

# LSUA<sup>®</sup>

## Children's Center

Policies and Procedures Handbook

2023-2024

8100 Hwy 71 South  
Alexandria, LA 71302

318-473-6484

## Contact Information

### **Main Office**

Phone: 318-473-6484

Fax: 318-767-3977

Physical Address: 210 Thelma Ethridge Drive, Building 298  
Alexandria, LA 71302

Message through the ProCare App

### **Director**

Sarah Corley, LSMW

Phone: 318- 473-6408

Email: [scorley@lsua.edu](mailto:scorley@lsua.edu)

### **Assistant Director**

Danette Cormier

Phone: 318-473-6484

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### **Supervisor**

Vice Chancellor for Enrollment and Student Engagement

Dr. Abbey Bain

Phone: 318-427-4468

Email: [abbey@lsua.edu](mailto:abbey@lsua.edu)

### **Teachers and Employees**

<b>Infant Room:</b>	<b>Toddler I Room:</b>	<b>Toddler II Room:</b>	<b>Preschool:</b>	<b>Other Staff:</b>
Karlisha Young	Danette Cormier	Madison Bourge	Monia Stafford	Aliyah Robertson, Assistant Teacher
Peggy Kidder	Zaria Shepherd	Sage Wiles	Miya Owens	Harriet Williams, Cook
				Maddison Kidder, Program Coordinator

You can reach your child's lead teacher through ProCare messaging or by calling the center at 318-473-6484.

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## **Policies and Procedures**

Take a moment to read through this policy and procedure manual. This manual should answer most questions that you may have about our program. The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow. These policies and procedures will be kept current, made available to parents, and used to govern the operation of the LSUA Children's Center. These policies and procedures are based on the Child Care Facility Licensing Guidelines and regulations set forth by the Health Department. These policies become effective upon acceptance by the parent and/or guardian and the child care provider.

## **Introduction to the Program**

The LSUA Children's Center welcomes you! The LSUA Children's Center is a multi-purpose, non-profit, tax-exempt agency serving families within the community. Priority is given to LSUA or LSUE students and then to faculty and staff of LSUA or the LSU AgCenter. We do accept community members that are not affiliated with LSUA. Our program provides care for children from ages 6 weeks to 6 years old.

We strive to be the best early childhood program there is. Our program is centered around the children with an emphasis on a developmentally appropriate curriculum following guidelines established by the National Association for the Education of Young Children. We use a research-based curriculum that engages the students while providing a comprehensive foundation for early learning. Our teachers use song, finger-play, and structured play through centers to teach young children.

Children need opportunities to express themselves through art, music, language, and books. They also need time to relate to each other as they learn about friendships. We believe that children need help in finding solutions to conflicts and with loving guidance, they will find positive ways to relate to one another.

We believe children learn through cooperation, problem-solving, language, and mathematics as well as develop curiosity, self-esteem, strength, coordination, self-directions, and values when we enrich their play. They need a rich variety of materials such as blocks, puzzles, construction materials, etc... Materials in the learning environment also provide opportunities for children to learn through sensory experiences, exploring, observing, and other hands-on experiences. With a developmental approach to learning, teachers plan activities to meet the needs of the individual child as well as the whole group. The daily program includes balance between active and quiet periods.

## **Mission**

LSUA Children's Center provides high-quality care and education to young children whose parents are at school or work.

## **Purpose of LSUA Children's Center**

Our goals of the LSUA Children's Center are to:

- Provide high-quality childcare for young children
- Foster the total development of the child by providing a warm, safe, and stimulating environment
- Assist parents in acquiring knowledge of child development and keep them updated on current child laws and regulations

The Children's Center offers the following services:

- Provides high-quality care and education for the children of the LSUA community and surrounding areas
- Allows LSUA students and faculty to observe, learn from, and interact with children in order to pursue their degree
- Collaborates with other agencies in Central Louisiana that provide services to young children and families.

## **Philosophy of LSUA Children's Center**

- Children are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child. Every child is a valuable individual, and as such is treated with respect and dignity.
- Parents deserve to know that their child is being cared for in a warm, loving environment. Parents are a crucial part in the success of the early childhood program.
- Staff thrive in an environment that recognizes their talents, strengths, and education.
- Our center is here to enhance the lives of children and their parents by providing a caring and supportive service.

We believe that:

- Each child has infinite worth and is unique.
- A positive self-image is essential to the full development of each child.
- A child learns to accept themselves by being accepted; a child learns to love by being loved.
- A child develops trust by the constant caring response to their needs by the adults in their lives
- Love, joy, wonder, curiosity, love of learning, a sense of humor, and creativity are divine rights of children.
- It is vital to create a safe, warm, supportive environment where a child's emotional, social physical, and cognitive needs are met and development is enriched.
- Children from diverse backgrounds benefit from the interaction with each other.
- Young children with special needs and their peers benefit from learning together.
- Children with disabilities learn by participating in a routine program, with structured play activities that are challenging and interesting for young children.

## **Licensing Information**

LSUA Children's Center is a Type III Early Education Child Care Center licensed by the Louisiana Department of Education.

Type III regulations and information on licensed child care centers is available on the Louisiana Department of Education website: <https://louisianabelieves.com/early-childhood>. Licensing surveys are available online and by submitting a written request to the Louisiana Department of Education at the address below:

Department of Education

Division of Licensing

P.O. Box 4249

Baton Rouge, LA 70821

Phone: 225-342-9905 or Fax 225-342-2498

## **Days and Hours of Operation**

LSUA Children's Center is open 7:00 a.m. to 5:00 p.m. Monday thru Friday. We are closed on official LSUA holidays and will close for at least four (4) staff workdays. We may also close for extreme weather conditions; during these instances you will be notified as soon as possible through ProCare messaging and Facebook. If an issue arises within the center that conflicts with our licensing policies (electricity issue, sewer issue, etc.) we may require immediate closure in which parents will be notified and prompt pick-ups are expected.

## **Admission**

The LSUA Children's Center welcomes the applications of all families. We do not discriminate against any applicant because of race, color, creed, sex, national origin, disability, or special dietary needs. Any student, faculty/staff member, or community member wishing to enroll their child may apply.

All necessary enrollment forms must be completed and returned prior to admission. We will also need a current shot record, your registration fee, as well as a tuition deposit. For these fees, consult pages 8-10. It is the parent's responsibility to ensure all forms are updated immediately upon any changes. Some forms will need to be renewed once a year.

Applications are accepted in person at the center, by email, or online. Online applications can be found by clicking "Enroll Now" at: <https://www.lsuakids.org/>. You may also request an admission packet by emailing: [scorley@lsua.edu](mailto:scorley@lsua.edu) or stopping by LSUA Children's Center; this packet can be returned in-person or via email to [scorley@lsua.edu](mailto:scorley@lsua.edu)

## **Child Care Options**

LSUA Children's Center offers both full-time and part-time care. Full-time care is considered to be four (4) to five (5) days a week. Part-time care is offered on a two (2) or three (3) day basis. Once-a-week care may be allowed for LSUA/LSUE students only; this option is at the discretion of the director based on current enrollment and staffing and is not guaranteed. For LSUA/LSUE students, part-time care days are set by the parent at the beginning of each semester; the part-time days must be the same each week. Part-time days for those who are not LSUA/LSUE students will either be Tuesday/Thursday or Monday/Wednesday/Friday. For part-time students to attend on a day other than the requested part-time days, parents will be charged the daily rate.

