

Immaculate Heart of Mary's Divine Playtime

2855 Briarcliff Road NE

Atlanta, Georgia 30329

(404) 636-1418 ext. 239

Hours: Monday – Friday, 9:00 AM – 1:00 PM

Director: Ali Barton

Email: DivinePlaytime@IHMatlanta.org

About the Program

- Divine Playtime provides drop-in care for children **ages 6 weeks to 5 years** while parents are on or off campus enjoying personal time. Adult to child ratios will be maintained at 1:4.
- Due to licensing exemptions, **children under 24 months of age may only attend up to 2 days/week.**
- Please dress children appropriately for play. No flip-flops or open-toed shoes are allowed.
- To ensure the safety and well-being of every child, parents are not allowed inside the classroom, and we ask that **pick-up and drop-off be done at the door.**

Registration

- A one-time Family Registration Fee of \$50 must be paid before attending Divine Playtime. This fee is paid online through our registration system at www.ihmatlanta.org/divineplaytime. If additional children are added to the family's registration after payment is made, the parents must inform the program director before that child may attend Divine Playtime.

What to Bring

- A mid-morning, nut-free snack will be provided. Parents are asked to send a **nut-free lunch, a bottle/cup for water, diapers & wipes and a change of clothes** (please label all items). Our program abides by a nut-free policy, which includes tree nuts (walnut, almond, hazelnut, etc.)

Reservations/Payments

- To appropriately staff Divine Playtime on a daily basis, **ALL reservations are to be made no later than 6:00 PM the evening before.** The daily rate for childcare is \$35 per child.

- **Wait list payment options:** If a family reserves a place in line on the wait list and subsequently is called up for that day, **payment by check/cash is required the day of the reservation upon drop-off** (checks should be made payable to IHM, with Divine Playtime on the memo line).

Cancellation/No-Show/Late Policies

- **Reservation payments will be forfeited** if parents do not call/text/email the Program Director by 8:00 AM the day of the reservation (see above for contact information).
- As an exempt program, we can only operate 4 hours/day. Therefore, **we CANNOT accommodate early drop-offs or late pick-ups.** Pick-up may begin at 12:45 pm and will conclude at 1:05 pm. A late fee of \$10 will be charged for children who are picked up after 1:05pm, with \$1/minute added thereafter (i.e. 1:07 pm pick-up will result in a late fee payment of \$11). Payment is immediately due (checks should be made payable to IHM, with Divine Playtime on the memo line).
- Cancelled reservations made before 8:00 AM the day of the reservation will be issued a credit ("make-up day"). **All make-up days must be used within the current month or the following month.** For example, if an October 4th reservation needs to be rescheduled, it must be done so in October or November. Likewise, a October 31st reservation will only be able to be used in November.

Immunization Requirements

- All children attending Catholic parish preschools/daycares must meet Georgia state standards for immunizations. The Office of Catholic Schools requires GA 3231 immunization forms to be current and on file.
 - **Religious Exemption:** Catholic doctrine does not support an exemption from immunization based upon a matter of conscience/religious exemption. Therefore, religious exemptions are not accepted in parish daycare programs.
 - **Medical Exemption:** A medical exemption is applicable when a child has a long-term condition (contraindications). The pediatrician must provide detailed documentation regarding the reason for the exemption. The medical exemption must be renewed annually.
 - **Delayed/Alternative Vaccination Schedule:** Parents whose children are on a delayed/alternative vaccination schedule must submit documentation from child's pediatrician indicating the reason for the delay and the vaccination schedule that will be followed.
 - **Epidemic, Outbreak, Exposure:** In the event of a contagious disease epidemic, outbreak or exposure, children with medical exemptions or those following a delayed/alternative vaccination schedule will be required to remain at home until the Georgia Department of Public Health announces the outbreak has ended.

Wellness Policy

- In order to ensure a healthy environment for all children, please **DO NOT** bring your child if they exhibit any of the following symptoms:
 - Fever 100 degrees F. or higher measured under the arm (within 24 hours)
 - Excessive coughing
 - Runny nose with thick, green discharge
 - Vomiting/nausea
 - Diarrhea
 - Runny Eyes
 - Rash of unknown origin or any communicable disease
- If a child is being treated with an antibiotic, the child must have received medication for at least 24 hours before returning to Divine Playtime.
- If your child becomes ill while in our care, parents will be notified immediately to pick them up.
- We reserve the right to refuse care due to illness.

Safety

- Health: All staff are Adult & Infant CPR/EAD certified.
- Lock-Down: A lock-down procedure for situations of eminent danger is in place and is practiced on a regular basis. Please be aware that in “Lock-down”, NO PARENT/CAREGIVER may enter or leave until the situation is clear.
- Fire Drills & Severe Weather: Fire evacuation plans and severe weather plans are in place and are practiced on a monthly basis.

Discipline Policy

Divine Playtime believes that each child is a true gift from God. We encourage all children to treat each other with kindness and respect. In order to maintain a safe and loving atmosphere, the staff uses positive techniques of guidance such as redirection, positive reinforcement and praise. Should a child need more guidance, a “time-in” will be instituted. Time-in is when a child that is having a difficult moment is kindly invited to sit somewhere near a care giver to express their feelings and eventually cool down.

- Biting Policy:
 - We want to ensure that every child is safe while in our care. While we understand that biting can be a normal stage of development for young children who are teething and are still developing their language skills, we still take biting very seriously. Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm “NO biting”. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
 - The biter is not immediately allowed to return to play and is talked to on a level that he/she can understand then redirected. A “time-in” may be necessary.
- **Bullying:**
 - Bullying is defined as repeated, aggressive behavior intended to make another child feel inferior. Any incidents of bullying will be dealt with in a timely and appropriate manner. Bullying at parish preschools will not be tolerated.

License Exemption

Please understand that Divine Playtime is monitored by the Archdiocese of Atlanta and is not required to be licensed by the State of Georgia, Department of Early Care and Learning, Bright from the Start.