

HOME OF THE LIONS

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## AHAYAH ACADEMY

*~A HIGHER CHOICE~*



**Learning Center: 6 Weeks – 3 Years old**

**Foundational Scripture**

*Proverbs 22:6: "Train up a child in the way he should go: and when he is old, he will not depart from it".*

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## **THE STORY OF AHAYAH ACADEMY**

*Ahayah Academy* was founded in 2016 in response to a deep rooted passion of the founders to open a learning center to meet the needs of the community. The center was established on the idea that education is the equalizer to combat all sorts of injustice and that the minds of the young can be cultivated in ways that make a profound impact on society.

### **THE NAME**

The word *Ahayah* means “I Am” in Hebrew. When Moses, of the Bible, encountered a burning bush and was instructed to bring the children of Israel out of Egypt. Moses asked the Most High, who shall I say sent me. The Most High’s response was “I AM THAT I AM” (Exodus 3: 11-14). *Ahayah* was selected because we expect the Most High to continue to bring his children out of all states of bondage. The word *Academy* refers to an institution. With these two words, the essence of *Ahayah Academy Learning Center* was formed.

We are a learning institution committed to exposing our student body to a quality learning experience that helps them to understand the world they live in and acquire and maintain a commitment to continuous development in positive and safe learning environments. We embrace a student-centered learning model; even for the babies.

### **OUR VISION**

To be a prominent learning institution where students achieve their highest potential through an understanding of God, self, and community; resulting from scholastic exposure and triumph.

### **OUR MISSION**

Our Mission is to educate learners of all ages to develop the skills and competencies necessary to emerge as positive contributors to society; supported by an array of learning programs.

*Ahayah Academy* was established to nurture, heal, and encourage the students in ways that help them overcome challenges through early intervention, use of the most recent technology, and committed educators.

We believe that The Most High God has given everyone a purpose and we exist to help those entrusted to us accomplish His divine calling for their lives. We accomplish this through ensuring we operate a biblically driven learning environment that is enhanced through daily prayer, learning exercises that develop the cognitive, motor, sensory, and social abilities of the children.

### **CODE OF ETHICS**

As an educational system, we are to conduct ourselves in the most ethical and morally right ways as possible. We will adhere to the golden rule which says, “do unto others as you would have them do unto you”. We will operate with integrity and accept correction with the understanding that we are to continuously seek to know and do better for those we service and for ourselves. We are to be good stewards with all people, resources, data, and information entrusted to us.

Honesty and transparency is greatly valued within this organization as we work collectively to accomplish the mission.

## **OUR PHILOSOPHY**

As a private institution dedicated to educating children, we take every effort to provide a learning environment that starts with reinforcing biblical values in a safe atmosphere that prepares the students to triumph in their current state and for the next stage of their lives.

We Believe:

- The Bible is the inerrant word of The Most High God.
- We believe that children learn best when they are engaged spiritually, cognitively, physically, and emotionally.
- We believe that the families of the children we serve are vital to helping us help their children be successful learners and helpful classmates.
- We believe that every child can learn and that it is our responsibility to figure out what works best for them.
- We believe in exposing children to content in ways that cause them to think critically, seek to solve problems at their level, and to develop self-confidence that is necessary to achieve goals.
- We believe we are here to reinforce values that accurately acknowledges The Most High God, supports families, reinforces independence, self-control, honor, and genuine concern for the collective community.

We purpose to help families develop individuals that contribute to society in positive, productive, and impactful ways. We do not discriminate. We are open to all families that seek to entrust their children to us; understanding who we are and how we operate.

## LEARNING CENTER SPECIFIC POLICIES

### GENERAL PERSONNEL POLICIES

**Contagious Diseases:** Staff, or any other persons being supervised by the staff, shall not be allowed in the center who knowingly have, or present symptoms of a fever or diarrhea.

**Smoking:** Staff or other persons shall not smoke or use tobacco within the center premises, on the center playgrounds or in any vehicle being used to transport children during the hours that the center is in operation. (Note: Current Fire Safety laws prohibit smoking on the premises of the child care center.)

**Prohibited Substances:** Staff, chaperons, and students in training shall not be under the influence of or consume alcohol, marijuana or other controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible.

**Assignment of employees:** Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

**Work Schedules:** Staff shall not regularly be scheduled to perform child care duties for more than twelve (12) hours within any twenty-four (24) hour period.

**Substitute Employees:** The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregiver staff shall be informed of these rules and the center's policies for the age group for which they will be providing care. Substitute service staff shall be informed of the center's policies and procedures necessary to the proper performance of their job duties in compliance with these rules.

**First Aid and CPR:** At least fifty percent (50%) of the caregiver staff and the director shall have current evidence of training in first aid and cardiopulmonary resuscitation (CPR). There must always be an employee with evidence of current First Aid training and CPR on the center premises whenever children are present, on any center-sponsored field trip, and on any center vehicle transporting children.

## LEARNING CENTER POLICIES AND PROCEDURES

### *Hours of Operation*

Developing the minds of the children we serve is our reason for existing. We provide a safe and nurturing environment. We service children six (6) weeks old to three (3) years old in the learning center. Our care givers pray with children for meals and when needed and read and tell Bible Stories.

