

**St. Luke-Simpson
United Methodist Church
Child Care Center**

Parent Policy Handbook



1500 Country Club Road Suite B
Lake Charles, LA 70605
Phone: 337-474-0728
Fax: 337-474-3676

Email: director@slspreschool.org

TABLE OF CONTENTS

INTRODUCTION.....	3
CALENDAR OF SCHOOL HOLIDAYS.....	4
CHAPTER 1: GENERAL POLICIES AND PROCEDURES.....	5-9
<i>Child Care Center Hours -5</i>	
<i>Inclusion Policy-5</i>	
<i>Advisory Board Authority-5</i>	
<i>Center Access-5</i>	
<i>Arrival and Dismissal-5</i>	
<i>Cell Phone Use -6</i>	
<i>Late Departure-6</i>	
<i>Emergency Closure of the Center-6</i>	
<i>Child Abuse Policy-6</i>	
<i>Biting Policy-7</i>	
<i>Discipline Policy-8,9</i>	
<i>Parent /Teacher Communication -9</i>	
CHAPTER 2: DAYCARE POLICIES AND PROCEDURES.....	10-11
<i>Hours, Operations and Activities of Daycare-10</i>	
<i>Holiday Daycare-11</i>	
<i>Holiday Closures for Daycare-11</i>	
CHAPTER 3: HEALTH AND SAFETY.....	12-15
<i>Exclusion of Ill Children-12, 13</i>	
<i>Immunization-13</i>	
<i>Communicable Disease-13</i>	
<i>Injury While at School-13</i>	
<i>In an Emergency-13</i>	
<i>Medication Policies-13, 14</i>	
<i>Substitutions of Food and Drink-15</i>	
<i>Emergency Drills-15</i>	
CHAPTER 4: CHILDREN SPECIFICS.....	16
<i>Dress for Children –16</i>	
<i>Birthday Parties and Invitations-16</i>	
<i>Outdoor Play-16</i>	
<i>Toys, Drinks, or Food from home-16</i>	
<i>Changes in a Child’s Routine-16</i>	
CHAPTER 5: REGISTRATION PROCEDURES.....	17
<i>How to Register -17</i>	
<i>Registration Requirements-17</i>	
CHAPTER 6: FINANCIAL PROCEDURES.....	18-20
<i>Fees and Payment Schedule -18,19</i>	
<i>Tuition Requirements-20</i>	
<i>Late Fees-20</i>	
<i>NSF Fees-20</i>	
<i>Termination-20</i>	
PARENT NOTIFICATION AND REVIEW.....	21
<i>(To be signed and returned to the office)</i>	

INTRODUCTION

Dear Parents,

We would like to welcome you to St. Luke-Simpson Child Care Center. Our school has come a long way from being the "preschool down the hall." Today, your little ones enjoy a bright and colorful large new facility, a wonderful safe playground, and an excellent teacher to child ratio with a warm and caring faculty and staff that help make St. Luke-Simpson a fun and exciting place for your child's "home away from home."

Our priority is to provide you and your children with the highest quality of preschool education and child care in a Christian learning environment. Our goal is to encourage your child to grow physically, mentally, emotionally, and spiritually.

Play is a very important part of our day—**we believe that play is the work of young children.** Through play, children learn important life skills—how to share, cooperate, and interact with others of different personalities. Play aids in the development of a child's fine and large motor skills and aids in the development of the child's speech, vocabulary, and listening skills.

We at St. Luke-Simpson are very proud of our children and the success they enjoy. Together with the warm Christian environment, progressive learning curriculum, and caring parents, many former children are quite successful in elementary and have even earned student of the year recognition at neighboring schools! We believe that you have made a smart choice by permitting us to care for and teach your little ones and that's a choice we do not take lightly.

Please feel free to contact the director or your child's teacher to share any concerns you may have. Conferences will be available to you, and our doors are always open to you. Our staff has been specially selected to meet your child's needs and have met all of the state and center requirements necessary to be an employee of our center. We invite the participation of our parents sharing your talents or occupations with the center or class, or serving as a room parent. We welcome your presence here. Because our school has grown so quickly after moving into the new facility, our time restraints have changed. We ask you to use email, notes, and/or appointments to discuss concerns or suggestions you may have.

