



PARENT HANDBOOK 2023

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Welcome to Early Blessings DLC

Welcome to the EBDLC! We are pleased to have you and your child join the program. One of our major goals is to support the students' parents by providing a program that assures you that your child will be nurtured in a warm and loving environment that is safe, happy and allows for a stimulating and meaningful experience.

Young children are special. They have energy, enthusiasm, a natural curiosity of the world around them and a real thirst for learning. It is the goal of EBDLC that we work to enhance these natural characteristics of young children by providing care and education in a safe, nurturing, and stimulating child-centered environment with the ultimate outcome to have our children become successful, confident, and responsible members of our diverse society.

We at EBDLC wish to create a unique community for children and their parents, student interns and others who utilize our services that support the values and behaviors of a caring learning environment. As you can see, this is a small program with a few people involved in a variety of ways.

Additionally, the staff and I would like you to know that we are available to discuss any needs that may arise. There are many community/state resources that may be of assistance to you and your child, and we would be pleased to facilitate any of these resources upon your request.

I hope you and your child's experience here will be challenging, enjoyable, and rewarding.

Thank you for the privilege of allowing us to have your child enrolled in the program.

Again welcome to the program.

EBDLC Administration and Staff

PARENT HANDBOOK ACKNOWLEDGEMENT

EARLY BLESSINGS DAYCARE & LEARNING CENTER (EBDLC) parent handbook is used to outline the expectations, policies and procedure of the school that all families must understand and comply with. You have received this handbook as a partner in your child's development at Early Blessings Daycare & Learning Center . After reviewing this document, the consent form on the last page must be completed and handed back to the administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of the EBDLC Family.

WHO ARE WE?!

MISSION STATEMENT

At EARLY BLESSINGS DAYCARE & LEARNING CENTER (EBDLC) we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. Our mission is to provide a safe, nurturing, exciting quality learning environment for all of our students. Our love for children is the reason the school first opened, and the reason we remain open to this day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers, each and every day. Children deserve to feel special, love, adored, and cherished. They deserve to participate in experiences that will change their lives forever and Early Blessings Daycare & Learning Center promises to provide the environment to make this come true!

OUR VALUES

Our vision is to provide a community where all students feel respected, loved, and encouraged to become to best person they can be. Our vision is the backbone to our business, supporting children to develop into their fullest and greatest potential.

Our values consist of the following but are not limited to:

- ☐ Quality – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.
- ☐ Inclusion – all students are included in our learning environment. We welcome all with open arms, and love in our hearts.

- ❓ Respect – Respect is essential in building relationships with our students and families that last a lifetime. Respect is a key component to our work as it helps to optimize the talents and diversity we bring into the school as partners in the child’s growth and development.
- ❓ Accountability – We pride in ourselves by providing open communication with all partners in our business. This allows us to be transparent, open and honest with one another, and in turn provides the best environment for our students at home and at school.
- ❓ Teamwork – The combined action of both the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we are working toward the best interests of our common cause, which is for our little ones!

OUR GOALS

Early Blessings Daycare goals provide us a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

1. To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from, but also enjoy.
2. To provide a flexible, calm and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged and expectations are clear for all students.
4. To meet the physical, emotional and social needs of our students.
5. To provide an atmosphere of respect for self and one another.
6. To provide opportunities of cooperative play.
7. To create a happy, warm and exciting environment that is inviting, comfortable, and manageable for the children.
8. To support a caring staff who show genuine respect, love and encouragement for the children.
9. To offer individual guidance to children based upon careful observation of each child’s needs and in keeping with parent/guardian direction.
10. To ensure the safety and welfare of all children.

A LOOK INTO OUR PROGRAM

WHAT WE DO AND WHAT WE BELIEVE

At EARLY BLESSINGS DAYCARE & LEARNING CENTER we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. We strive to have the utmost respect and love for all children who walk through our school's doors. We are a family!

DESCRIPTION OF AGE GROUPS

INFANTS – “Little Owls”

This age group begins at 6 weeks to 18 months old.

In the infant classroom, we follow a wonderful daily flow. No matter what your baby's individual sleeping and eating schedule is, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle time, sensory exploration, and creative art. We also enjoy our days learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, sizes of items, and shapes. We love learning about our weekly themes like shapes, colors, animals and people. Our little ones are always nurtured, cuddled, loved and adored and whenever they need something, we are there!

TODDLERS – “Little Chicks”

This age group begins at 18 months to 36 months old.

In the toddler classroom, we explore anything and everything we possibly can. Our little one's love wandering around the classroom learning through the use of their senses. Our toddlers have

a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime and the most important and fun time of the day, PLAYTIME! During our group time we read books about transportation, family and kindness, amongst many other subjects. We talk about our day, how we feel and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes consist of exploring our center, families, pets and animals. Singing and playing our days away is what makes our room so special!

OLDER TODDLER - “Mighty Ducks” Pre-K1

Age 3 years old

Our older toddlers love to dance, sing and play. We inspire them to explore the world around them and learn something from everything they see. Socialization is very important to our older toddlers as they begin to share, use their manners and learn to take turns. In this age group we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the day of the week, the month and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Getting outside and playing on the playground is a part of our everyday schedule.

PRESCHOOL - “Happy Hoppers” Pre-K2

This age group starts at 4 years old and prepares the students for Kindergarten.

In this age group we focus on our social emotional growth and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy writing our names, learning to read and exploring phonics. We enjoy extreme science projects that make us say “WOW!” and we dive into our sensory bin which helps enhance the learning theme we are studying that week. We often have guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen our fine and gross motor muscles. This age group helps to prepare our students for the next

grade, which is Kindergarten. Our little ones are well on their way to a successful journey into the older ages!

