



# 2021-2022 HANDBOOK



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**For questions, contact the following Sisu Administrator:**

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### ***Our Mission***

To serve children through innovative, educational, therapeutic, nursing, and family support services in an inclusive environment.

### ***Our Vision***

Sisu will be an inclusive program of excellence in early education that ensures children will receive the highest quality of learning and care, establishing academic and lifelong success through innovative strategies and collaborative leadership.

### ***Our Belief Statements***

- Improving a child's **self-esteem** will increase their participation in learning activities.
- Children can **successfully participate** in a wide-range of learning experiences when their needs for modifications are honored by their teachers, therapists, administrators and families.
- Learning **social skills** is essential for success in school.
- Each child is a **valued individual** with unique intellectual, physical, social and emotional needs.
- Early Intervention requires that staff use a **variety of methods** to help children make progress.
- An **interdisciplinary approach** combines skills and knowledge of team members to help develop the "whole person".
- **Families are valued partners** in setting goals, problem solving and goal achievement.
- Learning how to **interact and be friends with children who have many different abilities** is as equally important as the technical education a child receives in our center.
- **Engaging volunteers and community resources** is essential for our success.
- **Tracking and evaluating the progress of children toward their goals** provides families, staff and the community with valuable information on the benefits of early intervention and the strengths, weaknesses, barriers and opportunities for each enrolled child.
- The quality of life for our children and their families is impacted by our center's **family-friendly environment with a dedicated and caring staff.**

## 2021-2022 PARENTAL AGREEMENT

1. Sisu agrees to provide early childhood education, early intervention and infant stimulation Monday through Friday during the school year between the hours of 8:30AM and 2:00PM. Individual schedule options and specific individual services will be outlined in the enrollment process and agreed upon based on the needs of the child and family and the availability of program slots and professional services. Center hours are from 6:30AM – 5:15PM for children services. This parent agreement will cover the summer services as well if offered.

<b>Program Options:</b>	Early Arrival:	6:30AM-8:30AM
	Early Education and Intervention Program:	8:30AM-2:00PM
	GA Pre-K:	8:30AM-3:15PM
	Extended Day	2:00PM-5:15PM

2. There is a 5-minute grace period after your child's program ends. After that time ends, there will be a flat fee charge for the following time periods in which staff supervises your child while waiting for you to pick them up.
  - 6 – 15 minutes late \$25.00 fee
  - 16 – 30 minutes late \$50.00 fee
  - 31 minutes or more \$75.00 fee

**Late fees will be automatically billed to your tuition account.** Excessive late pick up from the extended day program (3) for part time students, (6) for full time, may result in a reduction in days and/or withdrawal from the extended day program.

Late arrivals are disruptive to the instructional routine. Additionally, planning for activities and proper staff ratios for extended day are based on morning attendance counts. **Students must arrive by 9:30AM.** Prior notification of late arrival, along with a documented reason (doctor appointment, court, etc...) are required for your child to attend if arriving after 9:30AM. Community partners placing children on our site may be contacted to conference with families on the parent's ability to comply with the center hours of operation for classroom instruction.

I acknowledge that it is my responsibility to comply with the center's attendance, tardy and late pickup notices/fees.

3. Sisu agrees to obtain written authorization from me, as legal guardian of the child (ren) before my child participates in routine transportation, field trips, special activities away from the facility and water related activities.
4. Sisu agrees to keep me informed of any incidents; including illnesses, injuries, adverse reactions to medications, etc. which include my child.
5. I agree that if my child is deemed unable to attend school based on the exclusionary policies in the Handbook that I will pick my child up from school within **one hour** of being notified of illness or injury. I understand that if I unable to be reached or unable to arrive in one hour that an emergency contact will be notified to pick my child up from school.
6. Before any medication is dispensed to my child, I will provide a written authorization which includes: date, name of medication, prescription number (if any), dosage, date and time of day medication is to be given. Medication will be in the original container with my child's name marked on it.
7. My child will not be allowed to enter or leave the facility without being escorted by the parent(s); person authorized by parent(s) or Sisu personnel. I understand that Sisu does not permit any children under the age of 12 to be left in a car, van, truck or bus unattended by an adult while on the Sisu campus. Children may not be left alone in the parking lot or in front of the building. Agency staff will support parents with multi-child issues at drop off and pick-up, if requested.
8. I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur; e.g. telephone number, work location, emergency contacts, child's physician, child's health status, infant feeding plans, immunization records, allergic conditions and physical, mental or emotional conditions that affect my child's participation. I understand my child's program enrollment may be suspended until current information is provided.
9. I agree to send food for my child if the snack(s) and meal, if applicable to program selected, that is compatible with my child's feeding plan as described in a doctor's note. I understand that if my child has a food allergy, sensitivity, and/or feeding risk, I may send my child's lunch in accordance with a specific physician's order but still meet the nutritional guidelines unless there are extreme circumstances.

10. I understand that if enrolled in the Early Arrival program (6:30AM-8:30AM) my child will receive a breakfast meal if arriving prior to 8:15AM.
11. I understand that if my child is under the age of four I will provide my child's lunch in accordance with a feeding plan and/or Bright from the Start and USDA nutrition requirements.
12. I understand that if my child four years of age or older, I have the choice for my child to receive a "school lunch" or I may pack them a home lunch that meets the nutritional guidelines.

Per Sisu's catering agreement, "school lunches" must be ordered by 9:30AM. I understand that if my child arrives after 9:30AM with appropriate school excuse, I am responsible for providing a packed lunch from home for my child unless prior contact has been made notifying Sisu of late arrival. **All packed lunches from home are required to meet nutrition guidelines per licensing agency.**

13. Sisu's emergency transport procedures indicate that children will be taken by ambulance to Northeast Georgia Medical Center. I agree with this transport policy. I will provide physician phone numbers on required enrollment forms.
14. Sisu agrees to provide enrollment and intake procedures that include opportunities for parents to express their child's strengths, weaknesses and individual needs as well as parents' goals for their child. Special considerations for care will be discussed during intake and throughout the child's enrollment in the program, including screening for Admissions/Eligibility & Placement in the early intervention treatment program. I understand that my child's first day of school may occur after a placement diagnostics process.
15. The custodial parent(s) shall, at any time the child is in attendance, be permitted access to child care areas of the center and shall make his or her presence known to center staff. Parents who visit regularly or for extended periods of time will be asked to complete the center volunteer process, including a background check, signed confidentiality statements, etc.
16. Sisu agrees to provide a description of tuition fees upon request by parents and during intake enrollment. I agree to pay charges for my child's program in accordance with those policies. I understand tuition will be billed weekly for services to be provided unless an agreed upon payment arrangement has been made with Finance Department. I agree that full tuition will be charged the week of official notification of withdraw.
17. If my child receives therapy, I agree to the policies and procedures identified in the handbook and therapy intake agreement.
18. Sisu will take attendance daily to support the center's emergency and evacuation procedures.
19. Parents and individuals authorized to drop-off and pick-up students must sign-in and out daily using an electronic system or on an official Sisu form. Parents are responsible for providing sign-out procedures to authorized pick-up persons, emergency contacts and authorized temporary pick-up persons.
20. I understand the center must comply with the Bright from the Start (OSR) rule for licensed centers related to infant sleep safety requirements. All infants, defined as children under the age of 12 months must be placed to sleep on the infant's back unless there is a written physician's statement on file that authorizes another sleep position.

## ADMISSIONS AND PLACEMENT PHILOSOPHY

Sisu is an early education and intervention program committed to serving families with infants and preschoolers who have developmental delays and disabilities or at-risk conditions or characteristics. The positive effect of early intervention on a child's opportunity to be more successful in the next learning environment is a benefit our agency strives to provide for children with a wide range of abilities.

To respond to the primary program focus of service and outreach to children with developmental delays, disabilities or at-risk characteristics, the agency uses the following criteria and/or screening factors to make placements in the early intervention treatment program for children with special needs:

- ✧ A child with developmental delays, as per physician referral, or with developmental or therapy evaluations or current treatment that indicates developmental delay or at-risk characteristics exist that require therapeutic, medical or adaptive interventions.
- ✧ A child with a health condition that requires ongoing monitoring by a nurse or clinical treatments such as, but not limited to, respiratory treatments, insulin or other injections of medication, blood level monitoring, seizure monitoring/response, catheterization, feeding by tube or specified adaptive feeding, colostomy management, etc.
- ✧ A child that is referred by a community source or family screening/intake information that identifies social-emotional-behavioral characteristics that are having a negative impact on developmental progress or that require adaptive strategies and intervention by a classroom teaching team.

Eligible children who can benefit from our comprehensive services will be enrolled in the program if space in the appropriate classroom is available. If the program that matches the child's needs is at full capacity, then the child will be put on a waiting list and notified when a vacancy occurs.

As children are placed into classroom environments, an observation process will be ongoing by Sisu professionals. If at any point the makeup of a group of children and their needs cause the staff to determine that one or more children should be changed to another group, the agency will make the placement change with parent notification.

Placement changes are made within our environment to increase the quality of our service delivery and to provide greater opportunities for the children to benefit from our services.

The agency will engage the resources of an interdisciplinary team that includes therapists, nurses, educators and family support.

### Admissions Process Overview

- Application for Admissions (Registration)
- Face to Face Intake Interview (*virtual options are available if needed*)
- Health Intake with Nursing Staff
- Financial Intake
- Therapy Intake (if applicable)
- Acceptance
- Parent Orientation



## Service Delivery Model

The agency uses the interdisciplinary model.

Sisu uses an interacting partnership with a variety of professional disciplines that coordinate their specialized skills and resources. Interdisciplinary teamwork focuses on the “whole person” and promotes maximizing strengths, identification of needs and individualized plans and goals that impact learning, growth & development.

Additionally, Sisu professionals embrace the segment of the transdisciplinary model called “role release”. This process of transferring information and skills from one discipline to another is instrumental in our center-based program. Professionals commit to teaching and learning from each other and can assume interchangeable roles and responsibilities and also allow for the unique needs of the child and family to impact their team goals.