2023-2024 SCHOOL CALENDAR

Fall/Spring Session..... August 7, 2023-May 17, 2024

PRESCHOOL HOLIDAYS

Labor Day..... September 4, 2023

Fall Break..... October 6, 2023

Veterans' Day..... November 10, 2023

Thanksgiving..... November 20-24, 2023

Christmas, New Year's..... December 18-29, 2023, January 1 & 2, 2024

Martin L. King Jr. Day..... January 15, 2024

Mardi Gras Holiday..... February 12-14, 2024

Easter..... March 29-April 5, 2024

Last Day of Preschool..... May 17, 2024

CENTER CLOSED

Independence Day..... July 4, 2023

Employee In-service.....July 24 & 25, 2023

Labor Day.....September 4, 2023

Fall Break..... October 6, 2023

Veterans' Day.....November 10, 2023

Thanksgiving.....November 23 & 24, 2023

Christmas..... December 22, 25, & 26, 2023

New Year'sJanuary 1 & 2, 2024

Martin Luther King Jr. Day..... January 15, 2024

Mardi Gras..... February 13, 2024

Easter.....March 29 & April 1, 2024

Memorial Day.....May 27, 2024

Summer Session..... May 28, 2024-July 19, 202

CHAPTER 1

GENERAL POLICIES AND PROCEDURES

HOURS OF OPERATION

Daycare 7am-5:30pm

*Preschool

Two's 8:00am-11:35pm

Three's 8:00am-11:45pm

Pre-K 8:00am-11:55pm

NON-DISCRIMINATION POLICY

St. Luke-Simpson Childcare Center prohibits discrimination on the basis of race, color, creed, national origin, handicap, ancestry or whether a child is being breastfed.

ADVISORY BOARD AUTHORITY

Oversight and authority for the child care center is the responsibility of the St. Luke-Simpson Child Care Board. The Board formulates, monitors and supports all of the policies of the center.

CENTER ACCESS

To gain entry into the school, those who are responsible for dropping off or picking up your child are required to enter an access code. We ask that this code not be shared with others. DO NOT SHARE THIS CODE WITH YOUR CHILDREN OR ALLOW THEM TO OPERATE THE KEYPAD. Once inside the school, your child must be signed in on the tablet. You will be given directions for signing in and out for the day. DO NOT ALLOW YOUR CHILDREN TO USE THE TABLET. (Visitors to the center must check in at the office window and sign in as a visitor. The visitor must have specific business with the center.)

Anyone picking up your child from school must be listed on the enrollment form which must be turned in to the office before school starts. If a person is NOT on this list, they will not be allowed to pick up your child. If a person you need to pick up your child is NOT on the list, STATE LICENSING REQUIRES THAT WE HAVE THAT INFORMATION IN WRITING. YOU WILL NOT BE ABLE TO CALL. YOU MAY FAX or EMAIL THE INFORMATION TO US.

DISCLOSURE OF INFORMATION POLICY

The Department has the licensing authority. The licensing surveys/inspections, regulations and information regarding early learning centers are available from the department's website at www.Louisianabelieves.com

COMPLAINT POLICY

The Department has the licensing authority. Parents may call or write the department should they have significant, unresolved licensing complaints.

Phone number: 225-342-9905

Email address: LDELicensing@la.gov

ARRIVAL AND DISMISSAL

Daycare children may arrive no earlier than 7:00am. Preschool only children are to arrive no earlier than 8:00 unless you have made prior arrangements for early morning drop-off, paid the monthly fee for early morning drop-off, or given us prior written notice that you would need one-time early morning drop-off for which there is a \$10.00 fee.

Infants through threes must be here by 8:45, Pre-K by 8:30 in order to stay for the day unless we have prior notice that the child will be late for that day due to emergency circumstances or appointments (please limit the amount of times you call in. No more than five a school year without doctor excuses). If your child is picked up after noon, for an appointment, please make other arrangements for your child the rest of the day.

We ask that parents take extra care and precaution when bringing their children to school each morning. Please walk them into the building and to their rooms. Do not send them to the classrooms alone—if the class is not in the room, your child could be left unattended in a classroom without the knowledge of the staff. It is the parents' responsibility to make sure that the child is placed with the responsible staff member before they leave.

Children must be signed in and out daily, as required by the state licensing department. Be sure to follow instructions for the tablet to assure that your child is properly signed in and out. Parents will access to the Smartcare Parent app for easy check in/check out, bill pay and other updates.

CELL PHONE USE

It is our policy that you terminate cell phone conversations before entering the center. Your child appreciates and deserves your full attention during this critical transition time either to or from the center. This policy also helps to insure that our staff feels comfortable communicating with you during these transition times. Please refrain from using all other electronic devices while in the childcare center. We thank you in advance for your compliance.

LATE DEPARTURE

Every parent will be held responsible to pick up their child on time. This includes preschool only children that leave midday as well as daycare children who stay all day. Late fees will be charged for late pick up times. Should an emergency arise, an immediate call to the Center should be made to alert the staff and your child that you may be late. Closing employees expect to close the Center on time and make personal plans following their work day. Out of respect for them, please be on time or make arrangements for alternative pick-ups. For church members who receive a child care credit at the center, those funds will only be used for tuition and will not cover any late departure fees.

EMERGENCY CLOSURE OF THE CENTER

During the public school year, St. Luke-Simpson will follow the Calcasieu Parish School closings due to inclement weather or other emergency closures. During the summer months or holidays when the public schools are closed, the following procedure will be followed: When a tropical storm or hurricane is threatening, please monitor the local TV or radio stations. If a tropical storm warning is issued, we will monitor the situation and may close if necessary. If a hurricane warning is issued or evacuation orders are given, we will close the center. Please have a plan in place so that your child can be picked up as soon as possible. We will also defer to the recommendations of the pastor of St. Luke-Simpson Church in this or in other instances when the closure of the center may be necessary for the welfare of the children and the staff. If an evacuation is recommended for the southern section of Lake Charles, the center will be closed and will reopen when local authorities deem that it is safe to do so.