OUR CURRICULUM

DEVELOPMENTALLY APPROPRIATE CURRICULUM

At EARLY BLESSINGS DAYCARE & LEARNING CENTER we provide our students with a developmentally appropriate curriculum that is based on Louisiana Department of Education standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as follows: “developmentally appropriate practice” as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning.” We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our students interests and what grabs their attention. We love to study themes that get them excited, interested and progress their natural cognitive development. We try our best to meet every child’s individual cognitive and development level and encourage and inspire them to continue to advance this growth.

LANGUAGE DEVELOPMENT

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling represent meaningful learning opportunities which incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings and ideas. Our language activities foster your child’s handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

COGNITIVE DEVELOPMENT: SCIENCE, MATH AND SOCIAL STUDIES

Cognitive development means how children explore, think, create answers and figure things out. It is the development of knowledge, skills, and problem solving, which help children to think about and understand the world around them.

Math

Early math skills involve children learning the basic concepts of numbers, counting, simple addition and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

Science

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses in order to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At EBDLC our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the school into the neighborhood and around the world. Here at EBDLC, we explore different cultures, places, foods, music and backgrounds of people around the world. We take monthly virtual trips to different countries, where we interact with people who share insight into their traditional customs and culture. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

SOCIAL EMOTIONAL

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. In our classrooms, children are learning to talk about their feelings and the feelings of others. We feel social-emotional development involves more than just expressing emotions. Social emotional development involves the act of taking turns, learning to become independent, following routines, interactions with peers both

verbal and nonverbal, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in school and home experiences, and for their overall positive self-growth.

PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children must learn how to control the muscle movement in their hands in order to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors, coloring, playing with Legos, drawing pictures and more. These skills can turn into more advanced ones later as your child decides that he/she wants to knit, play the guitar or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, at home and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

SENSORY EXPLORATION

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world, and it is beneficial to provide them with opportunities for sensory play. Here at EBDLC the student participates in activities that allow them to explore different types of materials and enhance their senses such as music and dance games, sensory bin exploration, and playing with a variety of materials that smell, feel and taste very different!

ART, MUSIC, DANCE AND CREATIVE EXPRESSION

At EBDLC we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. The creative arts engage children's minds, bodies, and senses, and allows them to explore their imagination, sense of movement and rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to different kinds of art media, music, culture and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items in the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

ADMISSIONS

ENROLLMENT REQUIRMENTS

To enroll your child(ren) at EARLY BLESSINGS DAYCARE & LEARNING CENTER your child(ren) must be between ages of six weeks to four years of age. Children who are 5 years of age prior to September 30th are considered kindergarten eligible and may not return to the preschool program.

Entrance of a second child of a participating family has priority ranking in enrolling that child. Children are enrolled in the EBDLC in the order in which applications are received. When space is not available the name of the parent, phone number, and child's date of birth are secured and placed on a waiting list to be serviced based on available space.

REGISTRATION DOCUMENTS

The following forms & actions must be completed to reserve your child's spot at EARLY BLESSINGS DAYCARE & LEARNING CENTER

- ☐ Enrollment Application
- ☐ Registration Fee
- ☐ First Week's/Month's Tuition
- ☐ Tuition Agreement
- ☐ Child Master Record
- ☐ Childcare Contract
- ☐ Child's Medical Information and Consent
- ☐ Child's Immunization Record
- ☐ Child's Birth Certificate
- ☐ Parent Contact Information
- ☐ Copy of Parent's Driver's License or State ID
- ☐ Receipt of Parent Handbook Acknowledgement
- ☐ Late Pick-Up Acknowledgement
- ☐ Multi-media (Social Media) Release

ENROLLMENT FEES

EARLY BLESSINGS DAYCARE & LEARNING CENTER **tuition payment obligations are based on the hours agreed to use childcare, not on actual attendance.** Even if your child is absent for the day, you are still responsible for that payment. If your child is absent or EBDLC is closed on the Friday **before** the week begins or on the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please send payment on the due date to available pay options. **There will be No fee reductions for non-attendance.** No discount is allowed for illness, holidays or emergency closures. Full weekly/monthly tuition is due as long as the child remains enrolled. All tuition payments are non-refundable.

- \$100 registration fee
- \$165 weekly tuition
- \$30 Materials/Technology Fee (payable in January & August)

SIBLING ENROLLMENT PROGRAM

EARLY BLESSINGS DAYCARE & LEARNING CENTER requires advance notice of 2 months for the placement of a sibling into our program. Siblings are given priority in school but are not guaranteed a spot.

WAITLIST INFORMATION

To join EBDLC's waitlist, parents/guardians must complete a waitlist application. A non-refundable fee of \$50 is due when submitted to hold a spot on the waitlist, and this amount is taken off the child's first week/month tuition when a spot becomes available.

- Once an opening becomes available, a member of the EBDLC's administrative team will attempt to contact the family by phone and email. If the family is unable to be reached within 48 hours after the first initial contact, the space (opening) will be offered to the next family on the list, and the child's name will be removed from the waiting list.*

ANNUAL ENROLLMENT FEE

EARLY BLESSINGS DAYCARE & LEARNING CENTER requires a non-refundable annual registration fee of \$100 per child that is due at the time of enrollment, made payable each year on the anniversary date of registration. If your child(ren) is withdrawn from the program and later re-enrolls, a new registration fee is due at that time.

ITEMS TO BRING ON THE FIRST DAY OF SCHOOL

Your child must have the following on their first day of school

- ☑ Pair of closed-toed indoor shoes
- ☑ Extra set of clothes/underwear brought in a Ziplock bag (labeled with child's name)
- ☑ A blanket for nap time
- ☑ A soft toy if desired for nap time
- ☑ Proper outdoor wear

- ☐ Diapers, pull-ups and wipes if required (*if diapers/pull-ups or wipes are supplied by the school, an extra \$5 per day will be charged to your account.*)
- ☐ Pacifier if needed
- ☐ Infants: Pre-filled Bottles (labeled with child's name)

UPDATING FORMS FOR YOUR CHILD'S FILE

EARLY BLESSINGS DAYCARE & LEARNING CENTER requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility to ensure all school forms are current and updated. Administration has the right to not allow the student into the school if any forms are missing from their file after 2 notices from administration.