## Instructional Design

The instructional design has been updated for 2021-2022 as a result of annual review process of agency policies, procedures and practices, as well as self-assessment and action strategies within the school improvement plan. The Creative Curriculum (Fourth Edition) is the primary curriculum. The Georgia Early Learning and Development Standards (GELDS) will be the framework of curriculum to support children’s development across learning domains (cognitive, social-emotional, physical, communication/literacy and approaches to play). GELDS manuals provide references for environment, activities, instruction and materials. Lesson Plans will reference GELDS standards and daily routines. The Infant Toddler and Early Childhood Environmental Rating Scales will be recommended resources for materials and methods.

It is acknowledged that Sisu is a specialized learning environment enrolling children with a wide range of abilities and challenges. This school characteristic demands that teachers and therapists use diverse, creative and adaptive teaching and treatment options to meet the unique needs of children with developmental delays, disabilities or at-risk characteristics and their peers with typical development. This practice is consistent with several of Sisu’s Belief Statements that reference use of a “variety of methods”, “valued individuals with unique needs”, “successful participation with modifications as needed” and promoting “healthy self-esteem in learning activities”. Sisu utilized a variety of research based assessment protocols for teaching staff that “standardize” program delivery across the classrooms. Infant and Toddler classroom teaching staff will be assessed using the CLASS observation tool. Preschool/PreK classroom teaching staff will be assessed using the TPOT observation tool.

Instruction also includes Character Education using a social emotional curriculum as well as Pyramid Model resources. Classrooms will utilize Pyramid Model practices to promote social emotional development of young children and reduce incidences of challenging behaviors. Additionally, Strengthening Families strategy to promote protective factors for children and families are incorporated into instruction.

An annual spring intake survey for returning families and individual learning planning sessions will promote parent input on culture, family traditions and beliefs.

The following are approved formative assessment tools to support development of goals and implementation of curriculum and instruction for children:

- Teaching Strategies GOLD (primary assessment tool)
- Ages and Stages Questionnaires
- Developmental Profile 3

## Caregiver/Parent Questionnaires:

The Ages and Stages Questionnaire, Third Edition, is adopted as the parent/caregiver screening, assessment and communication tool to increase parent and professional partnerships, goal setting



## PROGRAM COMPONENTS

### **Early Arrival Program**

**6:30AM-8:30AM**

Sisu provides an early drop off program for families with children enrolled in our early education and intervention program. The early arrival ratio of adults to children is higher than our early education and intervention program, but still significantly lower than state standards. There is an additional fee for this program. Sisu does require families to enroll in Early Arrival to ensure proper staff supervision. **Early arrival includes breakfast for students who arrive prior to 8:15AM**, excluding infants who provide all meals from home.

### **Early Education and Intervention Program**

**8:30AM-2:00PM**

This program is designed to respond to the needs of all children. All children learn together in an integrated center. Each child receives a developmental assessment, individualized instruction, and ongoing tracking of progress. Families are included in goal setting and conferences to discuss their child's progress and challenges. Families benefit from the consultation and support of the agency program administrators, including family support services. Students receive services that will promote their social and pre-academic development in a nurturing environment, guided by trained professionals. The child's classroom teacher can access the expertise of specialists in speech-language, fine and gross motor development. The credentials and qualifications of the teachers are outstanding, with preschool teachers who have bachelor and master degrees in early childhood or special education. The ratio of approximately one adult to every four to five children is a major quality benefit, compared to ratios in other child development centers or preschools. Additionally, all students benefit from the support of community volunteers, university interns and our professional nursing staff. The agency also provides contractual services in preschool special education with several local school systems. Referral of children ages three through five with suspected developmental delays can be coordinated with school systems.

The agency is dedicated to achieving outcomes that are important to the children and their families. The professional services are provided in a warm, colorful atmosphere just like any other preschool. Daily routines and center activities teach and nurture all children. Children gain skills, self-confidence and social experiences that enhance learning and living.

The agency provides a safe environment and staff ensure that all children are treated with dignity and respect, are free from physical, emotional, and sexual abuse, and are entitled to physical and emotional well-being.

Agency staff is trained and complies with the Americans with Disabilities Act (Title III). The intent of the service is to reduce the negative effects of developmental delay in a preschool environment, using the expertise of an interdisciplinary team. **Our instructional program is a classroom-based program and is not designed for one-on-one service.**

The nursing/health services program does not have the personnel or program design capacity to assign a Sisu staff nurse solely to one child for the duration of their program day(s).

Upon the intake process, if a child is medically fragile, there may be an extended screening to examine the agency's capacity to safely provide the "level of care" in a preschool environment that enrolls groups of children with diverse needs, such as:

- \* discussion on impact of one child's care on effective service to other children enrolled
- \* discussion on "level of care" required of personnel within the agency's program design
- \* safety or medical risks for the child's participation
- \* the functioning level of peers participating with the child
- \* space within the learning environment, as it relates to equipment or modifications that may restrict or deny other children from participating in daily routines in a classroom setting

When a child is currently enrolled and situations arise that indicate the child's health condition or disability-related needs are requiring a "level of care" or intervention intensity that exceeds the agency's ability to provide safe and quality care, the families and/or sponsoring agency may be required to provide additional professional on-site support or withdraw the child from our program.

The opportunity to form friendships with children who have different strengths and needs in Sisu's Early Intervention Treatment Program will promote attitudes of acceptance. The young lives of typically developing participants will be enriched by exposure to friends with special needs. As they learn to adapt with their friends during activities, they will gain skills that will help them interact with people in the future.

The program design for enrollment of children with typical development includes priority response to the children of the professional team, siblings of children with special needs and families with currently enrolled children.

Vacant slots in classrooms may be reserved for response to referrals for children with special needs or response to the personnel capacity of the agency.

If a child is enrolled with typical development and there is an onset of any of the above eligibility conditions, an Intervention Team procedure would be initiated to determine needed adaptations or revised placement into the early intervention treatment program.

This program includes a morning snack, lunch and a rest period. A school lunch may be chosen for children enrolled in our ages 3 and up at an additional cost or parents may choose to pack a lunch that meets BFTS nutrition guidelines. Please see "Lunch and Snack Guidelines" for information regarding lunch services.

### ***Extended Day Programs***

**2:00PM-5:15PM**

Sisu provides afternoon programs as an extended day option for families with children enrolled in the early education and intervention program. The program activities include afternoon snack, outdoor activity and structured play. A fee schedule for extended day is available upon request from the Finance Department. The extended care ratio of adults to children is higher than our intervention treatment program, but still lower than state standards.

### ***Therapy Program***

All therapies include the evaluation of skills, the development of treatment plans, and delivery of therapy if indicated. Therapists work as members of a team which include families, classroom staff and other therapy and/or medical disciplines. Private therapy is billed through insurance and is not included in the tuition fee of the Early Education and Intervention program. A separate individual financial interview occurs to review insurance benefits and parent responsibility for payment. Financial Aid (scholarships) is discussed and a fee schedule is reviewed. Emphasis in therapy is on facilitation of the child's participation in family, school and community.

### **Therapy Definitions**

**ABA Therapy:** Applied Behavior Analysis (ABA) is a therapy based on the science of learning and behavior. Behavior analysis helps us to understand how behavior works, how behavior is affected by the environment and how learning takes place. ABA therapy applies our understanding of how behavior works to real situations. The goal is to increase behaviors that are helpful and decrease behaviors that are harmful or affect learning. ABA therapy programs can help increase language and communication skills, improve attention, focus, social skills, memory, and academics and decrease problem behaviors.

**Physical Therapy (PT):** Physical Therapists (PT's) apply the sciences of anatomy, neurology, and physiology to observe and assess how a child moves from one position to another, as well as, how strength, balance, and coordination affect a child's movement patterns. PT's address developmental delays, such as delays in gross motor skill development (i.e. rolling, sitting, crawling, standing and walking), decreased strength, decreased balance, and decreased overall

coordination. Other areas addressed by PT include abnormal or poor posture, abnormal muscle tone influencing gross motor skills, awkward walking, jumping, running patterns, and toe walking.

**Occupational Therapy (OT):** Occupational Therapists (OT's) assist children in learning the skills necessary for successful living including feeding, bathing, and dressing through the development of fine motor hand and dexterity skills. OT's also help children to organize and regulate their sensory systems through the use of various sensory integration activities.

**Speech Therapy (ST):** Speech Therapists (ST's) help children with delayed expressive and receptive language development, articulation (sound production), fluency, voice, social communication, and social skills, so a child can better express his or her wants and needs and develop meaningful relationships. Other aspects of speech therapy may include problem solving, hearing impairment, oral motor abilities, swallowing and feeding skill development. ST's are also skilled in the use of Alternative and Augmentative Communication (AAC) systems which may be identified as essential to the development of a child's communication skills.

**Music Therapy:** Music therapy is the clinical and evidence-based use of music interventions such as singing, moving or listening to music to accomplish individualized goals within a therapeutic relationship. It provides communication avenues that can be helpful to those who find it difficult to express themselves with words.

### **Community Collaboration with Off-Site Therapists**

Sisu is committed to communicating and coordinating with professional service providers who serve our children through other organizations. Community providers may inquire about collaboration on our site with Sisu service providers. Specific requirements may apply such as compliance with rules and policies of Sisu and the licensing and accreditation authorities that mandate or guide best practices which includes a required comprehensive background check. ***Sisu does not allow private off-site therapist, including Babies Can't Wait therapists, to do one-one-one therapy with students on our site due to confidentiality concerns and space limitations.***

### **Therapy Only**

Sisu offers outpatient therapy services to children not enrolled in the early intervention classes. Physician's referral is required for therapy services. Therapy services are available to a wide range of pediatric clients.

### **Conferences, Consultations, Assessments, Reports and Other Professional Services**

Consultation with other professionals servicing the child in our integrated setting and conferences with families and professionals are considered professional services on behalf of the child and can be substituted for individual or integrated sessions from time to time.