CHILD ABUSE POLICY

The staff of St. Luke-Simpson is mandated by law to report suspected incidents of physical, sexual, and/or emotional abuse or neglect to the appropriate agencies. Physical abuse is intentional bodily harm inflicted on a child. Emotional or verbal abuse is subjecting the child to unreasonable demands, demeaning criticism, harassment, and/or unpredictable living conditions. Sexual abuse is any sexual activity between a child and an older youth or adult. Physical neglect is the failure to provide for the child's basic needs of shelter, food, clothing, medical or dental care, and/or lack of supervision. Emotional neglect is a lack of attention to the psychological needs of the child.

- As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437)

- An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and
- An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

BITING POLICY

Biting is a normal behavior for some children and is their way of handling frustration. However, biting can be harmful to other children and to staff. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. (A procedural guide addresses the steps taken when biting becomes excessive.) If steps lead to dismissal from the center, registration and supply fees will not be refunded. Please see biting policy.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aide is given to the bite. It is cleaned with soap and water or a baby wipe. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury/Accident Report" is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (ex: two year old, two minutes).
3. Parents are notified.
4. The "Injury/Accident Report" is filled out documenting the incident.

When biting continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.

Depending on the situation, the director and/or assistant director can overrule the policy if they find it necessary.

DISCIPLINE POLICY

It is understood by our staff that preschool-age children are in the process of learning what acceptable social behavior is. However, without discipline and boundaries, it would be very difficult to accomplish class objectives and provide for the well-being of each child in the class.

Every child is important and each deserves the teacher's attention and the opportunity to learn in a safe and secure environment.

A positive discipline approach that includes, teaching a skill, redirection, setting limits, discussion and logical consequences is used at the center. Time-outs will be used when the redirection is not effective. Time out shall not be used for children under age 2. A time out shall take place within the sight of staff. The length of each time out shall be based on the age of the child and shall not exceed one minute per year of age. The timeout limits are for 2's: 2 minutes; for 3's: 3 minutes; for PreK: 4 minutes.

The behavior management policy shall prohibit children from being subject to any of the following:

1. **No form of physical or corporal punishment is ever used** which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
2. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up". There shall be no derogatory remarks made in the presence of children concerning other children or family members.
3. The threat of a prohibited action even if there is no intent to follow through with the threat.
4. Being disciplined by another child.
5. Being bullied by another child.
6. No child shall be deprived of snacks, meals or parts of meals for disciplinary reasons.
7. Being restrained by devices such as highchairs or feeding tables for disciplinary purposes.
8. Having active play withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Open and effective communication between parents and staff is essential to providing quality childcare. When circumstances occur in the child's life that could affect his/her behavior at school, please share those concerns with the center staff so that some allowances can be made.

Acknowledging the child's feelings and assessing the unmet needs of a child is important for encouraging healthy interactions. In some instances, withholding attention when the behavior is enacted to obtain a response is considered an appropriate method of dealing with minor forms of misbehavior. If a child continues to be disruptive or threaten harm to another child, employee or to center equipment, she/he would be removed from the immediate area involved. Children are held accountable for their own behavior and are encouraged to make responsible choices.

As a rule, staff members are expected to handle problems quickly and without parent involvement. If a problem develops that is not responding to normal discipline procedures, a parent will be contacted. At this time we may ask you to speak with your child over the phone. If the behavior causes major disruptions in the classroom or the child has exhibited uncontrolled aggression, verbal or physical, toward other children or staff, the parent will be asked to pick up the child from the center for the day.

Steps in handling behavior issues:

Our behavior management policy has established steps for addressing behaviors identified as dangerous and/or out of control behaviors. We will work collectively with parents to provide referrals to appropriate agencies to aid and support so that termination will be a last resort. Suspension or expulsions will only be considered as a final action after the implementation of behavior support strategies, including at a minimum:

1. Engaging parents by written communication and/or parent conference and
2. Providing a referral to Early Steps, Child Search, and/or mental health consultant if appropriate.
3. If there is an incident where a child's behavior is harmful to another person or disruptive to the group as a whole, the child will be placed in time out for no longer than the child's age. A Behavior Report will be filled out documenting the incident. The parents will be notified and a joint plan of action will be determined and signed by parents and staff.
 - a. The child will be shadowed to help prevent the behavior from reoccurring and will be given positive attention and approval for positive behavior.
 - b. The child will be observed by staff to determine the cause of the behavior and administrative staff may be asked to observe the child.
 - c. Additional parent conferences may be needed to discuss the joint plan of action.
4. If the behavior persists, the child may be suspended for 2 business days.
5. If after steps 1 and 2 the behavior persists, the parents will be notified to make other arrangements for their child's care.