The hours of operation for the learning center is provided in the table below.

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday
Start Care Time	6:30 am	6:30 am	6:30 am	6:30 am	6:30 am
End Care Time	6:00 pm	6:00 pm	6:00 pm	6:00 pm	6:00 pm

**Note:** Parents who do not pick up children by 6:00 pm will incur a \$1.00 charge for each minute late.

We operate 12 months out of the calendar year. We are closed on some federally observed holidays:

Month	Holiday
January	New Year Eve and New Year Day
January	Martin Luther King Day
May	Memorial Day
July	4 <sup>th</sup> of July
September	Labor Day
November	Thanksgiving Day and Thanksgiving Friday
December	Christmas Eve and Christmas Day

**Note:** The learning center will be closed in case of severe weather conditions. Student safety is our primary concern. Therefore, closing information will be posted on local news stations.

### *Admission Requirements*

Ahayah Academy Learning Center is a Bible based learning center that upholds the values of the Bible. It is imperative that those interested in enrolling their children are not in conflict with the foundational principles of this center. Once the guardians are sure this center suits the needs of their family, complete the process below.

- Complete and submit the application. The application can be retrieved from the website

at [www.ahayahacademy.org](http://www.ahayahacademy.org) under the 'forms' section or an application can be picked up from the center. Be sure to provide all required forms required per the application. The completed application can be returned to the center or e-mailed to [admin@ahayahacademy.org](mailto:admin@ahayahacademy.org).

- Once the application has been received, the center will contact the guardian to schedule a meeting. For this reason, it is important that quality contact information is provided.
- A \$35.00 non-refundable fee will be collected at the time of the face-to-face meeting to cover the admission fee process.
- Students must have updated medial documentation provided which include the Certificate of Immunization and the Georgia Certificate of Ear, Eye, and Dental examination. This documentation can be obtained through the child's physician or the county health department.
- If a child is not immunized for religious or medical reasons, legitimate documentation must be provided within 30 days of enrollment.
- Children with special needs will be evaluated on an individual basis to ensure we can serve the child well.

**Note:** Students are not officially enrolled until a letter of acceptance is received. By enrolling your child(ren) into Ahayah Academy, you agree to support our goals, objectives, and values. We cannot be our best and provide your child with the academic, spiritual, and communal support necessary for the desired success without a harmonious circle of participants which include school officials, staff, families, and the community. For this reason, failure to demonstrate such coherency can result in your child(ren) being released from the center. Admission into Ahayah Academy Education system is a privilege and not a right.

### ***Learning Center Tuition Scale***

Inquire within for fee information. There are no partial week payments. Families are given two non-payment weeks a year. This can be used as they see fit.

- Once the child(ren) has been admitted to the learning center, parents or guardians are required to pay for the 1<sup>st</sup> week of care before the child can begin to attend.
- Weekly tuition is to be paid the Friday before the start of a new week. If the tuition is not paid by Tuesday of the current week, a \$25 late fee will be assessed. If the tuition is not paid, the child(ren) cannot return to the center until the account is made current.
- Parents or guardians are required to send \$10 in a sealed envelope for any items that the child may need. Anytime monies are removed from this "just in case" account for a child, the parents or guardian will receive a receipt detailing the use of the funds. Once the \$10 has been spent, a request to replace the \$10 will be communicated.
- There is a \$4.50 daily fee for meals and snacks when applicable; see "Lunch and Snacks" section for more information. Note: This will apply when we are able to provide meals.
- No additional standard fees exist. If any special events occur, parents or guardians will be contacted.

### ***Parental Responsibility***

- Parents or guardians are responsible for bringing the child(ren) into the center and signing the child(ren) in and out. No one under 18 years of age will be able to sign a child out.
- Parents are required to fill out a 'pick-up authorization' card identifying who has clearance to pick up a child from the center. Only those on the card will be permitted to remove a child from the center without expressed notice from the primary guardian in case of an emergency.
- Parents or guardians can bring lunch and a snack for each child daily. If food is not provided, parents will have to pay for daily meals and snacks at a rate of \$4.50 a day. Unless, the child is covered under the free meal program.
- Parents or guardians are required to keep all passcodes and or access codes confidential. It is imperative that all help to protect the children and staff of the center.

### ***Infant and Child Care***

- Parents are responsible for supplying the center with all the food, diapers, wipes, drinks, etc. required for children under age one (1).
- Parents must provide a written feeding plan for children under one (1) years of age. If there are any changes to be made to the plan this change must be provided in writing. This plan should also include instructions on how to administer pacifiers, diaper changing, and how extra milk is to be handled.
- For children under one (1) year of age, a change of clothes is recommended.
- Parents are required to label children's items.
- All milk products must be labeled and dated.
- The center practices a safe sleep policy which means no items are to be in the crib or sleeping device with the child.
- Diapering - Children will be placed on the changing table, secured with a belt, and diapers will be changed. The Caregiver will wash her hands, unsecure the child and wash his or her hands.
- Toilet Training- Children will be taken to the bathroom every two hours, placed on the toilet and encouraged to go. If pull-ups are soiled, the pull -up will be changed at the time. The hands of the child will be washed and they will return the room.