### **Therapy Monitoring Requirements for Adaptive Equipment, Positioning, Oral Motor and/or Feeding Issues**

- ✦ Sisu requires on-site monitoring of children prescribed for physical therapy to respond to their needs for positioning, adaptive equipment or movement assistance within a center-based setting that includes classrooms, activity areas, bathroom / hand washing areas, eating areas and playgrounds. Safety, comfort and conditions that promote learning, development and participation are important responsibilities within the interdisciplinary team of professionals as they collaborate with families and community professionals to serve children.
- ✦ Sisu requires on-site monitoring of children prescribed for occupational therapy and speech therapy who have severe oral motor difficulties that interfere with feeding that could result in increased risk for choking and aspiration.

Sisu's placement diagnostic process may require a specified frequency and duration of on-site therapy services that could be in addition to the off-site services in which a family may be participating. The monitoring requirement is essential to the child's opportunity for participation within an interdisciplinary center-based environment in which teachers and caregivers must receive guidance from qualified professionals in the areas described in the sections above. Therapy fees may apply to this requirement.

## INTERVENTION TEAM PROCEDURE

The purpose of the Intervention Team is to provide Sisu with a procedure to respond when students in the typical preschool program experience developmental concerns and/or behavioral difficulties.

### Procedures:

1. The child's teacher or employee(s) who identify at-risk characteristics notify the Director of Curriculum and Instruction in writing by completing an in-house intervention referral form.
2. The Director of Curriculum and Instruction, Family Services Coordinator or PBIS Behavior Specialist contacts the parent and discusses the concerns.
3. The Director of Curriculum and Instruction, Family Services Coordinator and/or PBIS Behavior Specialists appoint an Intervention Team which could include:
  - ✧ Program Administrators
  - ✧ The child's teacher
  - ✧ A member of the program advisory or corporate board with expertise that matches the situation
  - ✧ A preschool teacher of children with special needs
  - ✧ A therapist and/or nurse
  - ✧ The families, if they choose to participate
4. The Intervention Team reviews current student data and discusses possible modifications, alternatives or strategies to be tried and reviews classroom observation and tracking records and other formal evaluative data (if available).
5. The Intervention Team develops intervention strategies that include modifications and alternatives with a timeline. Strategies must be implemented over a reasonable length of time in order to fully document the extent of their effectiveness.
6. The teacher and members of the Intervention Team engage in observation and documentation and make recommendations to either the Program Administrators or whichever person is designated at the initial meeting.
7. The Intervention Team must interact during the established timeline and reconvene to decide at least one of the following:
  - ✧ No further intervention is necessary; no change in placement; developmentally appropriate; Intervention Team concludes that child's behavior or characteristics are not negatively affecting other children in the environment.
  - ✧ No change in placement; developmentally appropriate; Intervention Team concludes that the child's behavior or characteristics are not negatively affecting other children in the environment. Intervention Team concludes that teacher can meet individual needs of child and classmates; children are learning. Observation continues throughout remainder of school year.
  - ✧ Recommend additional modifications and instructional strategies with a new timeline and another Intervention Team meeting to follow.
  - ✧ Intensive individualized plan is developed that includes data collection and progress monitoring.
8. Inform families of community resources both public and private.
9. If the parent(s) disagree with the Intervention Team decision and do not want to enter a process to be placed in the intervention treatment program or alternative placement advised by the Intervention Team, the families may be asked to withdraw the child from the program.

## CENTER POLICIES AND PROCEDURES

<b>Ages of Children Served:</b>	6 weeks up to 6 years for classroom programs	
<b>Months of Operation:</b>	August through July, with an annually determined summer program. An annual calendar will advise of center closings such as holidays, staff workdays, etc.	
<b>Days of Operation:</b>	Monday through Friday	
<b>Hours of Operation:</b>	Early Arrival:	6:30AM-8:30AM
	Early Education and Intervention Program:	8:30AM-2:00PM
	Extended Day Program:	2:00PM-5:15PM
	GA PreK:	8:30AM-3:15PM
	GA PreK Extended Day:	3:15PM-5:15PM

### ATTENDANCE AND TARDY POLICY

To successfully carry out the developmental goals set for your child, it is necessary that your child attends on a regular basis. Families are required to notify Sisu's office when a child is absent with the reason for the absence. After three consecutive, unexcused absences (absences without notification), families will be contacted by nursing staff to follow up on absences. Sisu realizes that excused absences may occur and will allow for ten (10) absences for part-time students (enrolled three days or less) and twenty (20) absences for full-time students (four to five days) as acceptable excused absences in a school year. When absences exceed these allowable days, families will be contacted to determine supports that can be provided to improve attendance or if child's position will be forfeited. **Individualized tuition fees are charged on a weekly basis regardless of attendance.** Any family who anticipates or perceives hardship with fees during extended illness can apply for review with the Finance Department to outline extenuating circumstances. Sisu does provide a one-week tuition exemption for prescheduled absences. See Tuition Policies for additional information regarding tuition benefits.

Many of the successes we see in our students can be attributed to structured routine throughout the day. Because of this, we ask that families make every effort to get students here at the beginning of the intervention program which starts at 8:30AM. Children arrive later than 8:45AM will be considered tardy (T) in attendance records. When tardy records reach six entries, families will be contacted by the Family Services Coordinator to determine if support is needed to achieve arrival at 8:30AM. Children whose families bring them to class later than 9:00AM will be recorded as curriculum absence (CA) in classroom attendance records. After six curriculum absences, families may be contacted to determine if their child's position/slot will be forfeited to a child on the waiting list. Families can help our decision-making by providing the teacher with a brief explanation for curriculum absence (car trouble, doctor appointment, family emergency, oversleeping, etc.) to record in attendance records.

Late arrivals are disruptive to the instructional routine. Additionally, planning for activities and proper staff ratios for extended day are based on morning attendance counts. **Students must arrive by 9:30AM.** Prior notification of late arrival, along with a documented reason (doctor appointment, court, etc...) are required for your child to attend if arriving after 9:30AM. No arrivals will be approved after 12:30PM.

### BEHAVIOR AND DISCIPLINE POLICY

Following are priority skills in behavior management required for all employees:

- Ability to use positive language throughout our environment, seeking to acknowledge often when children are making good choices, trying hard, or any situation in which their self-esteem can benefit from praise.
- Gaining skills in redirecting behavior by creatively reminding or guiding children to the "desired behavior" or a "better choice" rather than focusing on the negative behavior by using words such as "no", "don't", etc...

- Recognizing that discipline options should be appropriate to the “cognitive” and “developmental functioning level” of a child, rather than their age or size. Understanding that research and/or questions about each child’s abilities and developmental level is required, so that appropriate responses to their behavior can be applied with their abilities.
- Clear understanding that when consequences are explained to a child (within their ability to understand), the consequence should never:
  - be a threat that includes verbal or physical sanctions by an adult [reference child care regulations and Sisu behavior management guidelines]
  - include inappropriate tugging of arms or physical engagement that is outside of a pre-planned restraint for a specific child that aligns with agency and legal documents outlining a need for restraint.
- Recognizing that parents need to hear positive things about their child’s day, balanced with “what we are working on” or “what we have successfully accomplished” in helping their child with challenging behavior or needed skills, and recognizing when team support is needed to determine which team member will approach a parent regarding problems or barriers.
- Recognizing that ignoring behavior is an appropriate strategy, provided the child’s safety or safety and well-being of others is not negatively impacted.
- Recognizing that nurturing outreach to both children and their parents is a priority.

Staff are expected to work with families to identify behavior patterns that represent the child’s personality, then further identify inappropriate or problem behaviors that interfere with learning, family life, and social development (child development in general).

Methods include: redirection, modeling, encouraging alternate behavior, individualizing consequences, tracking / behavior charts, token economy system, and planned ignoring.

Sisu prohibits the following as it regards to behavior modification and discipline strategies:

- Physical punishment including but not limited to tugging, pulling, pinching, restraint\*
- Verbal humiliation and harsh tone
- Withholding food, restroom, outdoor time or necessary therapeutic items

\*If student behavior reaches a point where physical intervention is required to keep the child, staff and/or other children safe from harm, families will be notified to pick their child up from school on that day. A meeting with the Family Services Coordinator and/or Program Administrators will be scheduled to discuss a behavior intervention plan and parent authorizations will be acquired for behavior modification techniques beyond the identified methods above. Interventions that may be included in a behavior intervention plan are individual visual supports, specific staff directives, reduced hours, etc. Sisu employs staff that are trained in the Crisis Intervention Prevention (CPI) system for managing high risk behaviors.

Sisu recognizes that some challenging behaviors (pinching, biting, etc...) are a natural, developmental occurrence for young children. There is a range of frequency and/or situations that align with typical behaviors in child development. However, when frequency and/or severity increase to a level that impacts the health and safety of your child, other children, staff or volunteers, Sisu will implement an intervention plan.

Sisu utilizes Positive Behavior Intervention Supports (PBIS) to maintain consistent behavior expectations center wide. All staff are trained in Pyramid Model practices and are expected to follow those practices with fidelity to support social emotional development of students and reduce challenging behaviors. Sisu asks that parents/guardians adhere to the school’s behavior and discipline policy while on campus.





## BIRTHDAY CELEBRATIONS

Each child's birthday is important. Families are welcome to attend and may bring a special snack. Please contact your child's teacher in advance to coordinate plans for a special snack or activity. Families may not bring balloons to school as safety guidelines identify them as a safety risk. Also, please see our dietary guidelines and restrictions to ensure that you are not sending items that are prohibited at our facility due to safety risks.

## CUSTODY ISSUES

No person shall make or attempt change the custody of a minor child by removing the child from the premises of a private or public elementary school without the permission of the person who enrolled the child in the school, notwithstanding the fact that the person seeking to obtain custody of the child from the school has a ***court order granting custody of the child to such person. Sisu must have official documentation to restrict pick-ups and information sharing when custody changes occur. It is the parent's responsibility to inform Sisu and provide proper documentation.***

This Code section shall not apply with respect to the following:

Persons seeking to enforce orders that specifically authorize or direct the release of custody by the school; or State or local officials acting under the express authority of this state's child protection laws.

