assist with any Feed My Lambs activities at the school or with the students, a background check is needed. Feed My Lambs is able to provide one with a \$20 fee. Contact the director and they will give more information.

### ***Conferences***

Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns. Report cards are sent home every 9 weeks. They are not pass/fail, simply a tool to communicate the child's level of growth in the classroom.

### ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### ***Publicity***

Unless the family signs the photography/media consent form that they want their child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

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### ***Learning Environment***

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Our time is packed with many activities each day. Please be sure that your child has a good night's rest before school. There will be no scheduled rest time for students during school hours.

A sample of our day is:

- Praise and Worship
- Learning Centers
- Lunch
- Naptime
- Group time/Pre-Phonics
- Play Time
- Circle Time

We start each day with group prayer with the children to dedicate our day to Christ. The pledge to the Christian flag and the United States flag will be performed daily after our prayer time. Our students will be taught the principles of tithing and giving. Children will be allowed to give offerings for our other schools. We will not coach, beg or make children feel badly if they do not give.

### ***Curricula***

Our purpose at Feed My Lambs is to provide care, education and development for each of our students in a safe, happy, learning environment. We desire to work with each student, under the direction of the Holy Spirit to lead them to their greatest potential! The Wee Learn Curriculum provides a framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did—"in wisdom and stature, and favor with God and man" Luke 2:52. Development begins when the child is conceived and continues throughout life.

The program is also framed with The Wright Skills and Mathematics Their Way Curriculum. Mathematics Their Way teaches them problem solving and sequencing. Wright skills helps to teach them language and literacy. The teachers use a guide that provides tools which help each child develop language, reading, writing, and math skills appropriate to his or her stage of development. Spiritual, physical, mental, emotional, and social developments are equally as important.



We work with each child in the following age appropriate areas:

- **SPRITUAL DEVELOPMENT:**

Develops concepts about God, Jesus and the Bible

Forms concepts about self

Develops concepts about families and others

- **INTELLECTUAL DEVELOPMENT**

Develops reading and writing skills

Develops sensory, perceptual, and conceptual skills

Develops science and math concepts

- **SOCIAL, EMOTIONAL AND CREATIVE DEVELOPMENT**

Develops healthy concepts about self

Develops the ability to relate to others

Develops understandings about his or her environment

Develops music, art and dramatic play concepts

We believe that children primarily learn through experiences and this program offers a very active approach using “learning centers”.

The following is included in center learning:

- **BLOCKS-** Build math skills through problem solving.
- **PUZZLES-**Develop eye/hand coordination and problem solving skills that help with Math and Writing.
- **HOME LIVING-**Social skills are developed that are needed for home life and school. Children learn to nurture, express emotion and cooperate with one another.
- **SCIENCE AND NATURE-** Begin to develop the child’s interest in the world around him. For some children it is the first time to them to look objectively upon the outside world.
- **BOOKS-**Develop reading readiness skills. Wordless books are used to teach the idea that a book contains a story. As the children are read to they are nurtured and loved. They learn to develop their imagination.
- **ART-**Helps children express emotions and begin to see themselves as creative beings.
- **MUSIC-**Helps develop motor skills and interest in sounds and songs.
- **BIBLE VERSES AND SONGS-**Develop memory skills.

### **INFANTS**

We accept bed babies into our program. Each day the child is given love by a trained staff member and is has access to a crib, swing, baby walkers and play toys to keep them busy!

### **TODDLERS**

Walking babies are active and need specialized attention. We have a room designed to give these young ones time to play with friends or alone. They learn to share, color and more.

### **2 YEAR OLD PROGRAM**

These children focus on learning through activity. Units of study include self, family, world, animals and plants, and summertime.

### **3 YEAR OLD PROGRAM**

These children focus on the development of social and emotional skills. Units of study include self, others, my world, animals and the seasons. We will begin to work with the alphabet, shapes, colors and other basic academic skills.

### **4 YEAR OLD PROGRAM**

These children focus on units of study that include home and family, Bible, Church, friends, self, natural world, community life, and special days. Topics include making new friends, safety, senses, communication, animals and transportation. The children start learning how to write their names and word recognition

EVERY PRESCHOOLER NEEDS A TEACHER WHO WILL PAY ATTENTION TO HIM AND WHO CAN TALK ABOUT MANY THINGS, BUT DOES NOT TELL TOO MUCH (OR, TELL MORE THAN THE CHILD CARES TO KNOW ABOUT AT THE CURRENT DEVELOPMENTAL STAGE).

*Source: Florence Hearn, Author of WEE LEARN CURRICULUM*

Bible verses will be sent home with the children every Monday. We ask that you place this verse on your refrigerator and practice with your child to memorize it.