If a child's behavior is such that it demands one-on-one attention on a continuing basis, a conference will be called to discuss the situation with you. Our center is not equipped with staff to provide this type of individual attention and care. It is also unfair to the other children who deserve a teacher or staff member's attention and care. A partnership agreement will be formed between the parent, the teachers and the child, to be carried out in the classroom and in the home. If the problems continue, it may become necessary to remove the child from the center, either for a short period or permanently. If a child is asked to withdraw from the center for behavioral reasons, the remainder of that child's monthly tuition will be refunded. However, the registration fee is non-refundable. Please understand that if this happens, it will not be a reflection on your child—it may be that our center is unable to meet that child's specific needs.

There are three basic values, which are communicated to the children:

- Respect for people
- Respect for self
- Respect for property

PARENT ACCESS/PARENTAL INVOLVEMENT POLICY

Parent involvement is a valued part of a child's school experience. Parents/guardians are encouraged to visit the center at any time during regular hours of operation and when children are present to share observations and bring ideas to staff members. Partnering relationships between parents/guardians and staff ensure that the best possible care is given to each child. Communication is critical to the program and to each child's development and growth. Teachers and parents have opportunities to communicate on a daily, weekly, and monthly basis through conversation, occasional notes, phone calls and emails. Parent – teacher conferences are provided on an as needed basis. Additionally, parents may schedule a conference at any time.

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

To ensure and protect confidentiality, all personnel/parent problems need to be addressed by the Director and then to Child Care Center Advisory Board or Senior Pastor.

CHAPTER 2

DAYCARE POLICIES AND PROCEDURES

HOURS, OPERATIONS, AND ACTIVITIES OF DAYCARE

The daycare includes those children who are full daycare (children who come Monday-Friday) and part time daycare (children who come on Mondays, Wednesdays, Fridays, or Tuesdays, Thursdays).

The preschool program and the daycare program are two separate programs with separate staffing and schedules. However, if your child is a daycare child, he/she is automatically part of the preschool program and must participate fully in all activities and requirements of the preschool.

Daycare children may not attend in the afternoon if they have not been at preschool in the morning. We ask that you not pick up your child during naptime (between 12:30-2:30). If you must do this on an occasional basis, please let us know in advance so that we can make sure that there will be as little disruption as possible for the other children. Children will **not** be allowed to return to school during or after naptime.

After naptime, children go to the bathroom or have diapers changed. Snack time is next followed by art activities, reading time, and gym or outside time, music, or movies. The schedule in the afternoon is much less structured than in the morning to allow the children more opportunities to play and move.

Each daycare child will be asked to provide items necessary for napping. These items will be on the school supply list given by the child's teacher. Pillows and blankets are sent home at the end of the week—**please wash and return them on the child's next scheduled nap day**. We do not have enough extras if several children forget them on a regular basis. If we don't have an extra set for your child, you may be called to bring it up to school for naptime.

Your child may have a sleep toy. This toy must remain in the child's pillow during the week and should be labeled with the child's name. Please make sure that this toy is soft and makes no noises. Due to health concerns, stuffed animals will not be allowed. If your child has something that he/she is unable to sleep without and must be brought back and forth to school daily, it is the parent's responsibility to put it in the child's nap cubby each day.

SLEEP/REST

Infants shall be allowed to sleep according to their individual schedules.

Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day.

Children ages 4 and older shall be offered the opportunity for quiet time.

Daycare children are expected to be able to sleep or to lie down quietly on their mats during naptime. Our center is not equipped with staff in the afternoons to supervise a child who is unable to do this. Please note, that if this becomes an ongoing issue, other arrangements will have to be made for nap, as it is not fair to the other children in the class who are trying to rest.

Our daycare staff is dedicated to providing an environment in which the children feel loved and secure. They know that a smooth transition from preschool to naps to play and then to home is important for the well-being of the child and the success of the daycare-home relationship. A close working relationship and a mutual respect between daycare staff and parents is essential to the success of the daycare experience of the child.

PHYSICAL ACTIVITY

Children under age two shall be provided time and space for age-appropriate physical activity, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day. Children age two and older shall be provided physical activity that includes a combination of both teacher- led and free play, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day.

ELECTRONIC DEVICES POLICY

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and handheld electronic devices, shall adhere to the following limitations:

- a. electronic device activities for children under age two are prohibited; and
- b. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.

COMPUTER PRACTICES POLICY

We do not allow children to access computers/tablets.

PROGRAMS, MOVIES, AND VIDEO GAMES POLICY

Programs or movies, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. "PG" programming or its television equivalent shall not be shown to children under age 5. "PG" programming shall only be viewed by children aged 5 and above and shall require written parental authorization.

Video games are prohibited at the center.

EXTENDED DAY

During the preschool year, on those days when the preschool is closed and the daycare remains open, only full daycare children are eligible to attend. Due to limited staffing during "holiday day care" we are unable to place part time daycare children. **Full daycare children must sign up to stay for holiday daycare and turn forms into the office.**

The preschool staff does not work during the holidays, so we need to hire sufficient staff on those days to meet the staff/child ratio regulated by the state. **If you do not sign up your child for holiday daycare, your child may not be able to stay on those days. As during the school session, a child must be here by 8:45 in order to stay.** Ample notice will be given for you to sign up your child for holiday daycare.