PAYMENT POLICIES

PROGRAM OPTIONS

EARLY BLESSINGS DAYCARE & LEARNING CENTER offers the following program's

Registered Program		
Program	Days Per Week	<i>See tuition schedule for rates</i>
Drop-In	1-2 day program (every now & then)	
Part-Time	3 day program (consistently)	
Full-Time	4-5 day program	
Before & After School Program		
Program	Days Per Week	<i>See tuition schedule for rates</i>
Before School	daily or weekly program	
After School	daily or weekly program	
Before & After School	daily or weekly program	

PROGRAM CHANGE OF DAYS ENROLLED

If you wish to change the days your child is enrolled in the program, you must do so with approval from the director/owner. Adding days to your current program, and or switching the day of the week your child is enrolled, depends on our current space availability.

EXTENDED HOURS RATE

EARLY BLESSINGS DAYCARE & LEARNING CENTER allows for occasional request for care needed prior to or exceeding our normal open/close time. This must be scheduled for a minimum of 48 hours in advance of the requested time. There will be an additional fee charged of \$15.00 per 30 minutes (morning or evening). Payment for this additional time is due at your regular scheduled tuition payment date.

DAILY, WEEKLY, BI-WEEKLY, MONTHLY TUITION FEE

Acceptable Pay Options Include: Cash | Money Order | Online | Chime | Cash App
No Checks will be accepted. No refunds shall be given.

Non-payment or consistent late payments will be a cause for termination immediately without 2 weeks' notice.

- **DAILY DROP IN** - \$50 – Fee paid daily at drop-off
- **PART TIME** - \$ 140 (3 set days per week) Fee paid weekly on 1st day of attendance
- **WEEKLY** - \$165 - Fees are paid in advance the Friday **before** the week begins.
- **BI-WEEKLY** - \$330 - Fees are paid every other Friday
- **MONTHLY** - \$715 – Fees are paid monthly on the 1st

▶ All tuition payments and fees are non-refundable and non-transferable.

Before and After School Students

Days must be requested and paid for in advance of attendance

WEEKLY (B&A SCHOOL)	\$90	DAILY (B&A SCHOOL)	\$25
WEEKLY (BEFORE SCHOOL)	\$40	DAILY (BEFORE SCHOOL)	\$10
WEEKLY (AFTER SCHOOL)	\$50	DAILY (AFTER SCHOOL)	\$15

FINANCIAL ASSISTANCE

The Louisiana Department of Education offers the Child Care Assistance Program to families as a means of financial assistance for childcare. Families that qualify are responsible for paying tuition and/or other charges that are not covered by financial assistance. This includes any tuition and/or charges that accrued prior to receiving the financial assistance.

Monthly payments are based on the following:

- Hours parent is working
- Hours parent is looking for work
- Hours parent is attending school or training
- Amount charged by the childcare provider
- Family size
- Household income

FIELD TRIPS

Although we Do Not currently provide transportation.

EARLY BLESSINGS DAYCARE & LEARNING CENTER may schedule Field Trips throughout the year to enhance educational experiences. A written permission slip is required to participate prior to the outing and approved transportation scheduled.

There will be a fee for any field trips taken. The location of the trip and cost to attend will be relayed to parents within 2-3 weeks of the event date. Notice will be sent in an email, posted on the bulletin board and on the school's website.

Walking Field Trips

Walking field trips are limited to the EBDLC Campus and surrounding area. All field trips require parental permission. Families are notified of the destination, date, time, and price (if any). All educators attending the field trip are CPR/First Aid certified and must maintain the proper student to educator ratio at all times. A backpack with a first aid kit, a communication device, and any other necessary supplies are provided for each field trip. Parents are encouraged to attend.

LATE PAYMENT FEE

EARLY BLESSINGS DAYCARE & LEARNING CENTER has a \$20 late payment fee (per child) per day for any payment not received on the Friday before the week begins (or serviced are rendered) or by agreed upon date listed on agreement. Payments must be received by ▼▼▼

- Online: **\$20.00** per day after 2:00pm on Friday
- Cash: **\$20.00** per day after 5:00pm on Friday

If tuition is not paid by the agreed upon date, it is considered late and you will incur a \$20.00 per day late charge. (Ex... if tuition is not paid on Friday, then you will be responsible for late fees daily until paid. \$20 x 4 days (Fri, Sat, Sun, Mon) will be \$80 in late fees added to the total)

Your child will not be allowed to enter the center on the following Monday until tuition and late fees are paid in full. Repeated failure to pay tuition by the due date will result in termination of services. In the instance of 3 or more late payments of tuition in a three month period, your child may be discharged from the program.

As we improve our facilities, programs, and salaries, tuition will be reviewed bi-annually and adjusted accordingly. There is usually a cost of living adjustment. If you have any questions you may speak to the Center Director or Owner.

PAYMENTS THAT ARE RETURNED

As we do not accept personal checks, there should be no issue with payments that are returned. There will be a \$35 charge for any automated payments that are bounced back via ACH or Credit/Debit cards. This fee will be in addition to any late fees that will have been incurred for non-payment.

EVALUATION OF TUITION RATES

All families will be notified of any changes in tuition rates at a minimum of one (1) month prior to when they become effective. By notifying our families ahead of time we help to prepare them for the changes in pricing and this allocated time to contact administration with any questions. This notice will be added to the Policy Handbook, posted on the info board as well as the school's website.