## **Attendance**

Regular attendance is extremely important for your child to settle in well. Routine becomes part of your child's day. Children crave structure and predictability, and that helps teacher provide a peaceful learning environment. Staff needs an accurate count of students in order to better plan for the day. Mealtimes are planned early in the morning, as well as staffing arrangements.

### **Attendance of Children Not Enrolled**

Children who are not enrolled in the center must be accompanied by their parent and/or guardian, at all times, in order for the center to maintain staff-to-child ratios.

### **Arrival of Children**

Arrival times at LSUA Children's Center is from 7:00 a.m. to 9:00 a.m. Parents and/or guardians are required to ensure the arrival of their child prior to 9:00 a.m. Children who come after 9:00 a.m. will not be permitted to enter. \*

\*Exceptions for admittance following 9:00 a.m. include: doctor visits, emergencies, and outside events that are out of your control (such as a flat tire, stuck in traffic, etc...). LSUA Children's Center staff **MUST** be notified before 8:45 A.M. for the student to be admitted after 9:00. You can do so by calling: (381) 473-6484 or messaging through Pro Care. Please bring a doctor's note as applicable.

There will be a binder tracking late admittance. Those who are late for reasons other than appointments will be allowed three (3) times throughout the year (August-July) to be admitted after 9:00. After the third late admittance, the student will no longer be admitted after 9:00, with the exception of official appointments; staff must be previously notified and an excuse must be handed to staff at time of admittance. The late admittance procedure will rest each academic year.

Upon arrival parent must:

- Sign the child in on the iPad and put the child's take-home folder in the mail slot.
- **\*Childcare Assistance\***: Sign your child in on the tablet.
- You may walk your child to class or have a staff member take them back.
- If dropping your child off between 8:50 a.m. and 9:00 a.m., we will ask you to sit with them while they are eating breakfast. We are required to serve them breakfast, even if they have already eaten.

## **Departure of Children**

Departure time at the LSUA Children's Center is any time before 5:00 p.m. All children must be picked up no later than 5:00 p.m. Note the late payment policy of \$5.00/ minute found on page 9 in the handbook.

Once students are picked up, they are not allowed back during the same day, unless given prior approval by the Director.

Upon departure parents must:

- Sign the child out on the iPad.
- **\*Childcare Assistance\***: Sign your child out on the tablet.
- Check the child's mail slot for anything that needs to go home, including their take-home folder. Ensure that you have all the child's belongings.

## **Late Pick-Up**

Parents/ Guardians will be given a one-time warning for late pick-up (anything after 5:00 p.m.). During this time, the parents/guardians are given a five-minute window. If parents/guardians are not here within that five-minute window (by 5:05 p.m.), they will be charged \$5.00/ minute they are late after 5:05 p.m.

After the one-time warning, parent will be charged \$5.00/ minute they are late after 5:00 p.m. Parents/Guardians will have to sign for late pick-ups in the binder up front. Late fees must be paid that evening or by the next morning. The child **will not** be admitted unless the late fee has been paid upon next admittance.

Parents will be called at 5:00 p.m. if they have not picked up their child(ren). If the domiciliary parent (the parent that signed the child's enrollment paperwork) does not answer, LSUA Children Center staff will call the other parent on file, then the child's emergency contact, and then go down the authorized pick-up list until someone is reached. If by 6:00 p.m. the child has not been picked up and/or the center has been unable to contact any documented parents/guardians, LSUA Children Center Staff will contact LSUA's Campus Police at 318-473-6427 and they will determine next steps.

Parents are given three (3) times to pick-up their child after 5:00 p.m. Upon the fourth (4<sup>th</sup>) late pick-up the child's account will be assessed a late fee **and** the child will be suspended for the following school day. After the fifth (5<sup>th</sup>) late pick-up the child's account will be assessed the late fee **and** the child will be suspended for a week, with tuition still being charged. Following the sixth (6<sup>th</sup>) late pick-up the child's enrollment at LSUA Children's Center will be terminated, with two-weeks tuition still being owed.

## **Tuition & Fees**

### **Registration Fees:**

Registration fees are due when enrollment forms are submitted. Enrollment will not be considered completed until the registration fee has been paid. Registration fees are non-refundable.



If no space is available at the time of enrollment, your child will be placed on the waiting list after registration fee is made.

Registration fees are as followed:

- LSUA/LSUE Students: \$30.00
- LSUA Faculty/Staff: \$75.00
- Community Members: \$100.00

**Tuition:**

A deposit of one week’s tuition is due prior to a child attending LSUA Children’s Center; the tuition deposit will secure your child’s spot. A two weeks’ notice must be given for a student to disenroll; tuition will still be charged during this time. If a child is dropped without any notice, two weeks will still be charged and owed; this charge will be sent to LSUA Accounting for collection if necessary.

Tuition is billed monthly for the following month and is due by **the last Friday of the month**. If applying for Child Care Assistance (CCAP) and the B-3 Waived Tuition Program, it is the parent/guardian’s responsibility to fulfill all requirements in order to maintain eligibility. CCAP/B-3 may not cover all tuition and fees for LSUA Children’s Center; during this time, it is the parent’s responsibility to pay any remaining tuition. Failure to do so will result in the student being dropped from LSUA Children’s Center. Any extra fees (such as late fees, fundraising opportunities, etc. is not included as part of CCAP/B-3).

Tuition will be charged when LSUA Children’s Center is closed for state holidays, severe weather/severe weather threats, impromptu closures due to a center emergency, staff workdays, and COVID-related quarantines. Tuition will **not** be charged for the week that we are closed at the end of December.

At the end of each semester, LSUA/LSUE students who want their child to return to LSUA Children’s Center will need to submit a tuition deposit for the next semester. This will occur three times a year (at the end of the fall, spring, and summer semesters). Once the semester starts, the tuition deposit will pay for the child’s first week back. If the LSUA/LSUE student decides not to return, a two (2) weeks’ notice must be given. If notification is not made prior to the deadline, the deposit is non-refundable.

	LSUA Affiliated Parents	Community Parents	Infants
Full-Time	\$145.00	\$155.00	\$160.00
Part-Time, MWF	\$90.00	\$95.00	\$110.00
Part-Time, TTh	\$65.00	\$70.00	\$85.00
Daily Rate	\$35.00	\$50.00	\$55.00

### **Supply Fees:**

Parents will be billed a supply fee of \$50.00 for the fall and spring semesters. These fees take the place of providing school supplies, and ensures that teachers get exactly what their classrooms need throughout the school year.

### **Late Payment Fee**

Accounts will be assessed at the end of each month. Accounts that are not paid in full by the last Friday of each month will be assessed a \$25.00 charge.