If your account is not up to date your child will not be eligible for extended day until the account is made current.

HOLIDAY CLOSURES FOR DAYCARE

Holiday closures for the center vary according to the calendar year.

CHAPTER 3

HEALTH AND SAFETY

EXCLUSION OF ILL CHILDREN

Our center has strict guidelines designed to protect your child, other children, and our staff. Families should keep ill children at home. Ill children cannot remain at the center. Please have a plan concerning who will take care of your child if they are sick and *provide an alternate contact for when both parents are not available.*

On the advice of health experts we will not allow children with any of the following symptoms to be or remain in care:

1. **Fever** of 100.4F or higher under arm or with forehead reader with or without accompanying behavior changes or other signs or symptoms of illness. The child may not return to school the following day. The child may not return to school until there has been no incidence of fever for **24 hours without the use of fever-reducing medication.** Please remember, if you send your child to school and he/she is still running fever, other children and staff will be exposed.

2. Uncontrolled **diarrhea** or increased number of stools, increased stool water, and/or stools that are not contained in the diaper, two (2) or more loose stools in a one (1) hour period, and/or blood or mucous in the stool. It cannot be guaranteed that loose stools are being caused from teething, medications, etc., so a child must be sent home. If the child is sent home from school with diarrhea, he/she may not return to school the following day. ***The child may not return to school until 24 hours after the last incidence of diarrhea.***

3. **One (1) episode of vomiting within the previous 24 hour period.** If your child vomits at home the previous day or evening, he/she may not come to school the following day. If your child vomits at school at any time during the day, he/she may not return to school the following day. It cannot be guaranteed that the vomiting is caused by medication, mucous, something the child ate, or from coughing too much, so the child must be excluded from school.

4. **Signs and symptoms of possible illness** include the following: unusual lethargy (sluggishness or sleepiness); uncontrolled cough; irritability, persistent crying; difficulty breathing; wheezing; severe congestion. These ***symptoms do not have to be accompanied by fever.***

5. Untreated **conjunctivitis** with or without white or yellow drainage from the eyes. If a child has pink eye, he/she may not return to school until 24 hours after the initial treatment has been administered. ***A physician's "Permission to Return to School" form must be provided.*** It cannot be guaranteed that a child's eye ailments are the result of allergies, etc., so we must insist on a physician's statement of treatment or okay.

6. **Undiagnosed rash** with or without fever or behavior change. ***A physician's "Permission to Return to School" form must be provided.***

7. **Untreated infestations** such as scabies, head lice, or other infestations. ***A physician's "Permission to Return to School" form must be provided to ensure treatment has occurred.***

8. A child may not return to childcare until a physician's "Permission to Return to School" form is provided for the **following conditions:** Impetigo, Strep throat, chicken pox, pertussis, measles, rubella, mumps or tuberculosis.

- **24 hours means the next school day.**

- **Example:** If little Sally is sent home on Tuesday, she cannot return to school until Thursday if she has been symptom free for 24 hours prior to her return.)

EXCLUSION OF ILL CHILDREN-(CONT.)

If a child at the center has any of the above mentioned symptoms, the child's parent/guardian will be notified immediately to pick the child up and the child will be isolated from other children until parent/guardian arrival. ***If parent/guardian can't be contacted, then we will call alternative emergency persons on the contact form. For the benefit of your ill child, please provide pick up as soon as possible.***

When a child is excluded from attending our child care center, the staff will complete an illness/injuries form. All records are kept confidential.

We require that ill children, as described above in 1-8, not attend childcare for the following reasons:

*They are unable to be an active part of our daily program.

*They expose other children and staff to illness.

*They are at risk for being exposed to other diseases when their resistance is low.

IMMUNIZATION

A current immunization record is required prior to attendance. Families must update this record regularly. Your child can be excluded from care without updated immunization records.

COMMUNICABLE DISEASE

The Center keeps records on communicable diseases. Parents will be notified of any outbreak and any unusually large outbreak will be reported to Public Health. Children may return to the Center when they are no longer contagious and able to participate fully in scheduled activities, including outdoor play. A physician's "Permission to Return to School" form must be provided informing the staff that the child is healthy enough to return to school.

INJURY WHILE AT SCHOOL

Teachers and/or Administrative Staff will handle minor injuries. An injury/accident report is completed when an injury occurs. State regulations require that a call must be made for any injury occurring above the neck. Injuries noted upon arrival at the center must also be documented. This documentation will need to be verified by a parent or guardian in person or by phone. The parent will be required to sign this document attesting that all information is correct.

IN AN EMERGENCY

An emergency care form is included in the registration packet. This form will allow us to treat your child should there be a serious illness or accident. All efforts to notify you or your emergency contacts will be made and will continue to be made.

MEDICATION POLICIES

Guidelines for administering medication are set by the state of Louisiana and must be strictly adhered to. Each childcare center must establish these guidelines based upon the minimum standards of the Louisiana Administrative Code Health Services to the Child and the National Health and Safety Performance Standards. Parents will be called when medication is administered.