#### ***Transition from Home to School***

Prior to your child's first day, you will have an opportunity to tour the school, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

#### ***Transition between Learning Programs***

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

#### ***Television Time***

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than 1 hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

#### ***Electronic Media***

Electronic Media are limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

#### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Rest Time***

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than 5 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

## **GUIDANCE**

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### ***General Procedure***

Feed My Lambs is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### ***Toilet Training***

Children 3-5 years old **must be toilet trained**. Clothes should be easy for your child to pull up and down for toilet time. The FML teachers do not assist in toilet time, but monitor the bathroom from nearby. Please, no overalls, belts, pantyhose, tights, hard snaps or buttons in your child's clothing. Our goal is to train the children toward self-sufficiency so they will be ready for elementary school. (We also ask that younger students bring an extra set of clothes in case an accident happens.)

### ***Challenging Behavior***

This is an important part of operating a school of Excellence, Holiness and Integrity. The Bible is clear about disciplining our children. We believe that God calls us to discipline, under the banner of love, whenever necessary. We ask that the parents cooperate from the home whenever their child misbehaves. Remember, this is a partnership and we need each other as we work toward the best for your child. Children are guided to treat each other and adults with self-control and kindness.

Each student at school has a right to:

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

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child will sit in a chair in the corner for one minute for each year of their age and be asked to think and pray about their behavior. This is our version of time-out. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the director of the school.

### ***Physical Restraint***

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

### ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. Should the behavior continue; the child will be suspended for one day; two days.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

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

## **TUITION AND FEES**

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### ***Payment***

Each school is tuition free and then a donation of \$30 for school uniforms will provide a shirt each day for the child.

### ***Late Arrival/Late Pick-up Fee***

The school doors close at 9:00 a.m. without prior approval. Children who arrive after 9:00 a.m. will be sent back home. This prevents disruption of the class, which is unfair to the other students and to the teacher.

Pick up time is 4:30 p.m. Parents who pick up children after 4:45 p.m. will be charged \$5.00 plus \$1.00 for each additional minute until the child is picked up or until 5:00p.m. at which time, the child will be placed with DFCS. (For example: 1:16=\$5.00, 1:17=\$6.00, 1:18=\$7.00, etc.) All fees must be paid before the child can return to school.

Children not picked up by 5:00 p.m. will be placed into the custody of DFCS.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, it's at the discretion of the director of the school to work out a payment plan. If the payment towards your total balance hasn't been paid within 5 business days, your child may be discharged from the program.

### ***Special Activity Fees***

From time to time there will be a voluntary parent's day out field trip. The cost will be determined on each particular field trip.

## **ATTENDANCE & WITHDRAWAL**

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### ***Attendance***

Enrollment is offered on a first come, first served basis. Once the child is enrolled as a student, the child must attend the school daily. If a child misses 5 days in a row, without a doctor's note, the child will be taken off the enrollment and a child on the waiting list will be enrolled in that place. The Feed My Lambs school provides services Monday-Friday 8:30 a.m.-4:30 p.m.

### ***Absence***

If your child is going to be absent or arrive after 9:00 a.m., please contact the director. We will be concerned about your child if we do not hear from you. It is very important that your child attend school regularly. Children who miss more than 5 days without a doctor's note will be dropped from our program.

If a school age child will not be attending before or after school care, please notify the director.

### ***Withdrawals***

A written notice, 5 days in advance, is required by the school when a child is being withdrawn. Failure to notify will result in additional fees.

## **DROP-OFF AND PICK-UP**

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### ***General Procedure***

Children may be dropped off at 7 a.m. for early arrival. Regular arrival time is at 8 a.m. Parents are expected to accompany their children and sign them in.

School closes at 4:30 p.m. Please allow enough time to arrive, sign your child out, and leave by closing time. Teachers are busy cleaning and preparing for the next day and leave at 5:00 p.m.

### ***Cell Phone Usage***

The times you spend in the school dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at any time while visiting the school.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 5:00 p.m. and have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that

another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## PERSONAL BELONGINGS

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### **What to Bring**

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program
- **Preschoolers:** at least one change of clothes, socks and shoes.

Please do not allow your child to bring toys, chewing gum, sippy cups or candy from home. Weapons of any kind will not be tolerated.

### **Toys from Home**

We request that you do not allow your child to bring toys from home into the school unless they are part of a show-and-tell activity.