### **Late Pick-Up Fee**

It is your responsibility to pick up your child on time. A parent who is late/will be late must notify the staff as soon as possible. Parents/Guardians will be given a one-time warning for late pick-up (anything after 5:00 p.m.). During this initial late pick-up, the parents/guardians are given a five-minute window. If parents/ guardians are not here within that five- minute window (by 5:05 p.m.), they will be charged \$5.00/ minute they are late after 5:05 p.m.

After the one-time warning, parent will be charged \$5.00/ minute they are late after 5:00 p.m. Late fees must be paid that evening or by the next morning. The child **will not** be admitted unless the late fee has been paid upon next admittance.

### **Payments:**

Payments can be made by check, money order, or debit/credit card through ProCare. Make check/money order payable to: LSUA Children's Center. Payments are to be made at the LSUA Children's Center by placing the check or money order in the gray lockbox which is located by the front desk. DO NOT hand the check or money order to staff; staff will not be responsible for any payments that are lost due to not being secured in the lockbox.

### **Late Payments:**

All payments are due by **the last Friday of the month**. Accounts that are not paid by the invoice date will be charged a \$25.00 late fee. This \$25.00 fee must be paid by the following Monday for the child to be admitted into the center. The late tuition will need to be paid off by the first Friday of the month.

### **Non-Sufficient Funds (NSF):**

If two payments are returned NSF to the LSUA Children's Center, checks will no longer be accepted; all payments will need to be in the form of a money order or by debit/credit card through ProCare. Payments made to cover the NSF charges for a returned check will be \$50.00, which is charged to the student's account and must be made at Accounting Services in the form of cash or money order.

For NSF returns through debit/credit card payments, the child's account will be charged \$.10 per attempted transaction.

For NSF returns through bank-to bank (ACH) transfers, the child's account will be charged \$3.50 per attempted transaction.

### **Past Due Accounts**

Late tuition needs to be paid by the first Friday of the month. If at this time the tuition is not paid, the child will not be able to return to the center until the amount is paid. Tuition will still be charged during this time. If the tuition is not paid within two weeks of the invoice date, the child's enrollment at LSUA Children's Center will be dropped and the tuition will be sent to LSUA Accounting for collection.

If you wish for your child to return to the LSUA Children's Center after enrollment has been cancelled, the past due balance, along with a new registration fee, must be paid to re-enroll your child.

**\*LSUA Students\*** All past due accounts will be turned over to LSUA Office of Accounting Services for collection the week prior to finals. Once turned over, a hold will be placed on your account which will cause grades to not be released and university privileges to be revoked.

**\*Non-Student Affiliation\*** Non-payment of tuition and fees for childcare will be reported to LSUA Accounting Services & Bursar's Office, then to the University's collection agency, and/or credit bureau according to the University Policy.

### **Deposit Procedures**

The responsible party will input checks/money orders in ProCare; an electronic receipt will be generated. Daily accounting procedures include:

- Running reports through ProCare show checks/money orders, cash, debit/credit card, and state-funded payments.
- Prepare an accounting memo using ProCare reports
- Take the reports, along with any cash, checks or money orders, and copies of checks/money orders to Accounting where the billing for the center is processed.

LSU of Alexandria  
Auxiliary Services  
8100 Hwy 71 South  
Alexandria, LA 71302  
Phone: 318-473-6579

### **Release of Children**

A child will be released only to the parent and/or guardian unless otherwise indicated on the registration form as an authorized pick-up person.

### **Unauthorized Individuals**

In the event that someone other than an authorized person is to pick up the child, the following procedures will be followed:

- **Written notification** must be provided to LSUA Children’s Center staff. A message through ProCare, email to [scorley@lsua.edu](mailto:scorley@lsua.edu) or [dcormier@lsua.edu](mailto:dcormier@lsua.edu), or fax at 318-767-3977 is acceptable. A message through ProCare is the preferred method.
- Picture identification will be required if that person is not known to the LSUA Children Center staff.
- Children will not be released to anyone under the age of 18.

If you no longer want someone to be on your child’s authorized pick-up list, a written request to remove the person needs to be given to the director. This does not include a parent that has formerly been listed on the master card. To take off a parent, court documents must be presented showing the parent has limited, or no, access to the child.

### **Non-Custodial Parents**

The LSUA Children’s Center ask that parents avoid using the center as “drop-off/pick-up” point during custody disputes.

Parents must provide a copy of any custody order and photo of non-custodial parents.

If the non-custodial parent insists that the child be released to him/her, LSUA Children Center staff will:

- Calmly state the center’s “Release of Children” policy
- Ensure all children and staff are safe
- Contact the custodial parent
- Call LSUA Police if parent tries to leave with the child(ren)

### **Intoxication Policy**

If a parent, guardian, or authorized person appears to be intoxicated upon arriving at the LSUA Children’s Center to pick up a child, the staff will instead ask if someone else should be called to pick-up the child. If this request is denied, the LSUA Children’s Center staff shall release the child then:

- Contact LSUA Campus Police and report the situation. We will give as much information as possible (the name of the child, the make, model, and color of the car as well as the license plate number). LSUA Campus Police will make the official determination.
- Contact the domiciliary parent on file to inform them of the situation. If the domiciliary parent is the one in question, the other parent and/or emergency contact on file shall be contacted.
- Staff onsite will complete a report to DCFS with the allegation of an impaired driver within 24 hours of the incident. The incident will also be reported to the state licensing facility.

### **Clothing and Possessions**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. We ask that tennis shoes are worn each day; **crocks, sandals, or boots are not**

**allowed.** We understand that some days children are intent on wearing a specific pair of shoes. In this case, please provide a pair of tennis shoes so that they can be worn when playing outside.

### **Cubbies & Mail Slots**

Children are provided with a cubby in the classroom, as well as a mail slot up front as a means of keeping their belonging together. Items should neither be removed nor placed in a cubby other than that belonging to one's own child. Additionally, each child will be given take-home folder. This folder will be used for communications, art projects, and other necessary paperwork. Please take and return your child's folder each day in order to keep efficiently transport any paperwork that is needed.

### **Personal Belongings**

Children often become so involved in activities at the center that they forget about the types of clothing they are wearing, causing accidents to occur. Please dress you child in sturdy, comfortable, and washable clothing labeled and/or marked with your child's name.

Parents of all children not toilet trained must supply disposable diapers. Parents are responsible for providing an adequate supply of disposable diapers each day and should ensure their child always has at least ten (10) diapers on hand. Routine diaper changes are accordance with the Bureau of Licensing guidelines. LSUA Children's Center does not routinely supply extra diapers. If the child runs out of diapers and/or wipes, and does not have any left, though they have been previously requested, the parent will be contacted to either pick-up the child or bring the needed diapers and wipes.

Parents must provide an ample supply of underwear and clothing for their child that may be used in case of toileting accidents. At least 2 complete changes of clothing are required for children of all ages. Provide these clothing items in Ziplock bags with your child's name on them. If children do not have a change of clothing when it is needed, either the parent needs to bring the needed sets of clothes or the child needs to go home for the day. Please make sure to adjust the extra clothing as the seasons change.