ABSENCE FEE

In order to maintain the quality of care and budget for cost, EBDLC charges a full week of tuition if your child does or does not attend any portion of the week.

Payment obligation is based on the hours agreed to use childcare, not on actual attendance. If your child is absent, you are still held responsible for making payment as agreed. EBDLC does not offer tuition refunds, discounts or make up days.

If your child will be absent on a particular day, please notify the center of the absence and reason for the absence if it is health related.

VACATIONS

Please notify the staff at least three (3) weeks prior to a scheduled vacation to avoid Tuition Charges. **All students are allowed 1 week off, with written notice, without charge each year.** Unpaid Absences are not allowed and will be charged for Full Tuition on these days; no allowances, credits, refunds, or make up days will be given. Should you take more than one week off, the child's account will be charged 100% tuition to hold the spot in the classroom for 2 weeks only, then spot will be released.

LATE PICK-UP CHARGE

EBDLC'S normal departure time at the center is between 3:30pm and 5:00pm. Parents arriving after the closing time will be charged a penalty fee as follows. There will be no exceptions. ***Our staff have families/children of their own. When you are late, our staff will be late.***

Children are not allowed to stay at the center longer than 10 hours per day. The closing hour is promptly at 6:00pm

Penalty charges: \$2.00 per minute after 6:00pm

This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. An attempt will be made to contact individuals on the emergency contact list after Child(ren) have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

In addition, after the third late pick-up, the parent will be referred to the Directors Office. For any fine procured, it will be added to that week's tuition charge and payment will be due accordingly.

It is the responsibility of the parents to comply with the arrival and departure time intervals. It is also the responsibility of the parents to remain with the child until the child is greeted by a teacher/staff at arrival time and it is the responsibility of the parents to be present for the child's departure.

HOLIDAYS & CLOSURES

EARLY BLESSINGS DAYCARE & LEARNING CENTER will be open whenever possible during normal operating hours on a regularly scheduled day.

The center will be closed in recognition of various holidays and teacher service days throughout the year.

- **Martin Luther King Day**
- **Mardi Gras**
- **Good Friday** - (+ Monday following Easter)
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Veterans Day**
- **Thanksgiving** - (Days will be posted)
- **Christmas** - (Days will be posted)
- **New Years** - (Days will be posted)
- **+10 Staff Development and/or Cleaning Days**

**When a federal holiday falls on a Saturday, it is usually observed on the preceding Friday.
When the holiday falls on a Sunday, it is usually observed on the following Monday.
Professional Development Days are necessary closings for the well-being of all the children.
These days provide time for the teachers to maintain the physical order and cleanliness of the center, as well as continue to develop as early childhood educators.*

WEATHER POLICY

EARLY BLESSINGS DAYCARE & LEARNING CENTER may close due to harsh weather conditions. No refunds / discounts are given. The owner/director of the school will monitor local news to address when the school must close early or cancel operations for that day and the parents will be notified through email or a direct phone call.

WITHDRAWAL AND DISCHARGE POLICY

WITHDRAWING FROM THE CENTER

If you wish to withdraw your child from EBDLC, a 2-week written notice is required. Tuition will still be required as per the agreement.

DISCHARGE POLICY

EARLY BLESSINGS DAYCARE & LEARNING CENTER has the right to terminate a child's enrollment under specific circumstances. These circumstances include any child who after many attempts does not progress in their behavior and whose behavior is affecting the group at large. This also includes any child whose needs cannot be met by the school's philosophies. Many attempts will be made prior to termination to help the child thrive in our environment. These attempts include observation notes, therapy referrals and tactics to be used at home and onsite at the school.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes, with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed upon by all parties including staff, parents and administration. Behavior therapists and consultants may be used (at the parent's expense) to support the staff when working with the child.

4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

ARRIVAL AND DEPARTURE

HOURS OF OPERATION

In an effort to accommodate a large percentage of parents' work schedules we are open Monday through Friday from 6:00am to 6:00pm, however, CCAP/Louisiana Department of Education prohibits any childcare center from keeping a child over 10 hours consecutively in one day. ***EBDLC's policies also do not allow children to be left at the center for more than 10 hours consecutively in one day.*** Emergencies may arise and will be looked at on an individual basis. For meal planning and staffing purposes, children are not permitted to enter EBDLC after 9:00am except with a written doctor's excuse. A phone call alerting the center of a child's tardiness would be greatly appreciated.

ARRIVAL & DEPARTURE PROCEDURE

EARLY BLESSINGS DAYCARE & LEARNING CENTER has set an arrival time from
6:00am to 9:00am.

EBDLC has implemented various safeguards to ensure your child's safety. To help us continue to provide a safe and secure facility, it is mandatory that you check your child/children in and out daily on Pro-Care. If you have any questions regarding checking your child in/out, please see your Center Director.

Parents are encouraged to ensure the arrival of their children prior to **8:15am** for breakfast service (if arriving after this time, please make sure your child has already had breakfast).

Room activities will begin at 9:00am. It is far more advantageous for your child to arrive before the planned daily activities begin because your child will be able to enjoy all the benefits of the daily activities instead of just a few.

EARLY BLESSINGS DAYCARE & LEARNING CENTER departure time is usually between
3:30pm to 5:00pm.

The closing hour is promptly at 6:00pm

If you plan to pick up your child earlier, please notify the administration 2-3 hours prior through email or the ProCare message app. Upon picking up your child, you are responsible for grabbing their belongings. This includes nap time items, artwork and other personal items.

The child will not be allowed to depart with anyone other than the parent or authorized pick-up person unless the Director is notified by the child's parent in writing.

EARLY DROP-OFF / LATE PICK-UP

Any care needed prior to my normal opening time of 6:00am or after 6:00pm will need to be scheduled at least 48 hours in advance. As a result, there will be a charge of \$15.00 per every 30 minutes (pick-up or drop-off). Payment for this additional time is due by your regular scheduled tuition payment date.