## NUTRITION

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### **Food Brought from Home**

- A. Children are allowed to bring a sack lunch to school on Fridays (**nothing that requires microwaving**). Those children who are unable to bring their lunch will receive a meal.
- B. We request you do not bring food from home to our school, unless the director has given permission.
  - Perishable food to be shared with other children must be store-bought and in its original package.
  - Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
  - Foods should be labeled with the child's name, date, and type of food.
  - Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
  - Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

<b>Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.</b>	
½ turkey sandwich Celery sticks Raisins Water	Lunchable Orange wedges Broccoli Water
½ ham sandwich Apple slices Carrot sticks Water	Yogurt Crackers Sugar snap peas Water

### **Food Prepared for or at the School**

Food prepared for or at the school will be properly planned, prepared and portioned.

### **School Menu**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Lunch</b>	spaghetti w/ground turkey tossed salad fruit water	fish sticks w/ketchup mashed potatoes fruit water	turkey sandwiches carrot sticks w/dressing fruit water	chicken nuggets pork'n beans/baked beans fruit water	students bring lunch

### **Alternative Menu**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Lunch</b>	ground turkey rice w/sauce green beans water	lasagna tossed salad water/milk	chicken & cheese quesadilla black beans/corn water	tuna salad crackers pears water	students bring lunch

**\*Fruit options for both menus:** papaya, pineapple chunks, starfruit, blueberries, raspberries, strawberries, cherries, grapefruit, oranges, kiwi, honeydew, pears

### **Food Allergies**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### **Meal Time**

At meal time the dining table is set with disposable plates and flatware. Everyone sits at the table. Good table manners are modeled and encouraged. The menu is posted for viewing by parents/caregivers.

- **Preschoolers:** Children are provided breakfast and lunch daily.

\*A caregiver who is trained in first-aid for choking is present at all meals.

### **Infant Feedings**

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.

- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the child care site according to the instructions provided by the manufacturer or from the child’s health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child’s name.
- Solid foods will only be introduced after a consultation with the child’s family.

### ***Toddler Feedings***

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

### ***Preschool Feedings***

- City of Refuge provides lunch daily
- Children are offered a light snack in the morning and late afternoon daily. These snacks are not a meal. Please make sure your child has had breakfast before arriving at school.

## **HEALTH**

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### ***Immunizations***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org).

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an affidavit of religious exemption. [Georgia Department of Public Health](http://www.dph.ga.gov)

### ***When to Keep Your Child at Home***

For the safety of the other children, the FML staff will never allow sick children to attend school. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms: acute colds, sore throat, earache, vomiting, chills or a fever. This is not an all-inclusive list. For detailed information, refer to the Georgia Department of Human Resources regulations.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.



- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### ***Allergy Prevention***

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

### ***Communicable Diseases***

When an enrolled child or an employee of the school has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

## **SAFETY**

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### ***Uniform***

Please dress your child in the FML uniform shirt. Clothing may get stained during art, lunch or outdoor play. Also, mark your child's name on all jackets and hats.

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.

All drawstrings from children's clothes should be removed as a precaution. **Sandals and flip-flops are not appropriate** for school play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 99 °F or less than 37 °F degrees.

### ***Injuries***

First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

**An emergency verification form must be completed at registration.**

### ***Biting***

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

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

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

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor school environment and vehicles used by the school are non-smoking areas at all times. The use of tobacco in any form is prohibited on the school's premises.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the school's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests

(other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

According to Georgia law, it designates certain professions as mandated reporters of child abuse or neglect [OCGA 19-7-5(c)(1)]. Under the law, school teachers, administrators, school guidance counselors, visiting teachers, volunteers, school social workers, school psychiatrist, dentists, hospital or medical personnel, podiatrists, registered nurses or practical nurses, child welfare agency personnel, physicians licensed to practice medicine, interns or residents are mandated reporters. If we have reasonable cause to believe that a child has been abused, we ***must*** make a report, immediately to the local DFCS office or law enforcement and are subject to criminal penalty for failing to do so.

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our school will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

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### ***Lost or Missing Child***

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

### ***Fire Safety***

Our school is fully equipped with:

- Fire extinguisher
- Alarms
- Lights
- Exit lights
- Fire emergency map

\*Our fire evacuation plan is reviewed with the children and staff on a bi-monthly basis.

***Emergency Transportation***

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

## **FEED MY LAMBS, INC**

**560 N. Fairground St. NE  
Marietta, Ga. 30060  
770-795-9349**

Train a child in the way he should go, and when he is old he will not turn from it.

Proverbs 22:6

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**Feed My Lambs, Inc. admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies or other school administered programs.**

# Family Handbook Acknowledgement

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

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

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

I have received the **Feed My Lambs Family Handbook**, and I have reviewed the family handbook with a member of the **Feed My Lambs** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask school management for clarification of any policy, procedure or information contained in the **Feed My Lambs Family Handbook** that I do not understand.

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Recipient Signature

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Date

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School Staff Signature

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Date