### **Checklist of items that must be at the center when you child is present**

- Diapers (or Pull-Ups with **Velcro** sides if potty training) labeled with name on the package.
- Wipes with name on the outside.
- Bottles labeled with name on both the bottle & bottle top. Fill the bottle with the correct amount of water. If using breastmilk also label the bottles with the date the milk was expressed. (Infants only)
- Sectioned formula-dispenser labeled with name, with formula already portioned into each section (Infants only)

- Two (2) complete changes of clothes in a labeled Ziploc bag – two-piece outfits that are easy to get on and off- marked with the child’s name.
- Extra training pants/underwear if the child is being toilet trained or has frequent accidents. We recommend the one-piece training pants with plastic cover, which can be found at Walmart. “Pull- Ups” are not considered training pants.
- Appropriate clothing for seasonal outdoor play- hats, mittens, boots, coats for winter, jacket and hat for fall and spring- marked with child’s name.
- Fitted crib sheet and lightweight blanket for naptime, marked with child’s name.

### **Your Child Should Not Bring**

- Toys
- Food
- Drinks
- Gum
- Jewelry
- Talcum Powder

### **Toys**

Toys brought from home present problems for the children and staff because they are often difficult to share and may get broken. If it becomes necessary for a child to bring a toy from home, it must be something that can be shared by a group of children (ex: Books, CDs, Games, etc.) or it must be left in the child’s cubby upon arrival. Toys that resemble weapon are NOT acceptable at the LSUA Children’s Center. If your child has a special, expensive, or multi-piece toy, please keep it at home.

### **Health, Safety, and Nutrition**

The LSUA Children’s Center has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, and nutrition.

### **Food/Nutrition/Menus**

Eating nutritious food is an important part of each child’s day. Food provided by the LSUA Children’s Center will be selected in accordance with the Child and Adult Care Food Program (CACFP). The LSUA Children’s Center will provide all children with well-balance hot meals, and a nutritious snack daily.

The LSUA Children’s Center participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture (USDA). All meals served to children under the CACFP are served free, regardless of race, color, national origin, gender, age, or disability. The USDA prohibits discrimination in all its programs and activities. Parents are required to complete an income eligibility form for CACFP purposes; this documentation will be collected along with the rest of the enrollment paperwork.

Children are **not** to bring food (including breakfast), drinks (including juice), gum, or candy with them to the LSUA Children's Center. Menus are available to parents and can always be found posted by iPad in the front entrance. If your child has food in their possession while arriving at the Children's Center, allow them to finish it in the car or dispose of it when entering the building.

If it is the child's birthday and a parent wishes to bring a treat for the class, parents must come after the child's designated snack time. Treats must be store-bought and in an unopened container.

### **Special Dietary Needs**

Parents/guardians are to inform the LSUA Children's Center staff in writing of any special dietary needs or food allergies. The LSUA Children's Center policy is to accommodate children with special dietary needs (and allergies) as much as possible. Substitutions will be made if readily available

For medically-necessary dietary restrictions, LSUA Children's Center requires a medical statement. We keep one both in the kitchen and on-file for CACFP purposes. A medical statement as been provided at the back of this manual for convenience.

Special dietary needs for religious purposes will also be accommodated. Please provide a written note stating what foods the child is not able to eat, as well as some suggestions of food-alternatives that the child enjoys.

### **Infant Feeding**

LSUA Children's Center requires parents to bring in all bottles labeled with the child's first and last name. Bottle tops should also be labeled for convenience of LSUA Children's Center staff.

#### **Breastfeeding**

Parents who are breastfeeding will be provided a private place to do so if they choose to come to the center to feed.

Breastmilk bottles/bags must be labeled with the child's name and date the milk was expressed.

LSUA Children's Center will accept frozen breastmilk. The frozen breastmilk must be labeled with: child's name, amount, date it was expressed, and expiration date. At the end of the week, any extra frozen breastmilk will be returned to the parent.

#### **Formula**

Parents who feed their child formula need to send the bottles already filled with the correct amount of water along with a sectioned formula container that has formula already portioned out. This will ensure that your child is getting exactly what you want them to get.

If your infant has acid reflux and needs to sit up for longer than 30 minutes after being fed, LSUA Children's Center needs a doctor's note stating the need for this and the proper way to incline the child.

At 6 months infants can be fed table food. Talk with your child's teacher about whether or not you want your child to be fed table food. You will need to sign a form at six months stating that you are ready to feed your child table food, along with noting any stipulations you may have regarding what the child eats.

If the child is younger than 6 months, table food will not be fed without the written expression of the child's doctor.

### **Napping/ Resting**

Infants and toddlers all have individual sleeping patterns, and the LSUA Children's Center will try to meet the pattern of each child while getting them into a daily routine.

All children at the LSUA Children's Center participate in a time of rest during the early afternoon during which soft relaxing music is played. It is our policy that if a child falls asleep, their body requires that rest, and we will make no effort to keep a child awake during this time.

Children will be provided with an assigned mat on which they will lay to rest. Parents are asked to provide a fabric mat cover or fitted crib sheet and a lightweight blanket. If a pillow is brought it must be a small pillow with a removable cover. Bedding must be taken home for cleaning at the end of each week.

Rest time is a part of the daily schedule and is required by Child Care Facility Licensing Guidelines for child care centers. Toddler and Preschool children are required to lie on a mat to rest or sleep for at least seventy-five (75) minutes per day.

Children are welcome to have security objects such as stuffed animals, small dolls, (must also be brought home weekly to be cleaned) or pacifiers at rest time ONLY if they are important to the child.

### **Daily Health Inspection**

Staff on duty are responsible for performing a health check every day as children arrive at LSUA Children's Center. Teachers are to check for possible symptoms of a contagious illness, such as temperature, runny nose, cough, etc.... If any insect bites, bumps, or bruises are seen upon arrival, teachers will ask for an explanation from the parent and note this observation and explanation in ProCare. Staff is also required to do temperature checks before the child is able to sign in for the day.

If the teacher detects such an illness, the child will not be allowed to enter the center.

Parents must sign their child in; by checking the child is for the day, parents are certifying that they are unaware of any contagious symptoms and that the child has not taken any fever reducing medication in the last 24 hours. If they have taken such medication, an explanation will be asked from the parents.



## **Immunizations**

The LSUA Children's Center is required by Childcare Facility Licensing Guidelines to keep an up-to-date copy of each child's immunization record (State of Louisiana Universal Certificate of Immunization) on file with a valid expiration date in case an outbreak should occur.

### **Immunization Exemptions**

If a child is unable to receive any immunizations at the specified time, a Temporary Medical Exemption form must be obtained from the physician. This will allow your child to continue enrollment at the LSUA Children's Center.

## **Illness and/or Disease**

### **Parent Notification**

The parent/guardian of any child who becomes ill or is injured while attending the LSUA Children's Center will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but produces symptoms causing moderate discomfort to the child, such as (but not limited to), any of the following: elevated temperature, vomiting, or diarrhea. Special problems or significant developments will be communicated to the parent/guardian as soon as they arise.