**** Extended hours available with advance notice only:**

Monday through Thursday [opening at 6:00 a.m. or closing at 6:00 p.m.]

NO drop offs before times posted and/or contracted. EBDLC's door WILL NOT open prior to 6:00 a.m.

PICK UP AUTHORIZATION

For the safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone

other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

Pick Up Authorization Process:

- Parents/guardians must inform EARLY BLESSINGS DAYCARE & LEARNING CENTER (email or leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
- The “Authorized Pick-Up Person” **must be at least 18 years old** and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signer of this authorization.

EBDLC Staff will not Release a Child to anyone who appears to be under the influence of drugs or alcohol. If this occurs, we reserve the right to contact local authorities. In the event of any Court Issued Cases, we require a Copy to be on File with the Center in order to enforce the court action. All children can be in care for a maximum of 10 hours a day. Any longer, is considered a Late Pick-Up and will be charged appropriately.

GENERAL EMPLOYEE INFORMATION

STAFFING AT EBDLC

EARLY BLESSINGS DAYCARE & LEARNING CENTER always provides enough staff for the capacity of each classroom. This means that student to teacher ratios is always followed. A detailed staffing plan is maintained and kept in the office.

WHAT MAKES OUR STAFF SPECIAL?

Our staff are able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- ☐ Emotional maturity when working with children.
- ☐ Cooperation with the purposes and services of the program.
- ☐ Respect for children and adults.
- ☐ Flexibility, understanding and patience.
- ☐ Physical and mental health that do not interfere with childcare responsibilities.
- ☐ Good personal hygiene.
- ☐ Frequent interaction with children.
- ☐ Listening skills, availability and responsiveness to children.
- ☐ Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities.
- ☐ Use of positive discipline and guidance techniques; and
- ☐ Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities.

GENERAL EMPLOYEE CLASSIFICATIONS

EARLY BLESSINGS DAYCARE & LEARNING CENTER has the following employees on staff to ensure proper supervision and learning environment.

- ☐ **Owner:** The owner is in charge of and oversees all elements of the program. The owner handles all business in regard to the city and state. The owner oversees the business finances and the business as a whole.
- ☐ **Director:** The childcare director shall be responsible for the planning and supervision of the program and activities of the children; orientation to newly employed staff; on-site supervision of all staff; and in-service training.
- ☐ **Lead Teacher:** A lead teacher is responsible for the academic, social-emotional growth and development of children who are in their care. The main focus for our lead teachers is to work with parents, administrators and other teachers to improve students' experience

and meet teaching goals. Additionally, lead teachers plan, evaluate and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.

- ☐ **Assistant Teacher:** The assistant teacher will support the lead teacher in general supervision of the class, and the overall classroom management. The assistant teachers' duties are the following but not limited to assist in planning and implementing activities to meet the physical, emotional, intellectual and social need of students, assist in teaching social emotional management and independence, assist in the creation and planning of activities, class project, field trips, and other program activities, staying on task and following the daily schedule, and helping to communicate to parents.
- ☐ **Floater and Substitutes:** The floater/substitute position acts as a support for all teachers in the classroom. This person is required to have all of the same qualifications as an assistant teacher and have the correct paperwork on file.

YUMMY, IT IS TIME TO EAT!

PREPARATION OF FOOD

Food Service is supervised by _____.

This person holds a valid food handler certificate as required by the state.

MEAL & SNACK TIMES

Meals are served at:

- Breakfast: 8:00am
- Morning Snack: 10:00am
- Lunch: 11:45am
- Afternoon Snack: 3:30pm

Before and After school:

Lite Breakfast: 6:45am

After School Snack: 4:00pm

Infants

Parents of bottle-fed babies will need to provide 3 – 4 prepared bottles with nipples and lids that are labeled with their child's full name and date. Unused and empty bottles will be sent home each day. Glass bottles are not permitted.

MENUS

All food menus are posted in the kitchen, front bulletin board, office and school website.

WATER AND MEALTIME FLUIDS

Drinking water is freely available to all children at EARLY BLESSINGS DAYCARE & LEARNING CENTER at all times. The water is supplied from a Primo fountain or small unopened water bottles.

EARLY BLESSINGS DAYCARE & LEARNING CENTER will provide milk to the students for breakfast and lunch. Water will be served with snack(s).

(Juice may be served on occasions)

CHILDREN WITH SPECIAL DIETS

If a student has an allergy or dietary restrictions, please inform the school immediately.

Parents/guardians must notify the administration in writing and this is kept in the child's file.

This information is also posted in EBDLC'S classroom for all to be aware.

Depending on the method used in allergy emergency situations, parents may be asked to complete a Food Allergy Information form.

FOOD FROM HOME

If EARLY BLESSINGS DAYCARE & LEARNING CENTER is unable to provide the food needed for a special diet, meals or portions may be provided by the parent. This must be agreed upon by the parents and administration. Perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food and will not be shared with other children. It is the parent's responsibility to ensure the student has food at the school every day.

SCHOOL CELEBRATIONS

EARLY BLESSINGS DAYCARE & LEARNING CENTER loves to celebrate your little one during the school day! Parents/guardians must notify the administration or the classroom lead teacher, one week prior to the celebration to discuss the classroom and school's food restrictions and policies for bringing in outside treats and snacks.

GENERAL SCHOOL POLICIES

CHILD REST POLICY

Nap Time will be from 12:45pm- 3:00pm every day. Children are not required to fall asleep, but they are required to lay on their cots and have a quiet activity until nap time is over.

STATE REGULATIONS AND LICENSING

All EARLY BLESSINGS DAYCARE & LEARNING CENTER employees must be knowledgeable in the states childcare licensing rules and regulations. A copy of the state and local guidelines is kept in the school at all times, and each employee receives their own copy upon hire.