Any person violating this Code section shall be guilty of a misdemeanor. School officials when acting in their official capacities in preventing or attempting to prevent a violation of this Code section shall be immune from civil or criminal liability that otherwise might be incurred or imposed. *(Code 1981, § 20-2-780, enacted by Ga. L. 1990, P. 344, § 1.)*

## DIAPERING AND TOILET TRAINING PRACTICES

### ROUTINE DIAPERING

Classrooms at Sisu are required to use a specific diapering procedure prescribed by Georgia's Bright from the Start Department of Early Care and Learning, and use the following frequency standards. Families can review the diapering procedures posted throughout the center:

- Infants will be checked a minimum of every hour and changed as needed
- Toddlers, ages 1-3 years, will be checked every 2 hours and changed as needed
- Preschoolers have a routine schedule for toileting/diapering and will be changed no less than twice in a 4 hour period.

### DIAPERING MODIFICATIONS

If a child's disability requires modification of diapering, using an alternative location to the changing tables, a designated diapering mat is required that is non-porous and is sanitized before and after each use, and is used only for the purpose of diapering with modifications.

### TOILET TRAINING

A variety of toilet training methods are used, which consider the developmental functioning level of each child, individualized or adapted strategies and teamwork with families.

Method options may include:

- Trip Training
- Practice Till You Get It
- Token Economy System (Reward)
- Positive Reinforcement

Policy prohibits verbal humiliation, restricting unreasonably a child from going to the bathroom and punishment for toileting accidents.



Parents are responsible for providing diapers, pull-ups and/or change of clothing. Sisu may be able to provide these items on occasion; however, **parents may be contacted to bring items if not readily available at the school.**

Due to health and sanitation reasons, Sisu staff may not wash soiled clothing or person items.

## DIETARY GUIDELINES AND FEEDING POLICIES

### ***FEEDING RISKS & REQUIREMENTS FOR FEEDING ISSUES***

If the nurse, therapists and/or teachers notice that a child is having frequent difficulty breathing and swallowing his or her food, we will ask that families arrange for a professional evaluation of feeding capabilities from an appropriate medical specialist. These episodes indicate that the child may be at risk for aspiration while eating orally, which could result in choking, pneumonia, or even fatal airway obstruction. Temporary withdrawal may be required. The agency will readmit such a child with a doctor's certificate showing either that the swallow study and feeding evaluation were successful or that a permanent feeding tube has been placed.

After evaluations and recommendations (i.e. swallow studies, feeding evaluations, Ph probe, physician's orders, special diets) are completed and distributed to agency staff, the team will determine if the child can be served safely in the program using the current professional medical information. Physician's orders and procedure agreements with families may be required prior to resuming services.

### ***LUNCH AND SNACK GUIDELINES***

#### ***Infant Feeding Guidelines***

Any child under the age of one and ***any child who is to be fed a bottle during their hours of attendance*** must complete an infant feeding plan prior to their first day at school. The infant feeding plan must identify the amount to be given and the frequency of feedings. An infant feeding plan will be provided upon intake. Infant feeding plans must be updated monthly. Infant meals must be brought to the center prepared (i.e. bottles, cereal). Sisu staff may not prepare bottles or food items at our center. Baby food from home must be unopened and may not be stored at the center. Families must send a daily supply each day. Unconsumed and unopened baby food will be sent home at the end of each day. Any formula or breast milk remaining one hour from the beginning of the feeding must be discarded. Please see our dietary guidelines and restrictions to ensure that you are not sending items that are prohibited at our facility due to safety risks.

#### ***Birth through Three Lunch Guidelines***

We require families to provide their child's lunch in accordance with their child's feeding plan or state nutrition guidelines if enrolled in our Birth to Three program. When a child is over the age of one, a packed lunch ***must*** be provided by families. Nutrition requirements for lunch items are provided by Sisu as instructed by Bright from the Start, Department of Early Care and Learning.

Due to the time of day lunches are served, types of foods served and serving sizes of our school lunches, families ***do not*** have the option to order a school lunch for their birth to three children. Student lunches will be appropriately refrigerated and microwaves can be used for warming food, if necessary. Due to regulatory requirements, staffing and time constraints **Sisu program staff cannot cook and/or prepare lunch items (i.e. Easy Mac, frozen dinners, frozen pizzas, etc...)**. Lunch items need to be ***ready to eat, cut into bite size pieces*** with minimal warming in a microwave oven. Families will be notified if lunches do not meet nutritional requirements. Families will sign a packed lunch agreement and may be charged \$1 per item upon non-compliance with our nutrition guidelines as stated by Bright From the Start as Sisu will be required to supplement lunches to meet compliance standards.

#### ***Preschool Lunch Guidelines***

Children ages 4 years and older may be purchase a "school lunch" prepared by a catering facility that meets state nutrition requirements. The monthly lunch calendar is posted in our center. A parent may request monthly lunch

calendars. If a family chooses to have the “school lunch”, they will be charged \$3.50 per day. Families may choose to send a lunch from home but will be responsible for meeting Bright From the Start nutrition guidelines. A packed lunch agreement will be signed at registration and failure to meet requirements may result in extra charges to meet compliance. **A doctor’s note is required if lunch components cannot be consumed due to allergies and/or feeding risks.** Lunch items from home need to be **ready to eat, cut into bite size pieces** with minimal warming in a microwave oven. Families will be notified if packed lunches do not meet nutritional requirements may be charged \$1 per item upon non-compliance with our nutrition guidelines as stated by Bright From the Start as Sisu will be required to supplement lunches to meet compliance standards.

### **Snacks**

It is the parent’s responsibility to inform the center of all allergies and/or risks related to feeding. The monthly snack calendar is posted in our center. A parent may request monthly snack calendars. Your child will be provided a snack each day. A snack is provided during the intervention program and the extended care program. Families are asked to provide a snack, accompanied by a doctor’s note, if their children are unable to eat the school provided snack.

### **Food Storage Policy**

Sisu cannot store personal food items in our classrooms. Families who send food items from home must send a daily amount. All food items that were not served and not consumed will be sent home at the end of each day. Additionally, any unconsumed food items that were served to a student must be disposed of at the end of a meal.

### **Food Labeling Requirements**

All food and drink items (including bottles) sent from home must be labeled with the child’s first name, last initial and the current date.

### **Food Preparation Guidelines**

Due to regulatory requirements, staffing limitations and time constraints **Sisu program staff cannot cook and/or prepare lunch items.** Lunch items from home need to be **ready to eat, cut into bite size pieces** with minimal warming in a microwave oven. Items will be served to students as they are sent from home so please be aware of the size of food items and prepare food in a manner to reduce choking risks. Food items that have little or no nutritional value may not be sent in a child’s lunch (i.e. potato chips, cookies, cupcakes, candy, etc...) as a required component. For example, a chocolate chip cookie cannot be considered the “grain” component of a packed lunch.

### **Modified Diets & Food Allergies**

Due to our licensing regulations, a physician’s note must be on file for children who are on a modified diet and/or have dietary restrictions stating the medical necessity for restrictions. **If allergies, risks and/or modifications require all food be provided from home, items provided must align with the prescribed dietary restrictions or instructions in the physician’s statement.** Every effort should be made by parents to provide nutritious food. If for some reason you forget your child’s snack and/or lunch, you may be contacted to either bring them the required item(s) or pick your child up from school depending on the centers ability to safely provide alternatives for your child. If your child requires a modified diet for medical reasons, you may pick up the form for your physician to sign from our nurse’s station, front desk or website.

### **Dietary Restrictions by Age**

The following food items are restricted for children under the designated ages.

Under Six Months	Under One	Under Three
Milk	Milk	Raw Carrots
Yogurt	Eggs	Hotdogs
Cheese	Honey	Grapes and grape sized fruits and vegetables
	Peanut Butter	Dried Fruit
	Small Crackers (Goldfish, Teddy Grahams, etc...)	Pretzels
	Raw, Hard Fruits and Vegetables	Marshmallows
		Chips

**Prohibited Food Items for All Ages** include nuts, suckers, hard candy, gum, gummy snacks, popcorn, meat with bones.

#### **Nutritional Guidelines for Packed Lunches**

<b>Lunch Component</b>	<b>Ages 1 and 2</b>	<b>Ages 3-5</b>	<b>Ages 6-12</b>
<b>Milk</b> , fluid(must be unflavored milk)	½ cup	¾ cup	1 cup
<b>1 Serving each of Vegetables and Fruits</b> 100% Juice <sup>1</sup> , Vegetables <b>And</b> Fruits	1/8 cup each	¼ cup each	½ cup each
<b>1 Serving Grain/Bread<sup>2</sup></b> Bread, Rolls, Muffins, Cooked pasta, rice Cooked or dry cereal grains	½ slice ¼ cup ¼ cup	½ slice ¼ cup ¼ cup	1 slice ½ cup ½ cup
<b>1 Serving Meat/Meat Alternate</b> Lean meat, poultry or fish Cheese Eggs Cooked beans or peas Peanut butter Yogurt(plain or flavored, unsweetened or sweetened)	1 oz 1 oz ½ egg ¼ cup 2 tbsp 4 oz/.5 cup	1 ½ oz 1 ½ oz ¾ egg 3/8 cup 3 tbsp 6 oz/.75 cup	2 oz. 2 oz. 1 egg ½ cup 4 tbsp. 8 oz/1 cup
<ol style="list-style-type: none"> <li>1. Fruit or vegetable juice must be 100% juice and in its original container.</li> <li>2. Breads and grains must be made from whole grain or enriched flour. Cereal must be whole grain or enriched or fortified.</li> </ol>			

**Each food item may only count for two components. (ex. Spaghetti with meat can only be a grain and a protein; a separate vegetable or fruit would need to be sent in addition to tomato sauce.)**

Please be aware of the size of food items sent to reduce the risk of choking (i.e. sandwiches, noodles, larger slices of fruits and vegetable, hot dogs, grapes, etc.) **All foods sent from home must be cut into bite-size pieces.**

**See Appendix A for list of appropriate food items for packed lunches and safety tips to reduce choking.**

#### **DRESS CODE**

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active, creative and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. A change of clothing, including shoes, should be labeled and left in your child's book bag in case of emergency, and should be changed per season to reflect temperature and weather conditions. Diapers should be provided when appropriate. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes. **Shoes are required for children who are walking.** We do not prohibit “flip flops”; however, we encourage closed toe shoes for safety reasons. Socks for all ages, including infants, are important in winter months.