If symptoms start throughout the day, the child will be isolated from other children and the parent/guardian will be notified to come pick up their child immediately. You will be given an hour window to come pick-up your child. If someone is not here after an hour, center staff will call the parent to gain an eta. This delayed pick-up will be documented. If it happens a second time, the child will be suspended; this suspension will start the day after the required quarantine day. If this delay happens a third time the child's enrollment at LSUA Children's Center will be terminated. This procedure will reset every academic school year (August-July).

### **Contagious Illness or Disease**

It is important for the parent/guardian to inform the LSUA Children's Center as soon as a contagious illness or disease is detected and that the child does not attend LSUA Children's Center during the illness. Knowingly sending your child to the center with a contagious illness, or recent exposure to COVID, could result in immediate termination from LSUA Children's Center's program.

A doctor's release is required for re-admittance of a child after a diagnosis and treatment of a contagious illness or disease. In the event of viral illness (vomiting, diarrhea, etc...) or in the case of a 100.1°F or higher, the child should remain out of LSUA Children's Center for a minimum of 24 hours after being fever or symptom free (without the aid of medication). This includes the school day that the child was sent home as well as the following day.

Children with illness or symptoms listed under the guidelines for illness/symptom exclusion section shall be excluded from the center based on potential contagiousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

### **Communicable Disease Chart**

The current communicable disease chart of recommendation for exclusion of sick children from the home their re-admission will be followed. Any cases or suspected case of notifiable communicable diseases listed on the disease chart will be reported to the Department of Health and Hospitals. If a child at the LSUA Children's Center contracts a communicable disease, the parents/guardians of all enrolled children will be notified of the occurrence by phone call, text, posted notice, or written letter.

Ill children may return to care 24 hours after symptoms of the illness end without the aid of medications.

### **Guidelines for illness/symptom exclusion**

- Meningococcal (*Neisseria meningitidis*): Well, with proof of no carriage.<sup>1</sup>
- Hib Disease (*Haemophilus influenzae* type B): Well, with proof of no carriage
- Diarrhea: 2 or more (loose stools, diarrhea, resolved or contained in the diaper) or 1 (loose stool not contained in the diaper or toilet)
- Temperature of unknown origin, 100.0°F or higher, cleared by the child's physician or health department.
- Chicken Pox: Skin lesions (blisters) scabbed over completely
- Hepatitis A: One week after illness started and fever free
- HIV/AIDS: Until child's health, neurological immune system is deemed appropriate (on a case-by-case basis) by qualified persons<sup>2</sup> including the child's physician, chosen by the child's parent/guardian, and the Director.
- Undiagnosed: generalized well/cleared rash by child's physician
- Any child with: a sudden onset of evaluated and cleared vomiting, irritability, or excessive sleepiness by a physician
- COVID: Those who have Covid are able to return after 10 days from their positive test date as long as they have been fever-free for 24 hours and their other symptoms are improving (their respiratory symptoms must be almost gone). Children who are exposed to COVID within 90 days of previously having COVID do not need to quarantine. These guidelines will be updated as new LDOE guidelines are released.

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<sup>1</sup> Proof of no carriage. Either by completion of appropriate drug regimen or any negative throat culture obtained after completion of treatment of meningitis.

<sup>2</sup> These persons should include the child's physician and other qualified individual such as the Director, a representative of the State's Office of Public Health, a child development specialist who should be able to evaluate whether the child will receive optimal care in the specified program being considered and where the HIV-infected child poses a potential threat to others.

## **Child Abuse and Neglect**

LSUA Children's Center staff are mandated reporters; staff is required by law to report suspected cases of child abuse and/or neglect. Staff member(s) who suspect abuse or neglect will make an online report to the Department of Child and Family Services. For instances where staff believes there is immediate danger to the child, the Child Protection Hotline at 1-855-452-5437 will be called, followed by an online written report, as well as an incident report to the state licensing facility within 24-hours of the DCFS report.

## **Health Policies**

LSUA Children's Center will ensure that each employee receives a total of three hours of training every two years on infectious diseases, health and safety, and/or food service preparation. Whenever possible, this training should be provided during regular working hours.

### **Handwashing**

Children and staff shall wash their hands at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with bodily fluids (urine, stool, saliva, blood, or nasal discharge).

Teachers are to monitor handwashing. The director or assistant director will have weekly monitoring handwashing checks to ensure handwashing procedures are followed.

Children and staff are to follow this handwashing procedure:

1. Wet hand with clean, running water (warm or cold) and apply soap.
  2. Lather hands by rubbing them together with soap. Wash the backs of hands, between fingers, and under fingernails.
  3. Scrub hands for at least 20 seconds.
  4. Rinse hands well under warm, clean, running water.
  5. Dry hands using a clean towel. Turn off the water with a paper towel.
  6. Throw paper towel in the trash.
- LSUA Children's Center will ensure that noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic-lined and covered garbage container.
  - LSUA Children's Center staff will ensure that draining or oozing cuts or sores shall be covered.
  - LSUA Children's Center staff has routine procedures for handling blood, blood-containing fluids, and fluids coming from wounds of all children in the center.
    - For spills of vomit, urine, and feces: floors, walls, bathrooms, table tops, toys, kitchen countertops, and diaper hanging tables shall be cleaned and disinfected
    - For spills of blood or blood-containing body fluids and/or injury and tissue discharge: the area shall be cleaned and disinfected. Gloves shall be used in these

situations, unless the amount of blood or bodily fluid is so small that it can easily be contained by the material used for cleaning.

- Persons involved in cleaning contaminated surfaces shall avoid exposure of open skin sores or mucous membranes to blood or blood-containing bodily fluids and/or injury or tissues discharges by using gloves to protect hands when cleaning contaminated surfaces.
- Mops shall be cleaned, rinsed in sanitizing solution and then wrung as dry as possible before being hung to dry.
- Blood contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.

### **Bulb Suctioning**

**\*For infants only\***

Parents must provide and demonstrate how to use their suctioning device. Please also provide written steps on how the suctioning device should be used; after training the teacher on usage both the parent and the teacher will sign and date the instruction sheet.

Each child must have their own bulb suction device, if it is needed. The LSUA Children's Center will suction a maximum of 2 times per day. Suction devices will be cleaned immediately with soap and water, or as otherwise directed by the parent. The bulb will be sent home daily with the child.

### **Non-Prescription & Prescription Medications**

**All medication should be administered at home when possible.**

Administration of medications at the LSUA Children's Center is regulated by Child Care Facility Licensing Guidelines. This policy protects children, parents and staff. The LSUA Children's Center staff is not qualified to make "judgement calls" as to when medications are appropriate. Only medication with a doctor's note will be given.

All medication, both prescription and non-prescription will be sent home on a daily basis. The Medication Authorization Form has been included in the back of this handbook for your convenience.