### ***Weapons Policy***

- Weapons are not permitted on campus by anyone with the exception of the director, owner, or security hired by the institution.

### ***Transportation***

- Parents or guardians are responsible for all transportation needs.

### ***Guidance and Discipline Techniques***

At Ahayah Academy Education System, we believe that behavior that is outside of the desired norms are to be addressed with love and sincere care. This means all actions will be taken to restore the child in relationship with God and those within the community so all efforts will be made to redirect the child.

Each teacher will provide details regarding practices employed in the classroom during



orientation. We believe it is important for families to know that we want nothing more than for the children entrusted to us to excel in every way possible and will do all that we can with the help of the Most High and the families. We do not practice corporal punishment.

### ***Emergency Medical Care Procedures***

- In the case of a medical emergency, 911 will be contacted and your child will be taken to the closest medical facility for immediate treatment.
- Parents will be contacted immediately following contact with emergency services.

**Note:** In case that there is suspected abuse or neglect of a child, The Department of Family and Children Services will be contacted as well as the parents. It is our duty to ensure all children are protected.

### ***Medication Administration***

- The learning center will not provide any medication.
- For all over the counter medications, the parents will need to approve administration of the medication by completing a medication administration form and set the designated times for administration. Medications must be brought in the original bottle or container.
- For all prescribed medications, they will be administered as dictated by the physician orders. The original medication container must accompany the child before it can be administered.
- Authorizations for medication administration are valid for the duration of a single illness only not to exceed a week unless otherwise dictated by a physician's order.

### ***Illness Notification Procedures***

- In the event a child is displaying signs or symptoms of illness such as a fever, diarrhea, or an inability to participate due to the illness, parents or guardians will be notified immediately and are expected to have the child picked up within a two (2) hour window.
- If a child is exposed to a notifiable communicable disease at the center, parents will be notified via an e-mail and a written flyer that will be placed on the door of the classroom.
- If your child has been exposed to a communicable disease outside the center, parents or guardians are required to notify the center within 24 hours.
- If a child has a fever of 101 degrees Fahrenheit or higher orally, has diarrhea, or strep throat, the child is not permitted at the center until the condition is no longer present. A doctor's note is required when applicable.
- In case of a suspected communicable disease exposure, the county Health Department will be notified.
- If a child is injured and it is not a serious injury, an incident report will be completed and sent home with the child. If there is a serious injury, 911 will be called along with parents and an incident report will be completed and given to all necessary parties.

### ***Emergency Procedures***

- In case of inclement weather, families will be notified of school closing through local broadcasting networks and will be contacted via phone and e-mail.
- In case of an unexpected emergency such as a gas leak, fire, etc., exit procedures will be followed as dictated through evacuation strategies. Families will be notified as soon as possible via telephone calls and emails.

### ***Lunch and Snack Policies***

At this time, Ahayah Academy does not provide meals. Families are responsible for bringing all meal and snack items that children will need for the duration of their day.

***In the future, we will provide meals and the following procedures will apply.***

At the beginning of the month, parents or guardians will receive a monthly menu. At that time, parents are to select the days that the child will have a hot lunch for the month and submit payment for those meals when the menu is returned.

- If a child forgets his or her lunch, lunches can be dropped off at the front desk prior to your child's scheduled lunch period.
- Parents or guardians can bring lunch and a snack for each child daily. If food is not provided, parents will have to pay for the daily meals and snacks at a rate of \$4.50 a day. Unless the child is covered under the free meal program.
- No carbonated drinks are permitted.
- Student snacks should be healthy snacks.
- Children are not allowed to trade lunch or food items with other children.

### ***Parental Permission and Notices***

It is not often that children will be taken on field trips or engage with activities that take them away from the center at this stage. However, in the case of such activities, parental consent is required. Parents will receive a written permission authorization form for each activity that must be signed in order for the child to participate. We do not intend to take field trips.

Parents have permission to visit the facility during normal business hours. Parents have permission to visit all center areas used by the child.

## **Ahayah Academy Inc. Sexual Abuse Policy and Procedures**

Ahayah Academy Inc. prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. Ahayah Academy Inc. provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

### **Definitions and Examples**

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties. Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to the manager on duty or to the founders, Dr. Echols or Mrs. Richardson. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. Ahayah Academy Inc. will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigative team.

### **Anti-retaliation and False Allegations**

Ahayah Academy Inc. prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. Ahayah Academy Inc. prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

### **Investigation and Follow-up**

Ahayah Academy Inc. will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. Ahayah Academy Inc. will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Ahayah Academy Inc. will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

### **Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

Ahayah Academy Inc. is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of Ahayah Academy Inc. not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

### **Employee and Worker Screening and Selection**

As part of its sexual abuse and misconduct prevention program, Ahayah Academy Inc. is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by Ahayah Academy Inc.. The organization may utilize a variety of methods of

screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

### **Supervision of Youth**

To provide a safe environment for minors, Ahayah Academy Inc. strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