#### **ELECTRONIC SIGN-IN/SIGN-OUT SYSTEM**

All students that attend Sisu must be signed in and out daily in order to document a variety of data including daily attendance, arrival time and departure time. This process provides information and authorization for persons who drop off and pick up children from school.

Sisu utilizes an electronic sign-in/sign-out system. This system improves the security by controlling access to the building. Once your child is registered, each parent/guardian will receive a 4 digit PIN number that they will use to sign their child in/out each day. If someone other than the primary guardian(s) come to check the child in or out, they will receive their own PIN number once they are verified by staff as an authorized pick-up person. Please be sure to use

your own PIN to help us monitor who signs the child in/out each day. IPads are located at the front desk for sign-in/out. Signing in/out must occur before you go to classrooms. If you forget your PIN, you may ask for assistance at the front desk.

Sisu is informing adults with children that there will not be any children under the age of 12 left in a car, van, truck or bus unattended by an adult. The child may not be left alone in the parking lot or in front of the building. Agency staff will support families with multi-child issues at drop off and pick-up. All drop off and pick up persons are required to have the proper child safety seats installed in their vehicles. Additionally, minor children under the age of 16 may not drop off or pick up students.

#### **LATE PICK-UP POLICY**

There is a 5-minute grace period after your child's program ends. After that time ends, there will be a flat fee charge for the following time periods in which staff supervises your child while waiting for you to pick them up.

- 6 – 15 minutes late \$25.00 fee
- 16 – 30 minutes late \$50.00 fee
- 31 minutes or more \$75.00 fee

**Late fees will be automatically billed to your tuition account.** Excessive late pick up from the extended day program, (3) for part time students, (6) for full time, will require a meeting with the Family Services Coordinator to discuss supports for timely pick-up and could result in a reduction in days and/or withdrawal from the program.

#### **EXCLUSION POLICY FOR ILLNESS AND COMMUNICABLE DISEASE NOTIFICATION**

Parents are responsible for informing the center if their child has been diagnosed with a communicable disease. Please notify the nurses by calling the Sisu phone line (770.535.8372) or via e-mail (nursing@mysisu.org). Health Bulletins will be sent via e-mail or placed in your child's book bag whenever there is a confirmed diagnosis of a communicable disease. Sisu and families agree to exclusion of sick children with a communicable disease as defined on the chart of communicable diseases and their recommendation for readmission. The chart is posted in the center. The Nursing Department may require a written release to return to school from the physician after the diagnosis of a communicable disease.

Any child who is absent due to a surgery or medical procedure will need to provide a medical clearance from a physician in order to return to school.

The following symptoms or conditions would exclude children from participating in school:

- |   |                                  |
|---|----------------------------------|
| Vomiting/Diarrhea (2 or more incidents in a 24 hr period) | Fever of 100.4 degrees or higher |
| Severe congestion   | Constant cough during the day    |
| Conjunctivitis (pinkeye)                                  | Strep Throat                     |
| Any fever with a rash                                     | Head Lice                        |

#### **Sisu cannot give medication without authorization being on file.**

If your child is deemed unable to continue the school day based on the exclusionary policies in the Handbook and the equipment in the nursing station, they must be picked up from school within **one hour** of being notified of illness or injury. If unable to be reached or unable to arrive in one hour, an emergency contact will be notified to pick child up from school. All pick-up persons must have proper car safety seats for children. If it is necessary to pick up your child from Sisu due to illness, please plan to keep the child home the following school day. Students must be symptom and fever free for 24 hours without the use of fever reducing agents before returning to school.

## IMMUNIZATION POLICY

Immunization records, a physician signed affidavit for delayed or exempt immunizations or a religious exemption letter must be submitted to Sisu before a student begins the program. Additionally, students currently enrolled will have 30 days to update expired immunization records. If records have not been submitted in accordance with these timelines, students will be unable to participate in the program until records have been submitted. Immunization records must be on a 3231 form from a physician.

## MEDICATION PROCEDURE

Medication may be administered to your child at Sisu, provided the following procedure is carried out:

1. All prescription medications must be labeled with the child's name, the name of prescribing doctor, name of medication, prescription number, dose and time to be given. The label must be current, dated within the past six (6) months.
2. Over-the-counter medication for colds, runny noses, etc. must have the child's name on the bottle and a medication form must be completed. Over the counter medication forms expire after two weeks. On-going use of OTC medication requires a physician's order.
3. **All medication, both prescription and over-the-counter, must be in the original containers.**
4. If your child is to take a medicine measured in cc's or ml's, please send an oral syringe to measure the dose accurately.
5. Please indicate on the Medication Authorization Form if the medication is to be sent home with your child at the end of the day. If it is to stay at Sisu, please let us know when to discontinue giving the medication.
6. If your child has a serious medical problem (for example: asthma or allergy to bee stings, etc...) and has been prescribed medication to be given in the event of a serious attack, please send this medication so we will have it on hand should an emergency situation occur at school. Also, send ANY equipment needed to administer treatment. Additionally, a physician's order to dispense emergency medication is required to be on file in the nursing clinic.
7. We ask that you inform us of any medication changes, even if your child's medication is given at home. This enables us to give accurate information to a doctor in an emergency situation.
8. Do not send medications that will not need to be given at school.
9. All medication is to be brought to the nurse's office. A Medication Authorization Form will need to be completed and signed by the parent. *Medication may not be dispensed in a bottle or sippy cup sent from home. Only nurses may administer medicine prepared by them to a student in a sippy cup or bottle.*
10. Families will be notified of adverse reactions to medication.
11. If you have a preschool student who rides a public school bus and who takes medication on a regular basis, Hall County Schools request that you take the medication to your child's school instead of sending it on the bus. This policy will not only help to ensure the safety of other children on the bus, but also your child's safety.

Bright from the Start, Department of Early Care and Learning Regulations for the dispensing of medication state that authorization by the parent must include:

1. Date you are authorizing administration of medication	6. Dates to be given
2. Full name of the child	7. Time medication is to be dispensed
3. Name of medication as written on prescription label	8. Signature of parent
4. Prescription number (if applicable)	9. Name of prescribing doctor
5. Dosage	

Sisu is required in turn to verify that medication was dispensed according to families' authorization, including the signature of the nurse who dispensed the medicine. This procedure is designed to insure your child's safety. No medication can be given until this procedure has been followed. We appreciate your cooperation.

## MEDICATION STORAGE

All medication is stored in locked cabinets in the clinic. Medications requiring refrigeration are kept in a locked refrigerator (specified for medication) in the clinic. **Do not put medication in backpacks, diaper bags, etc.**

## MEDICATION PROCEDURE FOR MEDICAL EMERGENCIES

If a child's physician has prescribed emergency medication, there must be a Seizure, Allergy or Asthma Action Plan signed by a doctor. Additionally, physicians must complete a prescription form for dispensing emergency medication (i.e. Diastat or Epi-pen). These forms must be completed and turned into Sisu prior to the child's first day. No child will be allowed to attend school unless their prescribed emergency medication is in the Clinic.

## LANGUAGE OF UNDERSTANDING

Sisu employs staff who are bilingual in English and Spanish, and who may also have the ability to translate written English into Spanish. Many essential documents are provided in Spanish. As needs are identified for a family, Sisu will make every effort to access community resources to support our ability to communicate in various languages of understanding.

## MANDATORY REPORTING POLICY

Sisu employees are mandated by Georgia law to report suspected child abuse. Any Sisu employee that has a "reasonable cause to believe" that a child has been abused must make a report to the Department of Family and Children Services, the Police or the District Attorney. Georgia law allows schools to develop an internal protocol for reporting so long as a report is ultimately made to proper child protective agencies. Sisu's child abuse reporting protocol requires employees to make an oral (followed by written) report to the School Social Worker/Family Services Coordinator. Together, the School Social Worker/Family Services Coordinator and the Executive Director make a report to the proper child services agency. Sisu will cooperate fully with any investigation of possible child maltreatment including allowing child protective services workers to speak to a child and access school, medical and family contact records and information. Unless instructed otherwise by child protective services personnel, Sisu will attempt to notify families whenever a report is made regarding suspected child abuse. Families of Sisu children should keep in mind that Sisu employees are required to report suspicions of child abuse; however, such a report is not an accusation against any specific person or person(s).

## REST TIME

All children enrolled in the Early Education and Intervention Program will be offered a rest time. Bright from the Start, Department of Early Care and Learning requires that children enrolled in a full time program rest for a minimum of 30 minutes. Children over 12 months may bring a small blanket from home. **The blanket must be clearly labeled with child's name for proper storage and will be sent home at the end of each week for laundering.** Sisu complies with licensing and best practices procedures for Safe Sleep to protect against the risk of Sudden Infant Death Syndrome (SIDS). See Appendix B for complete Safe Sleep Policy. The intake process includes parent signature acknowledging those practices as well as parental responsibilities.

- ✧ Infants nap based on information provided from parents and as needed.
- ✧ Toddlers have a 1.5 hour scheduled rest period.
- ✧ Preschoolers have a 1 to 1.5 hour scheduled rest period.
- ✧ PreK students have a 1 hour scheduled rest period.

If these rest-time schedules need to be modified for your child, contact nursing department. A physicians note is required if parents do not want their child to rest at school. Sisu cannot require children to sleep. Quiet activities will be provided for children who do not nap.