I. Authorization, Appropriate Containers, Labels, and Information

- A. **Prescribed medication** shall be accompanied by a medication authorization form (copies available in office for review). Medicine must be kept in the original container labeled by a pharmacist and include the following:

MEDICATION POLICIES-(CONT.)

1. The child's first and last name
 2. The date the prescription was filled
 3. The name of the physician who wrote the prescription
 4. The medication's expiration date
 5. Specific, legible instructions for administration, storage, and disposal.
- B. Recommended (**over the counter**) medication shall be accompanied by a medication authorization form (copies available in office for review) frequency and time the medication is to be administered, the route and dosage of medication, directions for storage and a written statement of side effects. ***For children under 2, a written physician's statement is required with instructions and dosage of medication.** Over-the-counter medications must be kept in the original container, and include the following:
1. The child's first and last name
 2. The medication's expiration date
- C. Medications with instructions such as "as needed" or "PRN" shall be accompanied by a clear written explanation defining when the medication is to be administered and dosage.

II. Administration of Medication

- A. A medication authorization form shall be maintained for all medications administered to children in daycare.
- B. A medication authorization form shall be signed and dated DAILY for all medications administered to children in daycare.
- C. The medication authorization form shall include information stated in Section I, B and C of this policy and include the date, time, and signature of the staff member administering the medication.
- D. Each child receiving medication shall be observed by a childcare provider trained in medication administration for a period of 45 minutes following administration of medications. This observation may occur during instruction time.
- E. Medications prescribed for children on a long-term basis shall be accompanied by all stipulations of this policy with the addition of an update of child's health status from the physician yearly.
- F. Emergency medications (i.e. *EpiPen*, *Benadryl*) prescribed for children on a long-term basis shall be upheld by all stipulations of this policy with the exception of the daily signature. Childcare providers shall obtain a medication authorization form with signature of the parent every six months. A plan of action for children with special health needs describing how to use the emergency medication and when to use medication shall be maintained in the child's health records. This plan of action shall be reviewed and updated every three months.
- G. All aerosol medications shall be delivered to the childcare facility in premeasured dosage.

- H. Medications shall not be kept at the childcare facility overnight. All unused medication shall be sent home with the child when he/she leaves the facility for the day.

MEDICATION POLICIES-(CONT.)

- I. Any sprays, creams, or ointments shall be administered with an authorization form that shall be updated every six months.
- J. If your child needs breathing treatments for asthma, a parent will need to come to the center to administer the treatment and a medication form will need to be filled out even though the parent is the one administering the treatment.
- K. Parents are allowed to give medication at school, but must sign required authorization form.

SUBSTITUTIONS OF FOOD AND DRINK AT SNACKS OR LUNCHTIME

Substitutions of food or drink are only allowed when accompanied by a doctor's written release. This release must state the specific reason for the food substitution as a medical allergy or condition. Due to the number of children we serve, we do not have the personnel or space to allow for food substitutions due to personal preference. A parent or guardian is responsible for sending substitute food and drink.

If we do not have a doctor's release, your child must be offered what is being served.

"The center is a "Peanut/Nut Free Zone." If you send snacks to school, please make sure that it contains no peanut/nut products or peanut oil.

EMERGENCY DRILLS

Fire drills are conducted each month.

Tornado drills are conducted during the months of March, April, May, and June.

CHAPTER 4

CHILDREN SPECIFICS

DRESS FOR CHILDREN

Children should come to school with appropriate dress for both indoor and outdoor play.

Clothing Tips:

- Clothes should be comfortable (loose fitting and easily manageable for the child). Be sure child is wearing the correct size and type clothing for their changing and growing body.
- Make sure that your child is dressed for the weather-children will play outside whenever possible.
- **Please have shorts under girl's dresses.**
- **Please label all sweaters and jackets with your child's name or initials.**
- Shoes should be comfortable and appropriate for vigorous outdoor play. Closed toe shoes such as; tennis shoes, lace up shoes, and Velcro shoes are best for indoor and outdoor play. **Crocs, boots, sandals, dressy shoes and flip flops are a frequent cause of playground and gym accidents and are highly discouraged.**
- Tight belts, overalls, leotards, and pants with difficult snaps or buttons are difficult for children to manage during toilet training.

We request that parents keep an extra set of clothing (shirt, pants, socks and underwear) at school for each child in case of need. **All clothes MUST BE LABELED for easy identification.** Please put one set of clothing in a gallon size zip lock bag and label with your child's name. Parents should check to be sure that this set of clothes is complete at all times and is clearly labeled to prevent confusion. Parents are responsible for laundering soiled items. If your child does not have an extra set of clothing, including appropriate shoes, at school you will be contacted to bring clean clothes up to school.

We will not borrow another child's clothing for your child.

