

# Center Information



— D. Scott —  
**HUDGENS, JR.**

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EARLY EDUCATION CENTER  
~ AT GWINNETT TECHNICAL COLLEGE ~

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## Our Mission

*"Providing a high quality early learning environment for children and a model training facility for students at Gwinnett Technical College."*

The goals of the D. Scott Hudgens, Jr. Early Education Center are:

- ❖ To provide a developmentally appropriate environment for all young children.
- ❖ To encourage children in positive social and emotional interactions within the group setting.
- ❖ To offer children an educational environment that stimulates and supports individual and group learning.
- ❖ To promote independence and a positive self-concept in children.
- ❖ To provide a safe and nurturing environment to encourage children to become risk takers in their learning process.
- ❖ To partner with parents/caregivers to provide the best possible care and education for all children.

## **The Center's Philosophy**

Everything done at the D. Scott Hudgens, Jr. Early Education Center is based on the philosophy that children construct and order their knowledge and learning through interactions with caring people and by acting on and in prepared environments.

Each day the Center provides children with opportunities to:

- ✓ enhance their intellectual and problem-solving abilities,
- ✓ strengthen their emotional health,
- ✓ develop socially in their abilities to relate with other children and adults,
- ✓ express themselves creatively,
- ✓ increase their physical skills.

The facility is designed to provide developmentally appropriate opportunities for children to learn in a warm and secure environment that fosters the development of the whole child. Every aspect of the program from mealtime, to guidance, to classroom activities is designed to contribute to the children's learning and development. Developing a positive self-concept fosters success in life, and this is enhanced when each child is cared for in a nurturing environment that meets his or her physical, social, emotional, and cognitive needs.

Children are provided with a variety of materials and activities to use in exploring, constructing, and organizing the world around them. The program offers a balance of free choice and guided activities as well as individual and group activities.

Teachers help children when making choices and then in understanding that choices have natural consequences. This becomes a foundation for success in school and life.

The Hudgens Early Education Center is a place where children can learn while they play and share experiences with other children. The environment is designed to enable children to develop close relationships with members in their primary rooms, while providing opportunities to expand social skills as they interact with members from secondary groups in the sensory or "messy" room and with an even larger groups on projects in the piazza. This configuration reflects society's social structures of family, neighborhood and community.

- ✓ The Hudgens Center follows the staffing patterns and requirements of the National Association for the Education of Young Children, which are higher than the state of Georgia standards.
- ✓ The teachers at the Hudgens Center receive more staff development each year than the state requires.

## **General Operating Procedures**

The D. Scott Hudgens, Jr. Early Education Center is open year-round. Daily hours of operation are 7 a.m. until 6:15 p.m.

### **Holidays**

The Hudgens Center is closed in observance of the following holidays:

- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday after Thanksgiving
- Winter Break (end of December, dates to be determined each year)

The Hudgens Center will also be closed additional days during the year for professional development in order to maintain the quality of the program. Families will be provided with ample notice of closings and special activities.

### **Enrollment**

Enrollment is open to any child age six weeks through 12 years (extended learning and summer camp), without discrimination in regard to sex, race, color, national and ethnic orientation, disability, or creed, provided the child will benefit from the program offered and does not pose a threat to the health and safety of other children or staff.

To help facilitate a smooth transition into the Hudgens Center, you are encouraged to bring your child to visit his/her classroom prior to his/her start date. During this visit, you will stay with your child, but allow the child to interact with peers and the classroom environment. This also gives you the opportunity to get the "feel" of the classroom and increase your comfort level. The teachers will be able to talk with you on a limited basis while in the classroom, but any additional questions you have can be answered following the visit by a center administrator.

### **Tuition and Fees**

The D. Scott Hudgens, Jr. Early Education Center is a self-supporting entity. The Center's main source of revenue is the tuition on behalf of the children. Tuition is due on a weekly basis. Checks or money orders are accepted. Automatic bank drafts from your checking account or credit card can also be arranged. The Center does not accept cash payments or keep cash on the premises.