## NON-ENROLLED SIBLINGS

Siblings who are not enrolled in the Sisu program are not permitted to stay in classrooms during programming hours (with the exception of pre-scheduled family events such as field day, family dinners, etc.). **Children not enrolled in Sisu, who are attending one of our events, must be supervised by a guardian at all times.**

## PARENT COMMUNICATION

Sisu will communicate with families in many ways: daily notes via email using electronic parent engagement system, newsletters (classroom and center), notifications regarding upcoming events (classroom and center), etc... Book Bag



communication is, of course, not a substitute for personal and face-to-face communications with teachers and therapists, but it is an ongoing option for communication. We do encourage families to send their child to school with a bag each day. Please check book bags daily for daily notes, center newsletters and announcements regarding upcoming center activities. We encourage families to provide an e-mail address if applicable in order to receive our electronic correspondences.

When families have concerns that they would like to discuss and resolve with members of the Sisú team, an official request should be made with the Family Services Coordinator. Follow-up with appropriate staff and/or administrators will occur to respond to the concern. Family Services Coordinator will arrange correspondence with families and appropriate staff to complete the process of problem solving, mediation and/or conflict resolution. All parties will have a healthy and fair process to engage in open dialogue to express strengths, needs, barriers and opportunities.

### **PARENT CONFERENCES**

Sisú will offer parent conferences at least twice per year (Fall and Spring). Conferences are designed to review student progress, discuss student strengths and areas of development and other questions or concerns families may have regarding their child. Conferences will be offered in person and virtually. Parents may request a conference at any time throughout the school year.

### **PET THERAPY AND ANIMAL POLICY**

Sisú routinely includes Pet Therapy in the monthly schedule of activities, in partnership with community volunteers. Community organizations may bring animals to center activities for purposes such as, but not limited to, environmental education, unit themes related to farm animals, petting zoos, etc. Sisú uses the rules of our licensing authority, Bright from the Start, when including animals in program activities. The Enrolling Parent agrees to allow their child(ren) to participate in activities with animals, unless otherwise restricted in writing on a specified form.

### **OUTSIDE PLAY PROCEDURES**

Students at Sisú are required to spend a portion of their program engaged in outdoor activities. Please make sure that your child is dressed appropriately to participate. Bright from the Start, Department of Early Care and Learning provides specific regulations regarding temperatures that are too hot, too cold or too windy for students to play outdoors. Sisú does adhere to these policies and will have to restrict outdoor activities on occasion to maintain compliance with these regulations. Additionally, considerations are taken for inclement weather. If for any reason your child is not to go outside, Sisú **MUST** have a note from the physician stating why, specific temperature or weather conditions that impact outside time and for what period of time they are not allowed outside.

Sisú asks that families provide sunscreen/insect repellent with specific instructions (following label instructions) for application if you have concerns regarding sun exposure /insect bites during warm weather. You must fill out a form in the nurse's station authorizing the use of these items for your child. Sunscreen and bug spray cannot be stored in your child's backpack or cubby.

Sisú maintains a hydration policy that requires staff to offer children water breaks at least every 15 minutes during outdoor play.

### **REQUIRED POSTINGS & NOTICES**

Posted notices will include applicable licenses, copy of child care rules, communicable diseases chart, statement of parental access, names of persons in charge, emergency plans for severe weather and fire, snack and lunch menus.

### **SCHOOL CALENDAR AND CLOSINGS**

Sisú generally follows a school system holiday schedule. Sisú closes for inclement weather with Hall County School System. If Hall County Schools have a delayed opening, Sisú will make a determination about opening late or remaining closed for the day. All closures will be reported via electronic correspondence and social media. Sisú is not required to



make-up days due to inclement weather closures however will consider make-up days if the amount of inclement weather days are significant. Tuition is billed as scheduled even when inclement weather closes school.

Staff development days are included as a part of annual tuition and as professional services/development are benefits to enrolled students. See Appendix C for 2021-2022 School Year Calendar.

## TRANSPORTATION

Sisu does not provide transportation. School systems with Sisu contracts may provide bus transportation. If your child rides the bus through their IEP, contact your school systems transportation office for questions and concerns.

- ✧ Hall County Transportation Office 770-287-0942
- ✧ Gainesville City Transportation Office 770-536-8312

## TUITION POLICY

**Payment Procedure:** Sisu offers several methods of payment. Weekly payments are due a week in advance each Friday with the first payment due by the Friday before your child's first day of school. Checks may be placed in the "tuition box" on the right just past the front desk. If you wish to pay by cash or credit card, the front desk staff will be happy to assist you. Please make sure to ask the front desk staff for a receipt for any cash tuition payments.

Sisu offers the option to pay by weekly or monthly "auto debit" to your checking account as well as through weekly or monthly "auto charges" to your credit or debit card. If you select one of the "auto-pay" options, your first tuition payment will be reduced by \$15.00. The CFO will be happy to assist you in setting up auto-payments.

As a general rule, weekly tuition statements are not sent to parents unless requested. Tuition is not charged for the week of Thanksgiving, the two-week holiday break in December, or for the week of spring break. Full tuition is due for each week the school is in session for at least three days per week.

Families may select one week per school year when their child is not able to attend as a tuition "grace" week (no tuition charged) for family vacations, trips, sickness, etc. Please notify the finance department if you elect to use this option.

For scholarship and financial assistance, contact CFO to discuss options and specific application requirements.

**Access to Account:** Financial intake procedures require families to specify who is responsible for payment and additionally, who may inquire and receive information regarding tuition account balances. Any changes after annual financial intake must be reported to the accounting staff by the person responsible for payment. If marital status changes and/or custody issues affect payment arrangements, notice in writing, aligned with legal documentation, is required to clarify payment responsibilities.

**No tuition refunds are given for illness, vacation or snow days. Efforts will be made to offer "make up days" if the center is closed for three or more inclement weather days.**

## UNIVERSITY AND COLLEGE STUDENTS & INTERNS

Sisu collaborates with area universities/colleges by providing their students with clinical rotations, field placements, internships or special project opportunities. The learning experience of university students may include reviewing child records. All students sign confidentiality agreements and complete criminal background checks. The Enrolling Parent agrees to allow university students to review their child's records, unless otherwise restricted in writing on a specific form.

## WATER ACTIVITIES

Curriculum activities will include water-related activities. Water related activities at Sisu have depth maximums of 2 inches for infants, 6 inches for toddlers and 12 inches (1 ft) for preschoolers. Sisu uses the rules of our licensing

authority, Bright from the Start, when conducting water-related activities. The Enrolling Parent agrees to allow their child to participate in water-related activities, unless otherwise restricted in writing on a specified form.

### WITHDRAWING FROM THE PROGRAM

If at any time you wish to withdraw your child from the program, we must have written authorization from the enrolling parent, including the official withdrawal date. **Charges will continue to accrue until the official form/notification is given to administration.**

### ADDITIONAL CENTER POLICIES:

- ✧ Sexual harassment will not be tolerated on center premises.
- ✧ The center is a non-smoking environment. Smoking on Sisu grounds is strictly prohibited; this includes the parking lots.
- ✧ Violence of any kind will not be tolerated on center premises. Agency staff is mandated to report suspected abuse, neglect or deprivation occurring on center premises.
- ✧ The employees of our agency are trained as a Drug Free Workplace, and have been trained to recognize conditions and characteristics that prompt reasonable suspicion of alcohol or drug abuse. Therefore, when an adult picks up a child and the employee(s) suspect that said adult is under the influence of alcohol or drugs, they may call 911 to alert law enforcement.
- ✧ Sisu agrees to comply with Federal and State laws, rules and regulations relative to nondiscrimination in client and client service practices because of political affiliation, religion, race, color, sex, handicap, age, sexual preference, or national origin. No individual shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination under the Program.

### DISASTER PLAN FOR Sisu

In the event that a major community disaster such as a tornado or earthquake strikes our community, we must be prepared to act efficiently. Sisu is prepared to protect your child during a disaster, with written and practiced emergency procedures. No matter how long it takes you to reach your children, we will take care of them.

Guidelines for families recommended in our researched plans for major community disasters are:

- A. Do not call. If phone lines are working, they must be left open for emergency communication.
- B. Do not come to school unless emergency bulletins inform you it is safe to travel. We want you safe, too!
- C. Sisu's evacuation site is Browns Bridge Crossings Parking Lot Browns Bridge Road, Gainesville, GA 30501 (strip mall that includes Get Air and Dollar General).
- D. Children will only be released to families, legal guardians or designated representatives authorized on our emergency forms. Please keep your emergency contact information up to date. Our appointed parent contact persons are the Program Administrators and Health Services Nurse. You would sign your child out with one of them.
- E. During a tornado we would go to inner rooms with no exterior windows or doors. If we are advised by emergency personnel to evacuate after a storm, we would arrange transportation to Browns Bridge Crossings Parking Lot Browns Bridge Road, Gainesville, GA 30501
- F. During a fire, we would all exit at our assigned, quickest exit or secondary exit. Staff will follow direction of fire and emergency officials in exiting the premises after staff and volunteers have moved the children quickly and safely from the affected area. If we could not return to the building, we would go to Browns Bridge Crossings Parking Lot Browns Bridge Road, Gainesville, GA 30501

Sisu also maintains copies of emergency plans for fire, tornado, intruders and other situations. These plans are located on the information board in the lobby of the center for review at any time.

## ADDITIONAL TOPICS FOR SISU'S GEORGIA PRE-K PARENTS

### AGE REQUIREMENTS:

Children must be four years of age on September 1, 2021, based on acceptable documentation, such as birth certificates, certificates of live birth, passports, official medical documents, legal documents, or official documents from other countries. **Proof of age eligibility must be on file the day the child begins the GA Pre-K program.**

Children who are five years of age on September 1, 2021, and have not attended Georgia's Pre-K Program as four-year-olds, may enroll in the GA Pre-K program. Parents and teachers are encouraged to consider the child's date of birth, physical maturity, emotional maturity, and prior experiences when making the decision to enroll the child in the Pre-K program at age four or age five. Children who are six years of age on September 1, 2021, and are age-eligible for first grade are not eligible for enrollment in Georgia's Pre-K Program.