SMOKING POLICY

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at EBDLC. Parents/guardians who smoke are strongly encouraged to not do so prior to picking up their child from school, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking prior to arriving at school.

ALCOHOL POLICY

If at any time we feel that a parent, guardian or anyone authorized to pick up or drop off the child is under the influence of alcohol and/or any other toxic substance, the school may refuse the release of the child and the school will contact another authorized person to come and collect the

child, explaining the circumstances. In some cases, an incident of this nature could lead to a referral to our governing bodies and a call to social services.

EQUAL EMPLOYMENT

EARLY BLESSINGS DAYCARE & LEARNING CENTER provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

NON-DISCRIMINATION POLICY

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, breastfeeding, ancestry, handicapping condition, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter

addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form or letter 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
- (2) Fax: (202) 690-7442
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.
If you have any questions, please call us at (225)719-0476.

Complaint Procedure (1509.A.5) Disclosure of Information Policy (1509.A.4):

Parents shall be advised by the licensing authority of the department. Parents shall also be advised that they may call or write to the department should they have significant, unresolved licensing complaints. This written policy as well as the current telephone number and address of the Licensing Section shall be posted.

Louisiana Department of Education Division of Licensing
P.O. Box 4249
Baton Rouge, LA 70821
Telephone: 225-342-9905 Fax: 225-342-2498
www.louisianabelieves.com

Providers shall post information advising parents that licensing inspections, regulations, and information regarding licensed childcare facilities are available online at the LDOE website. In addition, parents shall be advised that licensing inspections are also available upon request to LDOE.

SEXUAL HARRASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of

unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

EARLY BLESSINGS DAYCARE & LEARNING CENTER encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman.

CHILD NEGLECT AND ABUSE

All EARLY BLESSINGS DAYCARE & LEARNING CENTER employees will be screened by the appropriate law enforcement agency using the Child Care Criminal Background Checks (CCCBC) which is the state's background system. Adults will never be alone with children on premises unless they can be observed by others.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate phone call to the local law enforcement agency will be made by the reporting adult. A written report, as a backup to the phone report, will be completed and filed with the director or owner.

SOCIAL MEDIA

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps.

Upon enrolling a child into the center, all parents and guardians must complete the social media consent form. This form is used as an approval for allowing a parent's or guardian's child to be seen on our social media platforms.

CONFIDENTIALITY

Childcare programs maintain **confidentiality** on a "need to know" basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

HAZARDOUS ITEMS

EARLY BLESSINGS DAYCARE & LEARNING CENTER has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the employees, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the school's outdoor and indoor environments.

TRANSITIONING A STUDENT TO THE NEXT AGE GROUP

Student's will transition to the next age group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

**** No student will be transitioned to the Preschool group without being fully potty trained.**

Most transitions occur at the start of the new school year, which is in August, but some may be able to occur during the school year if a space becomes open.

EARLY BLESSINGS DAYCARE & LEARNING CENTER transitioning schedule is based off of how the students reacts to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers. The second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow for more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

Parents will be notified with detailed messages through the school's app on the students' progress. We believe that slow and steady wins this race, and positive energy of both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

SCREENS AND MEDIA

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve all videos, and all screen time must be related to educational programming developed by the center.

ATTIRE FOR CHILDREN

It is very important that your child wear clothing that is easy to manage and safe for the activities they will be participating in while at school. Dress your child in simple, comfortable clothing that is washable. Please remember in choosing their clothing that children paint, glue and participate in large movement activities on a daily basis.

The Activities Areas will have smocks available for children to wear while playing with finger paints, water, and clay; however, the smocks may not protect clothing completely.

Your child will need an extra change of clothing each day so we can participate in Water Days, Sand Play and more. You may leave a change of clothing at school. Label (First Name and Last Initial) all items to prevent loss. If your child has toilet accidents, please arrange to have several changes of clothing available each day, at least 2-3 changes is requested.

Close toed shoes are always required and any infant walking is required to have shoes on. A part of each day is spent outside. You will need to dress your child in seasonally appropriate clothing, including coats, hats, and proper shoes. Each child, once mobile, needs to wear covered toe shoes each day. The best shoes are sneakers or tennis shoes. Cowboy boots, sandals, flip-flops and “Crocs” are not allowed at the center for safety purposes. They pose a serious slipping/sliding risk on our sidewalks and play equipment. Additionally, cowboy boots, sandals, flip-flops and “Crocs” do not provide children with the leverage and support needed to run and jump during active play. Boots also hurt when they land on little fingers.

In the interest of safety, please leave all jewelry at home. Necklaces, bracelets, rings all pose choking hazards with their small pieces. Lost or broken “treasures” can lead to unhappy tears.

**** The school is not responsible for any lost or damaged clothing items. ****

REMINDER: READY FOR THE DAY!

CLOTHING/PERSONAL BELONGINGS:

Children should come ready and prepared for the day; fully dressed in practical loose clothing, that allows for freedom of movement & is appropriate for messy, outdoor play & current weather.

- Children who are not potty trained **must arrive wearing clean diapers**, clean hair, clean face and hands.
 - Children will not be accepted into care in pajamas, overnight diapers or not dressed appropriately.
- No open toe sandals or flip-flops allowed, they're not appropriate or safe for program play.

- All drawstring from child's clothing should be removed as a precaution, because of risk associated with entanglement & choking hazard while playing.
- Parents will supply 2 sets of clothing to be left at the center.
- Parents will supply pampers (6-10) and wipes as needed to be left at the center. (if diapers/pull-ups or wipes are supplied by the school, an extra \$5 per day will be charged to your account)

SPECIAL EVENTS

EARLY BLESSINGS DAYCARE & LEARNING CENTER hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified through email and posted notices 3 weeks prior to the event. Please note, alcohol and smoking are prohibited.