The Medication Authorization Form must be filled out for each medication that is to be administered by LSUA Children's Center staff. Each prescribed medication must be accompanied by the dated pharmaceutical information pamphlet that indicates the information listed below:

- Child's name
- Medication
- Dosage instructions
- Prescribing physician
- Dispensing pharmacy
- Possible Side Effects

### **Non-Prescription Medications**

For non-prescription medication, the same Medication Authorization Form must be completed. Also, a form signed by the child(ren)'s doctor indicating his recommendation for the use of medication will be kept on file. Any medication brought to the LSUA Children's Center must be in a new unopened container and be accompanied by a list of possible side effects. The medicine must be clearly labeled with the child's name and shall not have an expired date. Medication will not be administered on an "as needed" basis.

### **Topical Creams**

Parents will be asked to complete a generic medication form with items such as diaper rash cream, calamine lotion, etc. every six months so that we have it on hand if necessary. Parents are free to revoke the medication form at any time, or prohibit certain item on the form from being used. Diaper rash cream and sunscreen are to be sent by the parent.

### **Sunscreen/Insect Repellent**

During the summer months, parents are encouraged to apply sunscreen, and/or insect repellent of their child(ren) before they are signed in for the day, as children will be outside at different times throughout the day. Teachers are not allowed to apply insect repellent.

### **Accidents/Medical Emergencies**

LSUA Children's Center staff shall be trained in Infant/Child/Adult CPR and First Aid in accordance to the Department of Children and Family Services. If a child is involved in an accident while at the center, the incident will be evaluated for treatment. Most accidents will be treated with tender loving care (soap, water, a band-aid, and hugs). Any bump, scratch, or ding above the neck requires the parent to be notified immediately. If the Director or staff-in-charge feels that more care is warranted, EMS as well as the LSUA's Occupational Health and Safety Director will be notified. All accidents/incidents will be typed into ProCare by the end of the day. Any incidents requiring medical care shall be reported to licensing along with the Incident Report Form within twenty-four (24) hours.

### **Emergency Medical Care**

In the event of an emergency, a parent and/or guardian of the child will be called. If necessary, the child will be transported by ambulance to the nearest hospital, and LSUA's Occupational Health and Safety Director will be notified. The incident will be written on an Incident Report Form and reported licensing within twenty-four (24) hours.

### **Guidance and Treatment of Children**

The LSUA Children's Center will adhere to the Child Care Facility Licensing Guidelines.

The daily schedule, curriculum, learning environments, and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the

individual development of each child's self-help and self-control skills, teachers maintain daily routines and set limits within each group. These routines and limits are frequently discussed and defined with the children. Consistency, or knowing what to expect throughout the day, helps children develop a sense of trust and understanding in their environment.

Positive, guiding, communication with each child is the primary practice of staff at the LSUA Children's Center to help children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively in classroom activities. Teachers model language and appropriate ways for children to express their feelings and emotions. All children are encouraged to, and shown how to, use words to explain what they want, what they need, and how they feel. Appropriate and positive behaviors are recognized and reaffirmed daily.

Since the program is responsible for the well-being of all children in a large group setting, it is our policy to call for timely parent-teacher conferences when a child requires more attention than is feasible. In this way, solutions can be worked out together. Occasionally outside professional consultation or evaluation may be necessary.

Sometimes a child does not adjust to the childcare environment or a child's repeated behavior interferes with the daily activities of the center. In such cases, the parents/guardians must be available to meet with the center staff to attempt to resolve the difficulty. Once the problem has been identified and discussed with the parent(s) and/or guardian, the center reserves the right to request the child leave the program if there is no improvement in the child's behavior.

We will not tolerate swearing or biased language. If your child uses such language, you will be informed and asked to discourage the behavior. It is the staff's philosophy that every day is a new day: teacher and children together, start each day with a clean slate.

Parents are encouraged to discuss any areas of interest or concern with the Director regarding behavior guidance.

Any serious concerns will be discussed with the Director, the child's teacher, and the child's family so that a collaborative approach can be applied to encourage appropriate behavior.

### **Behavior Guidance Management**

The partnership between parents and teachers is essential to make the advancement of the child's autonomy and integrity a real and functional accomplishment. The purpose of all "behavior guidance" at the LSUA Children's Center is to help children become self-managing and socially responsible. Positive, non-punitive methods are used in the pursuit of this goal. Behavior guidance and management are directed toward improving the child's understanding of social expectations, developing appropriate ways of behaving in given situations and understanding the cause and effects of the feelings and actions experienced. LSUA Children's Center uses Conscious Discipline® to help children understand, express, and manage their emotions.

Physical punishment, threats, or intimidation of a child are prohibited at the LSUA Children's Center. Instead, techniques are used for diverting attention to constructive pursuits, compromising/arbitrating differences, extruding understanding of the reasons for "rules", and encouraging children to seek alternatives within the boundaries of their abilities.

In alliance with our Conscious Discipline® curriculum, a safe space will be available in the Toddler I, Toddler II, and Preschool classrooms so that students who are overly emotional are able to go sit in the space to calm down. The space will be filled with sensory items, feely-buddies, and other resources with the intention to help the student calm down. The safe space **is not** a time-out; it is a voluntary space where children can go in the classroom where they are able to acknowledge their emotions. In some instances, in order to help a distressed child to regain self-control, the child will be removed from the situation and allowed a private time to quiet himself/herself before rejoining classroom activities. A reassuring adult will assist the child in regain self-control.

### **Discipline**

At no time will a child be subjected to physical punishment or shaming, frightening, or humiliating methods. There will be no type of verbal abuse, derogatory remarks, or deprivation of a meal or any part of a meal in order to punish a child. No person, including, but not limited to, parents and/or guardians may use such methods of discipline while on the premises of the LSUA Children’s Center.

### **Prohibited Disciplinary Methods**

The following methods of discipline are prohibited at the LSUA Children’s Center:

- Physical or corporal punishment 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.
- Verbal abuse which includes, but is not limited to: using offensive or profane language, telling a child to “shut-up”, or making derogatory remarks about children and/or family members of children in the presence of children.
- The threat of a prohibited action even if there is no intent to follow through with the threat
- Being discipline by another child
- Being bullied by another child
- Being deprived of food or beverages
- Being restrained by devices such as high chairs or feeding tables for disciplinary purposes
- Having active play time withheld for disciplinary purposes. \*\*Timeout may be used during active play time for an infraction that occurred during playtime.

### **Time-Out Policy**

If it is necessary to use timeout with a child in order to maintain the well-being and safety of the child and the group, the teacher of the child will notify the parent/guardian of the child no later than when the child is picked-up for the day.

If a child has several timeout periods, the parent and/or guardian will be called in to have a parent-teacher conferences.

- Timeout shall not be used for children under age 2

- A timeout shall take place within sight of LSUA Children’s Center staff
- The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age
- For children over age six, a timeout may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

### **Biting Policy and Guidelines**

Children biting in the LSUA Children’s Center will be taken very seriously.