### RESIDENCY REQUIREMENT:

The child must be a Georgia resident. **Proof of residency should be part of a child's on-site file prior to or on the first day of Pre-K.** Examples of proof of residency include the following: current lease, property tax notice, homeowner's insurance bill, mortgage statement, current vehicle registration form, letter from shelter, letter from employer if employer provides housing, any utility bill listing the residence as the service address, and current PeachCare eligibility documents for the child. A cell phone bill or a driver's license is not an acceptable proof of residency. If a student's family is living with someone else, parents should provide a notarized affidavit from the property owner stating where the child's family is residing, plus a copy of the property owner's proof of residency (any items listed above). Active duty military families can support Georgia residency with a copy of official military orders verifying Georgia residency during the school year.

### SCHOOL CALENDAR AND DAILY SCHEDULE

Sisu's GA Pre-K program will be in session for 177 days. The school day will be 6.75 hours/day (8:30AM – 3:15PM). During the day students will participate in a variety of academic activities as well morning snack, lunch and a one hour rest period.

### GA PRE-K ATTENDANCE POLICIES:

Regular school attendance is critical to long term academic success. Daily attendance will be tracked for each student including late arrivals and leaving early. After 3 unexcused absences or tardies, Sisu will call parents to discuss their child's attendance concerns and provide support if needed. A letter to parents from the Director of Program Operations will be sent after six absences or tardies and a parent conference will be requested after eight absences. A referral to the GA Pre-K Consultant will occur after ten absences. Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation must be removed from the roster. Chronic absences and tardies may result in disenrollment from the GA Pre-K classroom. Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or her reasonable explanation.

### MEAL FEES

Morning snack and lunch are included as a part of the instructional day in the GA Pre-K classroom. A meal fee will be associated with this program. The meal fee is \$3.50 per day per student. Families may be exempt from meal fees if they have one or more of the qualifying conditions:

- Medicaid
- SNAP participant (food stamps)
- TANF
- Supplemental Security Income (SSI)

Students with one or more of the above qualifying conditions are considered Category 1. Documentation is required to verify Category 1 status.

### **EARLY ARRIVAL AND EXTENDED DAY FEES**

The instructional day from 8:30AM-3:15PM is provided to participants of GA Pre-K at no cost to families. Families that need care prior to 8:30AM and after 3:15PM will be charged a fee for these additional services.

- Early Arrival is from 6:30AM-8:30AM. Students arriving prior to 8:15AM will receive breakfast. This program has a fee of \$6/day per student.
- Extended Day is from 3:15PM-5:15PM. Students participating in this program will receive an afternoon snack. This program has a fee of \$10/day.

Enrollment is required for extended hours programs for students.

### **CURRICULUM AND INSTRUCTION**

The GA Pre-K classroom will utilize the same curriculum as the private program at Sisu. Sisu has adopted Creative Curriculum as their instructional curriculum for all ages. The Creative Curriculum aligns with Georgia's Early Learning and Development Standards to provide high quality instruction to all students to ensure optimal student success in school.

### **HEALTH SCREENINGS**

Sisu asks that all families of students enrolled in a PreK classroom complete a formal vision, hearing, dental and nutrition screening by their primary care physician and/or dentist within the first 90 days of the school year. GA PreK requires a form 3300 to document these screenings within the first 90 days. Nursing staff and/or Family Service Coordinator will support families whose children have identified concerns and additional treatment recommendations.

### **FAMILY CONFERENCES**

All GA Pre-K families will be asked to participate in at least two required annual conferences.

For more information on the GA Pre-K program, please visit [www.decal.ga.gov/PreK](http://www.decal.ga.gov/PreK).

## APPENDIX A

### Sample Lunch Food Items

PROTEIN	
Chicken (no bones)	Fish (no bones)
Pork (no bones)	Beans
Cottage Cheese (3/8c)	Cheese
Hummus	Eggs
Fish Stick	Hot Dog (over age 3)
Beef	Sausage
Yogurt (May not have more than 23g of sugar/6oz)	Nut Butters

GRAINS (Must be enriched, fortified or whole grain)	
Bread	Crackers
Muffins	Rice
Biscuit	Grits
Pasta	Cereal (low sugar)

VEGETABLES	
Cooked carrots	Cooked peas
Broccoli	Okra
Spinach	Sweet Potato
Squash	Zucchini
Potatoes	Green Beans
Brussel Sprouts	Onions
Olives	Tomato Sauce

FRUITS	
Pineapple	Apples
Oranges	Bananas
Pears	Peaches
Watermelon	Cantaloupe
Strawberries	Tomato
Avocado	Papaya
<b><i>Fruit with edible skin must be cut into bite size pieces to prevent choking risk.</i></b>	

PROTEIN AND GRAIN COMBINATIONS	
Sandwiches with meat and bread	Pizza with meat
Spaghetti with meat sauce	Tacos
Burritos	Quesadilla

NON-CREDITABLE FOODS (Food items that do not count as a required component)	
Toaster Pastries (Pop-Tarts)	Cake
Cookies	Doughnuts
Fruit Gummies	Hominy
Potato Chip	Candy
Juice that is not 100% Fruit Juice	Soda



## Prepare Foods So They Are Easy to Chew

You can make eating safer for young children by following the tips below:

- Cook or steam hard food, like carrots, until it is soft enough to pierce with a fork.
- Remove seeds, pits, and tough skins/peels from fruits and vegetables.
- Finely chop foods into thin slices, strips, or small pieces (no larger than  $\frac{1}{2}$  inch), or grate, mash, or puree foods. This is especially important when serving raw fruits and vegetables, as those items may be harder to chew.
- Remove all bones from fish, chicken, and meat before cooking or serving.
- Grind up tough meats and poultry.

### Cut Round Foods Into Smaller Pieces

Small round foods such as grapes, cherries, cherry tomatoes, and melon balls are common causes of choking.



Slice these items in half lengthwise.



Then slice into smaller pieces (no larger than  $\frac{1}{2}$  inch) when serving them to young children.



## Avoid Choking Hazards

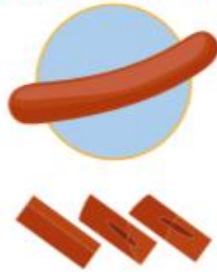
To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

- Cheese cubes or blocks. Grate or thinly slice cheese before serving.
- Chewing gum\*
- Dried fruit
- Gummy fruit snacks\*
- Hard candy, including caramels, cough drops, jelly beans, lollipops, etc.\*
- Hard pretzels and pretzel chips
- Ice cubes\*
- Marshmallows\*
- Nuts and seeds, including breads, crackers, and cereals that contain nuts and seeds
- Popcorn
- Spoonfuls of peanut butter or other nut butters. Spread nut butters thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.
- Whole round or tube-shaped foods such as grapes, cherry tomatoes, cherries, raw carrots, sausages, and hot dogs

\*Not creditable in the Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP), National School Lunch Program and School Breakfast Program, and Summer Food Service Program.

## Cut Tube-shaped Foods Into Smaller Pieces

Cut tube-shaped foods, such as baby carrots, string cheese, hot dogs, etc., into short strips rather than round pieces.



In addition to the foods listed, **avoid serving foods that are as wide around as a nickel**, which is about the size of a young child's throat.



## Teach Good Eating Habits

Sit and eat with children at meals and snacks. Remind children to take small bites of food and swallow between bites. Eating together may help you quickly spot a child who might be choking. Other tips to help prevent choking while eating include:

- Only providing foods as part of meals and snacks served at a dining table or high chair. When serving infants, do not prop the bottle up on a pillow or other item for the baby to feed him or herself.
- Allowing plenty of time for meals and snacks.
- Making sure children are sitting upright while eating.
- Reminding children to swallow their food before talking or laughing.
- Modeling safe behavior for children to follow, including eating slowly, taking small bites, and chewing food completely before swallowing.
- Encouraging older children to serve as role models for younger children as well. All children should avoid playing games with food, as that may lead to an increased risk of choking.



For more information, see [FNS.USDA.gov](https://www.fns.usda.gov).



## APPENDIX B

### Sisu Policy for Sleep Safe

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name [Please Print] \_\_\_\_\_ [Receiving copy of these policies]

#### Sleep Safe Regulations and Center Policies

1. Infant is placed on their back to sleep unless center has been provided a letter by a physician authorizing another sleep position for that particular infant that includes how the infant should be placed and a time frame for the specified instructions. When an infant can roll front to back, initial placement will be on back, however, if infant repositions self, the staff does not reposition to back.
2. No items are to be placed in or on the crib with an infant, including but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys or other soft items.
3. Center shall not attach or allow any objects to be attached to a crib with a sleeping infant, including but not limited to crib gyms, toys, mirrors or mobiles.
4. Appropriate sleep clothing is to be provided by families or guardian. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines, and will not slide up around infant's face, may be used.
5. Swaddling shall not be used unless a written physician's statement can be provided including instructions and timeframe for swaddling.
6. Individual crib, cot or mat and bedding is provided and the changing and cleaning practices for these items are that they are marked for individual use and laundered and sanitized weekly, or more frequently if needed and when there is a change of occupant. Light covers are allowed for cots or mats only, and are marked for individual use or laundered daily.
7. Infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib.
8. No positioning devices or wedges can be used.
9. Cribs shall be in compliance with the Consumer Product Safety Commission [CPSC] and American Society of Testing and Materials [ASTM].
10. Crib construction shall be in good repair and free of hazards.
11. If cots or mats cannot be stored in a manner where they are not touching other cots or mats, bedding shall be kept separate [bins, cubbies, bags] marked for individual use or laundered daily.

I have reviewed and received a copy of the center's sleep safe policies and procedures as required by O.C.G.A., 20-1A-1. I understand that I am required to provide appropriate sleep clothing for my infant and a specific physician note if my child needs care that may be in conflict to the above regulations that specifies instructions and timeframe for alternative care.