Your participation in these events brings a feeling of connectiveness and collaboration at our school!

CHILDCARE DAMAGE FEE

EBDLC'S materials, supplies and equipment were chosen with durability in mind, misuse may cause permanent damage. You as the Parent or Guardian are held responsible for any damage above and beyond normal wear and tear, whether intentional or not caused by your child while at Early Blessings Daycare and Learning Center.

DISCIPLINARY POLICY

EARLY BLESSINGS DAYCARE & LEARNING CENTER uses praise and positive reinforcement as effective methods of behavior management. When children receive positive feedback, they develop problem solving abilities, self-discipline strategies, and a stronger sense of self love. Based on this belief, the school uses a positive approach to discipline.

WHAT WE DO!

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children. ** Give attention to children for positive behavior.
- Praise and encourage the children. ** Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WHAT WE DO NOT DO!

- Inflict corporal punishment in any manner upon a child which includes any physical force to the body.
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

WHAT WE DO WHEN PROBLEMS OCCUR

When a more serious or consistent disciplinary policy occurs, a conference will be scheduled with the teachers of the classroom and the students' parents. Observations, accident reports and other important documentation relating to the events will be presented and used as evidence.

ASSESSMENTS, OBSERVATIONS, EVALUATIONS

ASSESSMENTS AT EBDLC

EARLY BLESSINGS DAYCARE & LEARNING CENTER reserves the right to conduct developmental assessments of children's growth and progress, to determine appropriate placements and programming.

PROFESSIONAL EVALUATIONS

EARLY BLESSINGS DAYCARE & LEARNING CENTER may ask parents to share professional evaluations when necessary to determine how best to meet the needs of their child. This information helps us to provide the best care possible for your child's unique growth and development.

PARENT AND TEACHER CONFERENCES

Parent-Teacher conferences occur multiple times during the year for the Pre-K class. These meetings provide parents with insight into their child's growth and development while enrolled at the school, and insight into what parents can do at home to support what is occurring at school. Parent-Teacher conferences also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the school's doors.

Parents will be aware of their scheduled Parent Teacher Conference time one month prior to the scheduled meeting.

SECURITY

EBDLC is very concerned with the Safety of your Child, Our Staff and the Facility. Our Center is Monitored with Cameras inside and outside the building, including Audio Recordings. We perform Background Checks on All Staff and Volunteers in this Center.

VOLUNTEERS

Volunteers are always welcome in our classrooms; however, volunteers are required to have a Background Check on File at the Center. Each Volunteer is responsible for the cost of their fingerprinting and training. Please communicate with your teacher for classroom visits class participation.

EMERGENCY PREPARDNESS

EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is located at the reception desk and always available on the school website.

EMERGENCY HANDBOOK ONSITE

EARLY BLESSINGS DAYCARE & LEARNING CENTER has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff on hire will be trained.

EMERGENCY PROCEDURES

IMMEDIATE MEDICAL ATTENTION

If a child or a staff member receives an injury while at school, an accident report is completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook.

FIRE

Fire drills will be practiced at random times of the day. The drills will occur at least once a month. Evacuation maps are posted throughout the school and are easy to access and always visible. All employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm rules and procedures to take while evacuating the building.
- The director or owner will sound the alarm, and the school will act and do the evacuation procedure.
- Children will proceed immediately to their designated outside school meeting spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and have cell phones with them.
- The staff will take attendance of the students and check off their attendance sheets or communication app.
- If safe, the director or owner will quickly check hiding spaces in the school for any lost children. They will also check for any sources of smoke or fire during a real emergency fire situation.
- The director or owner will then meet the rest of the students and employees at the designated area.
- The director or owner will review attendance by checking the sign in and out sheets, or other documentation for student's attendance (the school's communication app).
- The director or owner will time the drill to see how long it took to evacuate the building.
- The director or owner will confirm with local law officials when it is safe to return to the building.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.

- Parents will be notified that a fire drill occurred on this day.

TORNADO

Tornado drills will occur twice a year, most times during the spring and summer as tornados occur during the warmer months. Evacuations maps are posted throughout the school and are easy to access and see at all times. All EARLY BLESSINGS DAYCARE & LEARNING CENTER employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm, rules and procedures to take during shelter in place.
- The director or owner will sound the alarm, and the school will take action and do the shelter in place/lockdown procedure.
- Children will proceed immediately to the designated lockdown site/shelter in place designated spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and have cell phones with them.
- Students will take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.
- The staff will take attendance of the students and check off their attendance sheets or communication app while also comforting students to take the proper safety position.
- If safe, the director or owner will quickly check hiding spaces in the school for any lost children.
- The director or owner will meet at the shelter in place designated spot to review attendance by checking the sign in and out sheets, or other documentation for student's attendance (the school's communication app).
- The director or owner will time the drill to see how long it took for the students to take shelter.

- The director or owner will confirm when it is safe to leave the shelter in place designated spot. The director or owner will assist with children who need support to enter back into the program main area.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.
- Parents will be notified that a drill occurred on this day.

MISSING CHILD

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for the missing child. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- Begin Lock Down procedure. All exits must be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.
- The facility director will notify the guardians of the child that the child is missing from the facility.
- While the police are enroute to the facility, the staff will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate Amber Alert by the facility director.

POISON PROCEDURE

- The Poison Control Center phone number will be posted on the list of emergency numbers by the telephone.
- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-252-2022 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
- Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with original labels intact.
- Poisonous plants are not permitted in the center
- Staff must identify plants and determine “safe” prior to bringing them to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-252-2022 or 1-800-942-5969) for guidance.
- Food-handling staff will be trained in and follow Integrated Pest Management practices for the prevention of pests.
- If additional pest control is necessary, only a licensed exterminator will apply pesticides.
- Pesticides must be EPA approved with natural pesticides that are non-toxic to humans.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. Application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label.
- The Program Director will notify parents and staff before using pesticides.
- Following use of pesticides or other potentially toxic chemicals the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.

- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, etc.

ILLNESS POLICIES

The State of Louisiana requires that an age-appropriate health appraisal be on file for each child enrolled. Health appraisals shall be certified by your child’s physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

All immunization records are required to have an expiration date printed on the record. If a child is late on immunization a note from the child’s physician must show the date the child will receive immunizations and reason why.

Parent/guardian must also complete a medical emergency card entitled “Child Information Card” and update, as necessary.

Age:

2 months – DTP, TOPV, HbCV (1)	4 months - DTP, TOPV, HbCV (1)
6 months - DTP, TOPV, HbCV (1)	12 months – MMR
15 months – DTP, HbCV (1)	4 to 6 years - DTP, TOPV, MMR

The following criteria will be considered in determining if your child must go home:

- ☒ a fever of 100 degrees or more
- ☒ inflammation of the eyes (excessive redness, glassy or discharge)
- ☒ vomiting
- ☒ more than one incidence of diarrhea or loose stool which is not contained within clothing
- ☒ communicable disease as defined by the Department of Health Services/Center for Disease Control
- ☒ unknown rash
- ☒ excessive nasal discharge
- ☒ pain

If your child is sent home due to illness, he cannot return to preschool until he has been free from symptoms for 24 hours without the use of a fever reducer/medication. There is a no “dope and drop” policy in full effect. This is to allow your child time to recover and stop the spread of

illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

- ☐ Mood, appetite, behavior and activity are again normal
- ☐ No fever for 24 hours without a fever reducer
- ☐ Antibiotics (have been used for a full 24 hours
- ☐ Vomiting cleared for 24 hours
- ☐ Diarrhea cleared for 24 hours
- ☐ Frequent coughing, excessive nasal discharge resolved
- ☐ Pain resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.

Please make other alternate arrangements if your child is sick. Children returned to the center with signs of illness or communicable disease will be refused entry into the center.

Please consult with your director if you need additional information.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 degrees F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

MEDICATION POLICIES

This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

Important General Notes:

- Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The childcare provider must be notified by the parents that a dosage at home was given, and at what time it was administered to the child.

- ☒ Medication will only be accepted into the school if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- ☒ Medication will only be used for the student whose name is documented and the medication has been approved for.
- ☒ Medication will not be shared.
- ☒ Medication will always be kept in a locked container.
- ☒ Medication will be administered in a manner that protects the safety of the child.
- ☒ Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

Communication Agreement Between Parents and School Regarding Medication

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

The Director or Director Designee is always authorized to contact the pharmacist or health care provider for more information about the medication the child is receiving and if a situation arises that requires immediate attention to the child's health and safety particularly when the parent/guardian cannot be reached.

Accepting Medication

- ☐ All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- ☐ Medication will not be used beyond the date of expiration.
- ☐ Consent forms from parents and doctors will be completed prior to arriving at the school.
- ☐ The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lit area.
- Medication will not be kept in rooms where food is prepared or stored, unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
- If a medication is close to expiration, the director will notify the parents to bring in new medication prior to the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked whether the medication is empty or full.

PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The school must receive a doctor's note. This can be in the form of a letter, labeled on the container/bottle or labeled on the packing.
- The administering of medication will be recording in a log with the date, times administered, dosage given. prescription name and signature of the person who administered medication.

Receiving the Prescription Medication:

- Prescription medication will ONLY be accepted only in its original container.
- Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

The pharmacy label must clearly state:

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- The expiration dates
- specific instructions for storing the medication

Administering Prescription Medication:

- Only the designated staff member will administer medication.
- Prescription medication will be administered as required by a physician.
- Prescription medication will be used only for the child named on the label.
- The administration of all medications will be recorded in a medication administration log.

NON- PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name and the name and signature of administering the medication.

Receiving Non-Prescription Medication:

- Non-Prescription medication shall be accepted only in its original container. Medication that is not in its original container will not be accepted into the school.
- Non-Prescription medication shall be clearly labeled with the child's first and last name.
- The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

Administering Non-Prescription Medication:

- Only the designated staff person will administer medication.
- Non-Prescription medication shall be used only for the child who is confirmed to receive it.

- Non-Prescription medication may be dispensed in accordance with manufacturer's instructions.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name and the name and signature of administering the medication.

EMERGENCY NUMBERS

Local Emergency Numbers

Clinton Police: 225-683-9357

E. F. Parish Sheriff Office: 225-683-8572

Fire Department: 225-683-9735

OTHER EMERGENCY INFORMATION

Child Protection Services: 1-855-4LA-KIDS (1-855-452-5437)

The Phone (Crisis Intervention Services): 225-924-3900

RKM Primary Care: 225-683-5292

Poison Control: 1-800-256-9822

**ACKNOWLEDGMENT OF RECEIPT OF
PARENT HANDBOOK**

Child's Name:	Enrollment Date:
Parent/Guardian Name (First and Last)	
Parent/Guardian Name (First and Last)	

I have completely read and have been informed about the content, requirements, expectations and policies in the Parent Handbook, I also acknowledge that I have received a copy of the Parent Handbook, and I agree to abide by these policy guidelines as a condition of my child's enrollment at Early Blessings Daycare & Learning Center.

I understand that the policies and procedures listed in this handbook are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date handbook.

I understand that if I have questions, at any time, regarding the Parent Handbook, I will consult immediately with the Director/Owner.

By signing below, I agree to follow the rules and policies set forth in the Parent Handbook and any corresponding addendums provided by Early Blessings Daycare & Learning Center.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

REVISED
JANUARY 2023