BIRTHDAY PARTIES AND INVITATIONS

We are happy to celebrate your child's birthday at school. Please make arrangements with your child's teacher to do so. No presents may be exchanged at school. **BIRTHDAY INVITATIONS CAN ONLY BE HANDED OUT IF EVERYONE IN THE CLASS IS INVITED.** If this is not the case, then class rosters are available in the front office for you to mail out invitations. If you **do not** want your information given out on a roster, please notify the office.

TOYS, FOOD, AND/OR DRINKS FROM HOME

St. Luke-Simpson Childcare will not be responsible for toys from home that are lost or broken. ***Please leave all toys at home. Be sure your child has had breakfast before arriving at school.*** Food and drinks will not be allowed for your child when they enter the school.

CHANGES IN A CHILD'S DAILY ROUTINE

If there are ANY changes in a child's normal, daily routine—a different person picking up, going home with another child, going home at a different time, or a message for the teacher, etc., please put this information in writing.

CHAPTER 5

REGISTRATION PROCEDURES

HOW TO REGISTER

1. Parents of children currently enrolled in the center will be advised of dates and procedures necessary to acquire registration forms from the office. Forms must be completed and turned in with registration fee to the office to be enrolled for the following school year.
2. Church members, legacies, and community registration dates will be announced. A specified area will be set up on these dates. Parents will be required to pick up and fill out registration forms at this time to be enrolled for the following school year.
3. Parents may register their children at any time during the year that spots are available for the current year.
4. If classes are full, waiting list application forms with a fee applied can be filled out in the office. Upon receiving a spot, those fees will be applied to registration. Waiting list fees are nonrefundable. Waiting list forms and fees are valid until registration for the next year begins.

REGISTRATION REQUIREMENTS

Children are registered according in the following order:

1. Children of St. Luke-Simpson Childcare Staff and St. Luke-Simpson Church Staff
2. In-house children (children currently attending) and siblings
3. St. Luke-Simpson church members
4. Legacies (children whose older brothers and sisters previously attended St. Luke-Simpson Childcare for at least 1 school year)
5. Waiting List (those who have paid the waiting list fee)
6. The community

The following conditions apply concerning registration:

- A **non-refundable** registration fee is required at the time of registration—a child will not be considered as registered if the fee is not paid in full.
- A **non-refundable deposit of the last month's tuition is required for the Pre-K class, in addition to the registration and book fee. (1st half due by February, 2nd half by March) Deposit is also not transferrable to another child or for other fees due.**
- We do not take requests for teachers with the exception that children will be placed in classes with same teachers their siblings had.
- A **child will not be able to be registered for the upcoming school session unless the child's account is current and all outstanding fees and/or tuition is paid in full.**
- The child must be registered at the specified time and date. If this is not done, that child must wait until late registration and class placement will not be guaranteed. There will be ample notification given of the registration dates and times.
- Class placement for infants through three-year-olds is on a first-come, first-placed basis—we cannot guarantee that all children desiring to register will be able to be placed or to have his/her preschool and/or daycare needs met. (Ex: you want your child to repeat their current class, or you want to move your child from part time to full time.)
- Pre-K class placement: Registration forms will be received for consideration for enrollment based on families' good standing, non-repeated violations of the parent handbook, and shall include the consideration of the child's behavior. **THERE IS ONLY ONE PRE-K CLASS.**
- **A child entering a 3-year-old room must be completely potty trained prior to the first day of school, meaning the child can go to the restroom without being prompted.**

CHAPTER 6
FINANCIAL PROCEDURES

Fees and Payment Schedule

Age	Tuition & Frequency	Registration/ Supply Fees & Frequency
Infants – FDC	\$195.00 (Weekly)	Reg. Fees (due at registration) \$125.00 Fall/Spring \$75.00 Summer Supply Fees (due at registration) \$100.00 Fall/Spring \$60.00 Summer
Toddlers - FDC	\$185.00 (Weekly)	Reg. Fees (due at registration) \$125.00 Fall/Spring \$75.00 Summer Supply Fees (due at registration) \$100.00 Fall/Spring \$50.00 Summer
2's – FDC	\$175.00 (Weekly)	Reg. Fees (due at registration)
2's MWF DC	\$455.00 (Monthly)	\$125.00 Fall/Spring
2's TTH DC	\$355.00 (Monthly)	\$75.00 Summer
2's M-F ½ days	\$455.00 (Monthly)	ABEKA (due at registration) \$65.00 Fall/Spring
2's MWF ½ days	\$355.00 (Monthly)	
2's TTH ½ days	\$290.00 (Monthly)	
3's – FDC	\$165.00 (Weekly)	Reg. Fees (due at registration)
3's MWF DC	\$445.00 (Monthly)	\$125.00 Fall/Spring
3's TTH DC	\$335.00 (Monthly)	\$75.00 Summer
3's M-F ½ days	\$445.00 (Monthly)	ABEKA (due at registration) \$80.00 Fall/Spring
3's MWF ½ days	\$345.00 (Monthly)	
3's TTH ½ days	\$290.00 (Monthly)	
4's FDC	\$155.00 (Weekly)	Reg. Fees (due at registration)
4's M-F ½ days	\$445.00 (Monthly)	\$125.00 Fall/Spring \$75.00 Summer
		ABEKA (due at registration) \$130.00 Fall/Spring