Signature \_\_\_\_\_ Date \_\_\_\_\_

[This document represents the center's policy & parent's acknowledgement/notification of the policy.]

## APPENDIX C

### Sisu, Integrated Early Learning

#### 2021-2022 School Calendar

August 2021							September 2021							October 2021						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						17/17							21/38	31						19/57
November 2021							December 2021							January 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						16/73							13/86	30	31					19/105
February 2022							March 2022							April 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
						19/124							22/146							16/162
May 2022							June 2022							July 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						15/177								31						

	School Closed/ Holidays		Summer Therapy Start and End Dates
	School Days for Students		No Extended Day – Sisu Closes at 2PM
	Teacher WD & or Professional DD (no school for students)		

Approved June 2021

## APPENDIX D

### COVID-19 Policy and Procedure Revisions

Per Sisu's licensing agency, Bright From the Start, Department of Care and Learning, the following practices align with CDC guidelines for open child care programs during the COVID-19 health crisis and should be implemented by all open and reopening child care programs until further notice.

#### Drop-Off Procedures

Parents will park and walk children to the front entrance upon arrival. A designated area will be set-up to complete the screening processes prior to entering the building. A Sisu staff member will ask a series of COVID related health questions and take your child's temperature. You will be asked to provide your 4-digit check-in/check-out code. If you have not received a code or have forgotten your code, this will be provided to you on your child's first day of school. Once the screening process is complete, a Sisu staff member will wash their hands and child's hands and escort your child to their classroom. Please notify the staff person conducting screenings if your child has medication that needs to be given to the nurses. Individuals waiting to be screened should stay at least 6 feet apart.

Car seats and infant carriers should only be left if absolutely necessary and will be placed in the lobby.

#### Pick-Up Procedures

Pick-up person will park and walk to the front entrance. If a staff person is not outside when you arrive, please press the call button to alert the receptionist of your arrival. You will be asked to provide your 4-digit check-in/check-out code. Parent and visitor access is restricted to the front entrance per guidance from our licensing agency, Bright From the Start, Department of Early Care and Learning. At this time, we cannot allow parents to walk their children to class. We recognize this is a big change. We will ensure smiling faces are available to greet children each day. Individuals waiting on their children should stay at least 6 feet apart.

#### Health Screening

Families will be required to answer a series of health screening questions daily upon arrival. These questions include:

1. Do you or do any of the children you are dropping off have a fever\*, cough, shortness of breath, difficulty breathing, other respiratory symptoms or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste and smell?
2. Have you or any of the children you are dropping off:
  - a. Had any of these symptoms since the last time you were at Sisu?
  - b. Been in contact with anyone with these symptoms since the last time you were at Sisu?
  - c. Potentially been exposed\*\* to COVID-19 or have reason to believe you/they have COVID-19?

\*Fever is determined by thermometer reading of 100.4 or higher

\*\*Exposure is sharing a household or have direct contact with anyone with COVID-19 or has symptoms of COVID-19. Direct contact is defined as contact with an individual for more than 15 minutes at a distance closer than 6 feet.

All staff and students will be required to have their temperature taken daily.

#### Personal Protective Equipment (PPE) for Students

Students 3 years and older are my choose to wear a face covering; however, **this is NOT required**.

#### Efforts to Reduce Exposure

- ✧ All unvaccinated staff are required to wear a face covering at all times while in the building (mask or face shield).
- ✧ Hand sanitizer will be available when hand washing is not available (i.e. during outside play).

- ✧ Increased cleaning and sanitization will occur throughout the daily. Frequently touched items such as door handles, light switches, etc. will be cleaned throughout the day.
- ✧ Pacifiers should be limited to use during rest time.

### Exclusionary Policies Related to COVID-19

- ✧ “Yes” to Health Screening Questions related to possible exposure  
*If an unvaccinated individual responds “yes” to health screening questions related to possible exposure to COVID-19, they should stay home until at least 14 days have passed since exposure and individual has not experienced symptoms*

- ✧ Exhibiting COVID-19 symptoms (at screening or during program day)  
*If an individual has symptoms of COVID-19, they should stay home until at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications and improvements in respiratory symptoms) **AND** at least 10 days have passed since symptoms first appeared*

#### **OR**

*If an individual seeks medical care and is diagnosed with illness that is **NOT** COVID-19, they should stay home until at least 24 hours have passed since recovery (resolution of fever with the use of fever-reducing medications and improvements in respiratory symptoms)*

- ✧ Positive COVID Test with symptoms  
*If an individual has tested positive for COVID-19 with associated symptoms, they should stay home until at least 24 hours have passed since recovery (resolution of fever with the use of fever-reducing medications and improvements in respiratory symptoms) **AND** at least 10 days have passed since symptoms first appeared.*
- ✧ Positive COVID Test without symptoms  
*If an individual has tested positive for COVID-19 without associated symptoms, they should stay home until at least 10 days have passed since positive test results (assuming no symptoms appeared during this time).*

***Sisu may request that official medical documentation be provided to support physician clearance to return to school.***

### Children who Develop Symptoms While at School

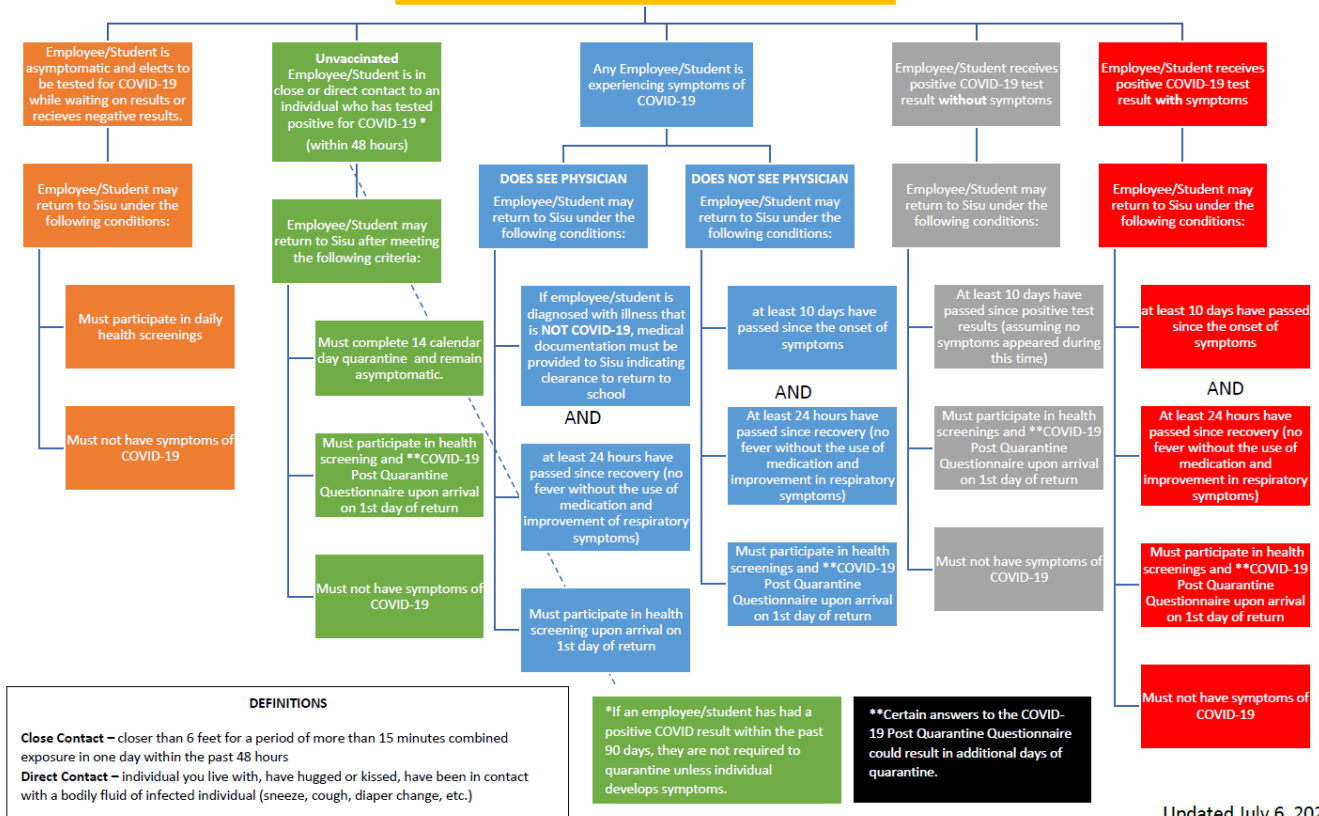
If your child develops symptoms during the school day, primary contacts will be notified to pick their child up from school. Children will be placed in an Isolation Room with a nurse or other staff member until time of pick-up. Children must be picked up within one hour of the time of contact with pick-up person. If we are unable to reach primary contacts, Sisu will contact emergency contacts to pick up the student. It is essential that families are prepared to pick-up students within one hour when they are sick.

## Response to Positive COVID-19 Case in Facility

- ✧ Communication – Upon confirmation of a positive COVID-19 case at our center, Sisu will immediately contact our licensing agency (DECAL) and the Department of Public Health. Staff and parents of students who may have had close contact will be notified via phone to provide guidance on next steps. All other staff and parents will be notified via email or electronic notification that the center has had a positive case and the agency's response.
- ✧ Contact Tracing – With support from the Department of Public Health, Sisu will investigate all possible exposure to anyone in close contact of the infected individual. "Close contact" is defined by the Centers for Disease Control (CDC) as an individual who spend time closer than six feet away for at least 15 minutes with a person who had symptoms or tested positive and has not yet met the criteria for return to school.
- ✧ Temporary Closure – Depending on the results of our contact tracing and guidance from licensing agency and Department of Public Health, Sisu will determine if the entire center or a portion of the center needs to temporarily closed. Temporary closures associated with a positive COVID could be between 2-14 days dependent on advice from the Department of Public Health to ensure adequate time to clean, sanitize and disinfect.



### Sisu Decision Flow Chart: COVID-19



Updated July 6, 2021