Payments are due on the Friday of the week preceding the week of care. Payments received after Monday at 12 noon will incur a late fee. If payment is not received by the close of business on the Tuesday of the current week of care, the child may not be brought to the Hudgens Center for care until payment is made. A service fee is charged for any check or automatic payment returned for insufficient funds, and future payments must be made with a money order.

Full tuition is paid for each week that your child is enrolled, regardless of attendance and/or school closing. Tuition is not charged for the week we are closed for winter break.

- **Registration Fee**

A nonrefundable enrollment fee is due for each child enrolled at the Center. If necessary, this secures your child's space on the waiting list until there is availability within the appropriate class.

- **Supply Fee**

At the time of enrollment, a prorated supply fee is also due. The annual supply fee helps ensure that your child has a multitude of resources to enhance the learning environment. The supply fee is due in August of each year.

- **Vacation**

After attending the center for six months, each child is eligible for a  $\frac{1}{2}$  week vacation, one time per calendar year. Please stop at the front desk and fill out the vacation request form. You will be responsible for  $\frac{1}{2}$  of the tuition for that week.

## **State-Funded Georgia Pre-K Programs**

The Hudgens Center provides state-funded Georgia Pre-K programs. Children may attend those classes free of charge in accordance with Georgia Pre-K policy. Parents are responsible for a weekly lunch fee. Selection for the state-funded pre-kindergarten program is made annually each spring.

- ✓ To be eligible for the Pre-K class, a child must be four years old on or before September 1.
  - Proof of date of birth must be provided (certified birth certificate).
  - Proof of Georgia residency is also required.
- ✓ Priority will be given to eligible children currently enrolled in The Hudgens Early Education Center.
- ✓ Available slots will be filled on a first-come, first-served basis as determined by the date and time stamp on the application.

## **Meals**

At the Hudgens Center, breakfast, lunch, and an afternoon snack are provided each day. Menus are established in advance and created in accordance with the USDA food guidelines.

## **Parent Involvement**

As your child's first and most important teacher, you have essential knowledge of your child's skills, interests and needs. Thus, communication with Center staff is an important component to providing the best learning environment for your child. Your involvement in Center activities gives your child a strong, positive message of acceptance and support. All children enjoy parental visits and help in the classroom. Involvement opportunities are numerous and varied.

***One of the most important choices parents make is who to entrust with the care of their child. All of the staff at the Hudgens Center strive to provide the best possible care for children. We look forward to developing a relationship with you and becoming partners in the care and education of your child!***

## 2008- 2009

### Tuition

The D. Scott Hudgens, Jr. Early Education Center provides quality full-day programs for children 6 weeks-12 years. The program includes developmentally appropriate curriculums tailored to each individual child, meals: breakfast, lunch and afternoon snack, a state-of-the art facility and playground, and low teacher-child ratios with nurturing and highly-trained staff.

| AGE GROUP               | FULL-TIME<br>5 days per week         | TEACHER/CHILD<br>RATIO |
|-------------------------|--------------------------------------|------------------------|
| Infant                  | \$195                                | 1:4                    |
| Toddler                 | \$190                                | 1:5 & 1:6              |
| Preschool               | \$180                                | 1:10                   |
| Private<br>Montessori   | \$190                                | 1:10                   |
| State-Funded Pre-K      | Tuition free<br>Meal fee - \$20/week | 1:10                   |
| Pre-K Extended Learning | \$90                                 | 1:10                   |
| Summer Camp             | \$150                                | 1:10                   |

The registration fee is \$75.00 per child due upon completion of the pre-registration form. This fee confirms your child's spot on the waiting list until a space is available within the program.

Each year we collect an annual supply fee of \$120.00 per child. This fee assists in supplying additional learning materials throughout the center.

Tuition Assistance is available to qualifying GTC students on a limited, individual basis. Please contact the center's office manager at 678-226-6513 for additional information.