**Rates are subject to change. Ample notice will be given if changes are to be made.*

Key

<u>Code</u>	<u>Days</u>	<u>Preschool</u>	<u>Day Care</u>	<u>Hours</u>
<u>FDC (Full Day Care)</u>	<u>Monday-Friday</u>	<u>Yes</u>	<u>Yes</u>	<u>7:00am-5:30pm</u>
<u>MWF DC</u>	<u>Monday, Wednesday, Friday</u>	<u>Yes</u>	<u>Yes</u>	<u>7:00am-5:30pm</u>
<u>TTH DC</u>	<u>Tuesday, Thursday</u>	<u>Yes</u>	<u>Yes</u>	<u>7:00am-5:30pm</u>
<u>M-F ½ days</u>	<u>Monday – Friday</u>	<u>Yes</u>	<u>No</u>	<u>2's 8:00am – 11:35am</u>
<u>MWF ½ days</u>	<u>Monday, Wednesday, Friday</u>	<u>Yes</u>	<u>No</u>	<u>3's 8:00am – 11:45am</u>
<u>TTH ½ days</u>	<u>Tuesday, Thursday</u>	<u>Yes</u>	<u>No</u>	<u>4's 8:00am – 11:55am</u>

***Tuition is due regardless of child's attendance, holidays, or school closures.

***Early drop off fees \$85.00 weekly, \$60.00 (MWF), \$40.00 (TTH)

TUITION REQUIREMENTS

1. Tuition must be paid in advance. (Be advised that if your account becomes **habitually** late, **your child will not be able to attend childcare** unless payments are up to date each Monday.)
2. Tuition received from the bank must be received by the appropriate deadline. (Be sure to designate payment to **SLS Preschool** to avoid confusion with the church account.) Payments can also be made through the Smartcare parent app using your checking account or credit card. Fees will be applied if using a credit card. Cash or check is also accepted.
3. 10% sibling discount is given to one additional child from the same family. Additional children of SLS Church Staff or Childcare Center Staff do not receive sibling discount.

VACATION CREDIT

1. Fulltime daycare children who attend **August through May** receive one week vacation credit.
2. Fulltime daycare children who attend **June through May** receive two weeks' vacation credit.
3. Credits run from June-May.
4. Credits must be used one full week at a time when the child is not in school.
5. Credits cannot be rolled over into the next year.
6. In order to receive credit, a vacation form must be filled out and turned in to the bookkeeper for approval.

LATE FEES

Late fees are assessed when the following conditions apply to your child's account:

1. **If your child is full daycare and paying weekly:** If your balance is **one week past** due, a \$25.00 late fee will be applied to your account. If your account is **2 weeks past due**, your child will not be eligible to continue to attend.
2. **If your child is preschool only or part-time daycare:** If your child's monthly tuition is not paid by the **end of the day on the 10th of the month**, a \$25.00 late fee will be assessed to your child's account. If your balance is not paid by the end of the current month, your child will not be eligible to continue to attend.
3. Your payment is considered late if it is not put into the collection box by the appropriate time indicated regardless of the date that is on the check. An account that is delinquent due to a family emergency will be handled on an individual basis. You must contact the office before the tuition due date to discuss this.

Invoices are sent out if tuition hasn't been turned in by the date required. They do not affect the conditions stated above concerning late fees. Payments of tuition are due regardless of the receipt of an invoice.

NSF FEES

An NSF fee of \$30.00 will be charged for each NSF check. If additional NSF checks are received, you will be required to pay by cash or credit card in advance for the remainder of your tuition payments. If you terminate your child's enrollment at the center and a balance is owed and is not paid in a timely manner, we reserve the right to turn your account over to a collection agency.

TERMINATION

1. Two (2) weeks' notice must be given for withdrawal from the center. There are no refunds of paid tuition, registration or supply fees.
2. Nonpayment of fees may result in termination of care. The Center will notify parents/guardians in person or in writing should this become necessary.
3. If a child is asked to withdraw from the center for behavioral reasons, the remainder of that child's monthly tuition will be refunded. Registration and supply fees will not be refunded.

PARENT NOTIFICATION AND REVIEW

CONFIRMATION FORM

(Please print)

The Parent/Legal guardian of: _____

(Please print)

I have received the Parent Policy Handbook. I have read and understand the policies and procedures. I agree to follow the policies and procedures including those listed below:

GENERAL POLICIES AND PROCEDURES

DAYCARE POLICIES AND PROCEDURES

CHILDREN SPECIFICS

HEALTH AND SAFETY

REGISTRATION PROCEDURES

FINANCIAL PROCEDURES

Parent/Legal Guardian Signature: _____

Date: _____

I have been informed of the policies and the policies have been made available to me for review. I know that these policies are always available for me to review. I know that copies are available in my child's room, in the director's office and available upon request from the front desk. Some policies or procedures are posted on the bulletin board of the lobby area.

To be signed and returned to the office