- First Aid will be given immediately to the bitten child.
- An incident report will be put into ProCare for the victim and the biter. The bite will also be recorded in a biting log in order to keep track of the children who bite, the dates, times, activities, and those who were supervising during the incidence.
- If the bite breaks the skin, parents of both parties will be notified immediately. The biter will be sent home for the remainder of the day if the bite breaks the skin.
- We are not able to provide one-on-one childcare. If a child is requiring one-on-one care to prevent biting, then the Director will be notified.
- Extreme circumstances of repeated acts of aggression within one day and/or broken skin will require the biter to be picked up immediately from the LSUA Children’s Center. The child may return only after a meeting is held between the Director, the child’s parents and/ or guardian, and the child’s teachers to discuss corrective measures.
- Each time a child bites, director and classroom teacher will evaluate the possible reasoning for a bite (to communicate, out of aggression, boredom, etc...). This assessment will be included in the biting log.
- There will be a limit to the number of bites a child can inflict: six bites in a six-month period. After the first three biting occurrences the child will be sent home for the day. After two more bites the director, parent and/ or guardian, and the child’s teacher will meet again to discuss corrective measures. Upon the sixth bite and all corrective measures have been taken the child will be terminated.
- We know that biting is a developmental phase for young children. For one-year-olds and young two-year-old’s (30 months or less) the limitation of biting incidents will be at the discretion of the director and classroom teacher. If the biting is deemed to occur due to attempts with communication, the teacher(s) and Director will work with the student and parents in order to help the child communicate in ways other than biting. If the biting is deemed to be out of aggression, the aforementioned biting limitation (6 bites in 6 months) will be upheld.

### **Parental Involvement**

If at any time LSUA Children’s Center staff determines a parent-teacher conference is necessary to discuss a child’s behavioral issue(s) within the center, the parent must attend the scheduled meeting. The child will not be allowed to attend the center until the conference is scheduled. If the parent does not attend the scheduled meeting the child will not be able to return until the parent-teacher conference occurs. Tuition will still be paid during this time.



## **Program Activities**

### **Outdoor Activity and Participation**

Outside play is an integral part of a child's day at LSUA Children's Center, and except during extreme weather conditions, all children will participate in outside activities. Teachers determine when outdoor activities cannot occur based on several considerations including temperature, wind chill factor, humidity, and age of children. It is recommended that hats and/or caps with ear coverings be left at the center for windy or cold weather. If a child must remain indoors for medical reasons, other arrangements for childcare should be made, as extra personnel are not available to provide one-on-one care for children. If there is available staffing for one-on-one care, LSUA Children's Center needs a doctor's note confirming that the child is not able to play outside and why.

Children will be outside for a minimum of 60 minutes per day. This could be done at one time, or split up between the morning and afternoon. While on the playground, staff will be actively supervising and engaging with the children. There are a variety of materials and play structures available to children during this time. Children are mostly allowed to free play while outside, but structured outdoor play time will also happen from time to time.

LSUA Children's Center have stations that are sometimes utilized outside. These stations include activities such as gardening, art, and dramatic play. Children will practice skills such as growing a garden, balancing, kicking, etc.

### **Specials**

LSUA Children's Center is proud to offer specials when there is staff available to do so. The specials include art, physical education (P.E.), and library time. All specials will be planned to enhance the concepts that the students are learning in class. The permission form for library time (done at the LSUA Library) will be signed upon enrollment and once-a-year afterwards.

### **Water Activities**

Water activities in depth of over two (2) feet are not provided. Water play days will be held during the summer for children of all ages. Parents need to make sure children arrive wearing a swimsuit, coverup, waterproof shoes, sunscreen, and swim diaper if applicable. A towel and a full change of clothes (including shoes, underwear, and socks) need to be labeled and placed in your child's cubby for after water play. We ask that parents apply sunscreen before sending their child to school if needed.

### **Non-Vehicular Excursions**

On occasions the LSUA Children Center will attend events on the campus, at the LSU Evac Center located adjacent to campus, or go look at the LSUA AgCenter farm. Students will also go to the library and do nature walks around campus. Upon

enrollment, parents sign the permission form for these trips to occur. Permission forms will be updated annually.

Some events, such as Trick-or-Treating, the Thanksgiving Meal, and Christmas program activities will have an annual permission form that is signed in advance. However, you will be reminded as those holidays come around of where the children are going and what they will be doing.

For any other activity that is not listed, a permission form with the location and activity information will be sent home with the students. The forms must be returned in order for students to attend these excursions.

A non-vehicular excursion log will be kept for each event which includes the time & date, location, and children and staff that attended.

### **Field Trips**

If LSUA Children's Center were to do a field trip, parent(s)/guardian(s) would have to ensure transportation for their child(ren) to the location and then to the center, if applicable. During this time, the child(ren) will not be signed into the center, therefore not the responsibility of center staff. After the field trip ends, the parent may transport the child(ren) to the center to be attend for the remainder of the day if that is needed. For children not participating in the field trip, staff will be present at the center to supervise.

### **Technology & Electronic Devices**

The LSUA Children's Center abides by the licensing regulations for electronic devices in the center. Electronic devices that are referenced in this policy include, but are not limited to, television, computers, iPads, and other hand-held devices.

Any activity that includes an electronic device for children under age two (2) is prohibited. For children two (2) and older, activities with an electronic device will not exceed two hours per day. For a movie or show the time limit will not exceed one (1) hour per day.

LSUA Children's Center believes play is important for young children and will not regularly allow children access to an electronic device. Children will not have access to a computer at any time. Children will not be able to play video games at any time. Children may at times play educational games through an app on an iPad.

Children ages two (2) and older will sometimes be permitted to watch a movie, show, or YouTube content. YouTube content will be educational, or an age-appropriate show that has been requested by the student; this activity will be monitored by a staff member at all time. Only "G" rated movies and shows will be shown to students of any age. This will not exceed one (1) hour a day.

Parents will sign a permission form stating their approval/disapproval for their child to use an electronic device. Forms will be kept in the child's file and updated annually.

### **Birthdays/ Holidays**

Parents who do not want their child to participate in holiday or birthday events must notify the Director in writing upon admittance to LSUA Children's Center. Accommodations will be made for students who do not participate in holiday and birthday events.

#### **Holidays**

Each classroom may celebrate special holidays at the appropriate developmental level for that age group. Holidays are viewed as opportunities to explore how and what people celebrate. Generally, celebrations will be very low key and short in duration. Parents who wish to share special holidays customs are encouraged to discuss this opportunity with the Program Coordinator.

#### **Birthdays**

Each birthday is very exciting and the LSUA Children's Center staff would be happy to allow your child to celebrate his/ her birthday with their classmates. The LSUA Children's Center has to follow certain guidelines that are set in place by the State Board of Health to ensure the safety of all children. All baked items must be purchased from a "licensed" individual; no home- baked goods are allowed.

Celebrations must be held after snack time (2:45 at the earliest). Please check with your child's teacher to set a date and time for your child's birthday celebration. Parents are free to join with prior approval from a director; parents must be supervised by a staff member that is not supervising children. Families are prohibited from distributing invitations to private birthday parties via the LSUA Children's Center unless the entire class is invited.

### **Parent/ Family Involvement**

The LSUA Children's Center encourages active parent involvement. Parents and staff share a common concern for the commitment to each child's development. Communication and cooperation are essential. All parents are welcome to visit, phone or send notes whenever they deem necessary.

#### **Communication**

The LSUA Children Center supports an "Open Door" Policy. Communication should be ongoing in order that a parent and teachers share their knowledge about the child's particular needs and special experiences.

Parents are welcome to drop in and observe at any time as long as the child is actively enrolled. Through observation, parents can gain a deeper understanding of their child and the program. Some parents have special talents, skills, or experiences that they can share with their children. You are not permitted to take pictures or videos of children other than your own when observing classroom activities. As a note, if your child sees you during a drop-in, they may get very emotional when you go to leave; this is something you will want to consider before coming over to see your child.

If consultation with a staff member is desired, you must schedule a time to come meet with your child's teacher and/or director. This will allow the teachers to devote their time to conversation at hand without trying to talk and be responsible for the children they are caring for.

Parents can expect ongoing communication with the staff concerning:

- Their child(ren)'s progress
- Program activities
- Center operations

Parents are asked to make themselves familiar with the Parent Handbook which states the LSUA Children Centers' Policies and Procedures.

Parent-teacher conferences will be held twice a year. These conferences are not mandatory, but encouraged.

Parents concerned with the care of their child, or any incident at LSUA Children's Center, are urged to speak with the teacher, and if not satisfied then talk to the Director.

### **Parent Orientation**

In the fall, LSUA Children's Center will hold a Parent Orientation. This is an opportunity for parents to visit their child's center and classroom as well as learn more about the specific plans for the upcoming school year.

### **Family Social Events**

Every year there are several opportunities for families to get together through celebrations, play days, and more. These social events will provide a chance for parents to meet their child's friends and classmates, other parents, teachers, volunteers, and student workers.

### **Parent Education**

LSUA Children's Center will provide educational handouts to families over a variety of topics. Handouts will be placed in each child's mail slot.

The LSUA Children's Center will sponsor a forum for ongoing parent education in the fall and spring. Speakers will present information on various parenting issues and topics.

## **Transitions to Other Classes**

Age is only one of the criteria used to judge a child's placement in other age groups. Multiple considerations will be used including but not limited to:

1. Child's birth date
2. Class observation
3. Child's readiness for experiences with an older group of children
4. Social, emotional, general cognitive development
5. Availability in the room

When the determination is made that the child is ready to be placed in the next class, and space is available, the parent will be notified. At that time all parties involved will discuss the transition plan and arrangements will be made for a smooth, gradual entry to the new classroom

Arrangements will be made to advance students near the beginning of the semester to allow room for new students wishing to enroll. As a general rule of thumb- children will be moved up according to the following.

1. A child whose birthday falls before September 30<sup>th</sup> will be moved up at the beginning of the Fall Semester
2. A child whose birthday falls before March 30<sup>th</sup> will be moved up at the beginning of the Spring Semester, if there's room available.
3. A child whose birthday falls before July 30<sup>th</sup> will be moved up at the beginning of the Summer Semester, if there's room available

## **Transportation**

The LSUA Children Center does not provide any form of transportation to and from the facility, except in the case of emergency evacuations.

## **Photography/ Video**

The LSUA Children's Center exists to provide early care and educational opportunities for the children of the LSUA community, as well as providing experiences for students enrolled in classes at LSUA. Under the supervision of instructors, LSUA students may observe, photograph record (audio and video) and interact with the children and staff as a part of their academic studies. No LSUA student will be allowed to participate in the activities until he/she has read and signed a statement promising to adhere to the same strict confidentiality guidelines as the LSUA Children's Center staff and parents. LSUA students will not be alone with the children, unless they have been cleared through the state's child background check.

Pictures taken in the LSUA Children Center will be for the enjoyment of the center staff, parents, and promotion as needed. Each parent will be asked to sign a consent form stating whether or not if photos can be taken of their child(ren). Photographs and videos will be used for, including but not limited to: ProCare, Facebook, documentation through our assessment portal Teaching

Strategies Gold, internal LSUA campus emails (for both LSUA students and staff), the LSUA Children's Center yearbook, slideshows, and other classroom uses.

### **Confidentiality and Security of Files**

The LSUA Children's Center is responsible for the maintenance and security of children's records. Records shall be the property of the LSUA Children's Center, and the Director, as custodian, shall secure records against loss, tampering, and/or unauthorized use.

The LSUA Children's Center shall maintain the confidentiality of all children's records. Employees of the LSUA Children's Center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.

The LSUA Children's Center shall obtain written, informed consent from the parent prior to releasing any information or photographs from which the children might be identified, except for authorized state and federal agencies.

Children are a huge source of enjoyment and provide a constant supply of great stories. As you and your child attend LSUA (University or Children's Center), you will become familiar with other children and families, and wish to share stories about your child and his/her friends. Please maintain the confidentiality of identity when discussing other children. We expect the same of parents and others that we do of our staff.

### **Emergency Preparedness**

In case if emergency, the LSUA Children Center has an Emergency Preparedness kit. This kit contains enough emergency supplies to take care of all the children and LSUA Children's Center Staff.

#### **Emergency Evacuation Procedure**

- In the event of an emergency that requires evacuation of the LSUA Children's Center, all children will be taken to the emergency meeting place which is Riverview Baptist Church located at 8709 Hwy 1 South Alexandria, LA 71302. A map has been provided in this handbook for your convenience.
- LSUA Police and Employees will assist with transporting the children to the meeting place. First priority is to get the children away from the danger as safely and quickly as possible.
- Each child will have an emergency contact card, with the child's name, medical number, emergency number and contact people. This will be taken, and parents will be contacted for pickup as soon as possible. The first emergency notification will come through ProCare as a message. Once we are situated safely LSUA Children's Center staff will begin calling parents, if phone service is accessible. Notification will be left on the door of LSUA Children Center as to our location as well.

### **Emergency Drills**

In accordance with Child Care Facility Licensing Guidelines emergency drills must be completed at the LSUA Children's Center.

Fire drills are practiced monthly.

Tornado/ evacuation drills are practiced in March, April, May, & June.

Active Shooter Drills will be held bi-annually.

### **Severe Weather**

During times of severe weather LSUA's campus officials will monitor weather warnings in order to remain aware of any conditions requiring immediate action be taken. If LSUA's campus shuts down due to severe weather, or the threat of severe weather, LSUA Children's Center will be shut down also. Parents will be notified immediately when the campus' decision to shut down is made through ProCare and Facebook.

Nondiscrimination Statement effective 5/22:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720- 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Compliant Form which can be obtained online at: USDA Program Nondiscrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



Discrimination Complaint Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(\_\_\_\_)\_\_\_\_\_

List other ways to contact you \_\_\_\_\_

Name and address of person(s) or organizations against whom you are filing a complaint

\_\_\_\_\_  
Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions.

\_\_\_\_\_  
\_\_\_\_\_  
List the names, titles and addresses of persons who may have knowledge of above-described incident.

Name Title Address

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

\_\_\_\_\_  
All complaints, written or oral, shall be accepted by the SFA and forwarded to USDA, Director; Office of Civil Rights; 1400 Independence Avenue, SW; Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint:

Date and time complaint received: