



**FOR MY CHILD**

LEARNING CENTER

# Parent Handbook

## Table of Contents

Welcome.....	Page 3
OurFocus.....	Page 3
Philosophy.....	Page 4
Educational Design.....	Page 5
Parental Involvement.....	Page 7
Enrollment andTuition.....	Page 8
Daily Routines, Schedules and Policies.....	Page 11

## Welcome

We welcome you and your family to For My Child Learning Center and look forward to supporting you as parents. We value the uniqueness of each family and will make every effort to meet your individual needs. While For My Child Learning Center is primarily for your child, it is your center also! We encourage you to participate in our program, invite you to observe our classroom settings, and encourage an impromptu visit. We hope that you will find For My Child Learning Center to be a wonderful place that continues to strengthen your relationship with your child.

As with any service organization, however, we must set forth policy to promote the common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take the place of open, personal communication. We encourage you to voice any concerns you may have to your child's teacher or to administration.

## Our Focus

For My Child Learning Center is committed to offering a stellar environment that guides the holistic development of your child. Our focus is to **nurture, stimulate and prepare** your child for success.

**Nurture.** The common phrase of "It takes a village to raise a child," signifies the importance of an ecological system which encompasses not only the child, but also the family and community in which we serve. At For My Child Learning Center, we believe in individualized, high-quality support for children and their parents or caregivers which ultimately impact a child's social and emotional development, increases academic performance and decreases grade retention later in life. Further, research shows that the formation of an ongoing, warm relationship with a consistent caregiver is important in a child's healthy development—and we agree! For My Child Learning Center will nurture children as they learn and grow at each and every milestone, capturing each success through consistent interaction and ongoing observation.

**Stimulate.** According to research, as early as six months of age, the brain has reached half its final mature weight and by the age of five, the brain reaches 90% of its final weight. Because of such rapid brain development, it is critically important to offer high-quality interactions for our infants, toddlers and preschoolers. For My Child Learning Center will stimulate children's development by giving children the opportunity to problem solve, explore, experiment, engage in back-and-forth dialogue, and share the love and joy of book reading on a daily basis.

**Prepare.** For My Child Learning Center prides itself in staying up-to-date on state guidelines and legislation that lay the foundation for quality education for all early learners, particularly as it relates to pre-skills and experiences that correlate with children entering kindergarten ready and prepared. As such, the Louisiana kindergarten readiness definition focuses on “readiness of the child” across the domains of child development, as identified in the Birth to Five Early Learning and Development Standards— standards that all our early childhood educators use daily in their lessons and interactions with children as they prepare for ongoing success.

## Philosophy

For My Child Learning Center exists both to enrich and to expand a child’s learning experience while meeting parent’s needs for high-quality childcare. The Center is, in a sense, an extension of the home: teachers, children, and parents working together to provide a quality early learning environment. We are committed to having lower staff ratios, higher staff qualifications, and ongoing professional development opportunities for our staff and parents, maximizing the systemic efforts of meeting the needs for all involved.

For My Child Learning Center is a skills-based and center-structured environment guided by developmentally appropriate practices. Our dedicated staff of early childhood educators’ nurture, stimulate and prepare infants aged six weeks through five years of age within multi-center locations throughout Louisiana. Children work and play at their own pace on skills that appeal to their individual interests. Various activities focused on different stages of development are provided for the children to explore and experience.

We strive to meet the Birth to Five Early Learning and Development Standards set forth by the Louisiana Department of Education. These guidelines are a framework of high-quality practices for all caregivers of children birth through five. The guidelines are indicators of how children at certain ages should be progressing. They also contain ideas for caregivers about arranging the environment and suggest interactions and communications that best support this development. With this, our early childhood educators strive to have nurturing relationships with each and every child that stimulate cognitive, physical, social/emotional, and language development. The Center is licensed by the Louisiana Department of Education (LDOE) and is committed to networking with community network partners to ensure that our children are ready to learn when kindergarten approaches.

Through these enriched and expanded opportunities of learning, it is without hesitation to say that For My Child Learning Center aims to develop lifelong relationships, create family solutions, and enhance the quality of life for our families.

## Educational Design

At For My Child Learning Center, we choose our early childhood educators for their classroom experience, credentials, training, and nurturing ability to stimulate and prepare your children. We also encourage center and skills-based learning for our infants, toddlers, and preschoolers.

### ***Experienced Early Childhood Educators***

Our early childhood educators go through an extensive application process, which includes an intensive interview, reference check of past employers, fingerprint check and onboarding orientation training. All educators are certified in CPR and Pediatric First Aid and receive instructional coaching on their practices frequently by center directors and complete more than 24 clock hours of yearly professional development. We support staff development of all teachers and support staff because we believe that adults who are learning bring that same enthusiasm for learning to the children.

### ***Development and Learning***

At For My Child Learning Center, we create a warm and happy place for infants, toddlers, and preschoolers to learn and develop. As we bridge the gap from home to school, we guide children to develop a solid foundation for learning. Sensory, motor, perceptual and language skills are introduced through materials and carefully planned lessons and activities, which are both child-centered and teacher-guided. Work is planned with emphasis on the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines and skills encourage active involvement, meaningful experimentation and reinforcement through repetition. Daily schedules are designed with a balance of structured, teacher guided time, interactive free choice, and quiet times. We recognize that children grow and develop at their own pace, so our experiences educators have individual skills and lessons designed for each child, accounting for their progress every step of the way. We encourage parents to visit and ask questions any time. We are one unit—all working together to nurture, stimulate and prepare your little one for success.

Heightened interaction is key at For My Child Learning Center. Before children are able to walk and talk, they interact. Interactions between caregivers and infants and toddlers matter—in a big way. These interactions lay the foundation for all subsequent development, making a focus on strengthening connections absolutely critical for improving child outcomes, according to research. Our early childhood educators

stimulate children throughout the day with oral language development, book reading and exposure to everyday print.

Our infants, birth to 15 months, are guided by developmental domains from Teaching Strategies GOLD and interaction measures from CLASS, which focus on relational climate, facilitated exploration, early language support, and sensitivity. Our toddlers (16 months-24 months) and twos (24 months-36 months), are also guided by developmental domains with Teaching Strategies GOLD and interaction measures from CLASS, but it takes a deeper step in interaction. This includes helping children to establish autonomy, supporting children as they make connections between things they learn, and guiding children as they learn to regulate their behavior.

The frequency, depth and duration of questions along with the critical thinking process deepens with our preschoolers. While it's important to learn colors, numbers, and alphabets, our focus is on the stimulation of brain development that will allow for more complex thinking, to include problem solving, predicting, experimenting, classifying, comparing, evaluating and using advanced language in real-world applications. Our early childhood educators are trained to ask why and how questions to enhance thinking within all activities throughout the day.

For more literature related to our foundational curricula and ongoing assessments, please visit:

[www.teachingstrategies.com/curriculum](http://www.teachingstrategies.com/curriculum) (*Creative Curriculum for Infants, Toddlers, and Twos and The Creative Curriculum for Preschoolers*)

[https://teachingstrategies.com/content/pageDocs/GOLD-Touring-Guide\\_5-2013.pdf](https://teachingstrategies.com/content/pageDocs/GOLD-Touring-Guide_5-2013.pdf)  
(*Teaching Strategies Gold ongoing assessment guide*)

<http://teachstone.com/classroom-assessment-scoring-system/> (*interaction measure—CLASS*)

### ***Child Guidance and Self-Regulation***

A critical area of our teaching practices and environment design is to help children gain self-control and to regulate their emotions in a healthy manner. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness. We believe that when the environment and activities are prepared, children can initiate their own play and exploration, and the need for teacher control is reduced.

Our policy in helping children gain self-control is to intervene and redirect energies before problems occur. Our positive discipline approach consists of acknowledgement of positive behavior, redirection, choices, reminders, supplying language, and problem-solving. Each child is treated as an individual as each child regulates differently. Parents are asked to partner with For My Child Learning Center in helping the child practice self-regulation and self-discipline at the center.

Change can be difficult for children. Please keep For My Child Learning Center informed of matters that may affect your child's behavior or mood. This way, we can offer support when they are at the center. Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through communication, mutual respect, and support. We are confident that we will have a great partnership.

### ***Biting Policy***

As you know, biting is a common occurrence among children who do not have language to express their feelings. We understand that biting is normal, but it is not an acceptable means of resolving issues. At For My Child Learning Center, we will integrate interventions that stimulate positive interaction with language but it will take a strong partnership with parents to intervene with this behavior as well. If the behavior continues with little partnering with parents, the child may be dismissed from the center. In biting situations, parents of the bitten child and parents of the biting child will be notified immediately.

### ***Teacher Child Ratios***

Lastly, we are committed to maintaining the appropriate teacher-child ratio by adhering to the following by early childhood age groups.

Ages of Children	Teacher: Child Ratio
Infants under 1 year	1:5
1-year olds	1:7
2-year olds	1:11
3-year olds	1:13
4-year olds	1:15

## **Parental Involvement**

Because we recognize that you are entrusting us with your most precious family member(s), we want you to consider For My Child Learning Center as part of your extended family. Consequently, you are considered an essential element in every facet of your child's activities at For My Child Learning Center.

### ***Parent-Teacher Conferences***

Children's assessments are conducted on an ongoing basis throughout the year to provide parents with a snapshot of their child's developmental progress. We constantly collect work samples and observation/anecdotal notes of a child's performance by developmental area and include this in a portfolio. We observe your child's developmental progress in small group, whole group and interactions between the

teacher and child as well as child with peers. We utilize the information gathered during children's informal assessment and parent-teacher conferences to improve as well as update individualized teaching to increase support for each child. These multiple samples and progressions are formally shared with parents in the winter and spring. Parents will always be notified ahead of time to plan accordingly. Parents, early childhood educators, and center administrators are also free to request additional conferences any time they wish or deemed necessary.

### ***Resolving Parental Concerns***

Please feel free to discuss any concerns that you may have regarding your child's care at For My Child Learning Center. We have an open-door policy. Center administration will be available on a daily basis. This includes the center director and assistant director. Our educators are often busy giving their undivided attention to children, but if a parent needs to meet with a specific educator, a conference can be scheduled. If a parent has discussed an issue with the teacher and center administration, and still have concerns that have been addressed, please feel free to contact the For My Child Corporate Office at 337-988-4042 with your concerns.

### ***Parental Involvement***

Parental involvement is essential in quality early learning environments. Throughout the year, there will be opportunities for parents to showcase their talents. Whether storytelling for Dr. Seuss Day, visiting during fire prevention or dental awareness, or making holiday cards at home— your involvement will not go unnoticed. We are always open to having parent volunteers to help within the classroom as well. If this is something you are interested in doing, please see a center director as there are required licensure documents that need to be completed beforehand.

### ***Parent Resources***

While it is critically important to meet the needs of the children at For My Child Learning Center, it is also important to help our parents and caregivers with their family needs. At each For My Child Learning Center, resource material will be accessible and available for parents in the lobby. These resources include, but are not limited to information regarding higher education diploma or degree seeking institutions, health care, housing, parent training opportunities, local school district information, and general family friendly activities. Should you have informational questions, please do not hesitate in asking the center director or assistant director.

## **Enrollment**

### ***Enrollment/Admissions Policies***

For My Child Learning Center accepts children from 6 weeks to 5 years of age. Our center does not discriminate because of race, color, national origin, age, sex, religion or ability.

### **Enrollment Forms**

- ! Parents must submit a For My Child Learning Center Registration Packet with an accompanying one-time registration fee of \$100.00. This fee is waived for Unitech Training Academy affiliates. If space is available for the enrolling child and all paperwork has been completed, the child will be placed. If space is not available, the child's name will be placed on the waiting list. Full-time enrollees will be given priority and if space is available, part-time enrollment will be accepted.
  
- ! If parents address or telephone number changes during the time the child's name is on the waiting list. Parents have the responsibility to update the application by calling the center or faxing changes to the center.

### **Upon Entrance**

Each child enrolled must have a completed master card and ALL of the following prior to attending the center. All information will be kept confidential and is for our records only.

#### *Paperwork*

- \_\_ Checklist
- \_\_ Welcome Letter
- \_\_ Parent Handbook and Agreement
- \_\_ Admission Information
- \_\_ Admission Requirements
- \_\_ Family Registration
- \_\_ Children's Information Master Card
- \_\_ About Your Child
- \_\_ General Authorization
- \_\_ Medication Authorization and Administration
- \_\_ Consent to Release Info, Recordings, Photos
- \_\_ CACFP Enrollment/Decline Form

### **Supplies**

- ! Complete change of clothes (weather appropriate)
- ! Diaper/Pull-ups and wipes labeled with child's initials (for children that are not potty-trained). Families will be charged when FMC supplies these items.
- ! Mat and blanket for quiet time
- ! Bottles, formula, breastmilk, snacks for infants
- ! Cup for toddlers
- ! When necessary, documentation of exemptions and exclusion of children who lack immunizations. *Exemptions from the requirement for up-to-date immunization made for religious or medical reasons shall be documented in the child's record. A child whose immunizations are not kept up-to-date shall be excluded after three written reminders to parents over a 3-month period. If more than one immunization is needed in a series, time shall be allowed for the immunizations to be obtained at the appropriate intervals.*

Tuition Fees	Full Time	Extended
<b>Infants-2 (6 weeks-24 months)</b>	\$135/week	\$155/week
<b>2-5 years</b>	\$125/week	\$145/week
<b>Infants-2 (6 weeks-24 months)</b>	\$30/day	\$35/day
<b>2-5 years</b>	\$25/day	\$30/day

\*Full-Time Care (Monday-Friday)

\*Part-Time Care (committing to 2 or 3 days per week) –Part-time care is based upon available space and is offered only until there is a demand for full time care. Full-time care has priority over part-time care. Families who have children attending part time will be given the option to attend full time before FMC accepts a new full-time student.

\*Extended-Time Care is available at some locations. Advanced notice is required so staffing arrangements can be made. The hours for extended care are 6:00am until 8:00pm

\*If paying **full time** tuition for more than one child, a 5% discount on the total cost will occur when adding a second child. For example, 2 children @ \$125/week = \$250/week, with 5% discount = \$237/week.

\*Registration Fee: \$100 fee for the first child and \$50 for each additional child.

\*Child care tuition is payable as a weekly or monthly agreement in the form of cash, check, or money order (payable to: For My Child Learning Center). Payments will be placed in the assigned location in an envelope labeled with the child's name before services can be rendered. Receipts will be given for tuition payments. The monthly option is payable by the 1<sup>st</sup> of each month (keeping in mind that few months have 5 weeks while most have 4 weeks, indicating slight fluctuation in monthly tuition). If paid after the 5<sup>th</sup> of each month, a \$5 per day late fee will

be assessed until payment is received. The weekly option is due no later than each Monday morning prior to care. Like the monthly option, a \$5 per day late fee will be assessed until payment is received. Continued late payments with little to no rectification may result in dismissal from For My Child Learning Center. If, for any reason, a check is returned for nonsufficient funds (NSF), there will be a \$25 NSF check charge. After the 1st check or electronic payment is returned, for any reason, cash payment in the form of a money order will be required. Your child will not be accepted for care until all fees are paid in full. There are no exceptions.

Please Note: All children must be registered children of For My Child Learning Center. No deductions or refunds will be given for days in which your child is sick or absent. A prolonged, continuous absence will be addressed on a case-by case basis.

### **Enrollment Termination**

If the center director identifies a problem for which the center/staff cannot make effective resolution, parent conferences will be held. If, after parents and staff have worked toward a solution in which both parties agree that is in the best interest of the child to remove him/her from the center, the child's enrollment will be terminated. If termination of a child's place at For My Child Learning Center occurs at the request of the parent, a two week written notice per child is required. If a family has 2 children enrolled a 4 week noticed is required. Families are responsible to pay the full amount due prior to or on the withdrawal date. For My Child Learning Center reserves the right to terminate enrollment for the following reasons/but not limited to the following reasons:

- The center cannot meet the physical, mental, or emotional needs of the child
- The child threatens the safety, health and /or well-being of others
- A formal parent conference is not attended (one requested by director)
- Tuition is late
- On the advice of a physician or child psychologist
- Enrollment was under fraudulent circumstances
- Parents ignore center guidelines, and/or cause undue stress to center staff or operations
- Repeated tardiness in picking up a child at closing time
- Enrollment/immunization records are incomplete and /or not updated
- Parent/Guardian threaten the safety of the children and/or staff

## **Daily Routines and Schedule**

### **Hours of Operation**

6:30am-6:00pm (Monday-Friday) at all For My Child Learning Center locations

6:00am-8:00pm (Monday-Friday) at some locations

### **Center Holiday Closures**

We are closed the following days of the year:

New Year's Day  
Martin Luther King Jr. Holiday

Good Friday (North Louisiana locations)  
Mardi Gras Day (South Louisiana locations)  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

### **Early Closures**

On our early closures days we will be open from 6:30am to 3pm.  
New Year's Eve

\*Deductions are not made for center holidays.

### **Bad Weather & Emergency Closures**

We follow local school district closures at this time. If you have a question about if we will be open please call us. No deductions or refunds will be given for days in which FMC is closed for inclement weather.

If unforeseen emergencies arise and we need to close early we will notify you as soon as possible and stay with your child until you can safely pick him/her up.

### **Routines**

A predictable routine helps children develop a sense of competence and involvement in their world. Please have your child at FMC before 9:00am unless a later time is agreed upon by director. Daily schedules and meals are posted throughout the center. The daily schedule for each age group serves as a guide. It provides a framework for planning and organizing the daily routine and activities for children. The daily routines for children may be a little different based on the age of your child. Adjustments to the schedule are made as your child gets older and his/her needs change. The daily schedules offered within this section are outlines of a typical day for children in our care. Please note that the daily schedules are flexible based on the needs of the children, the weather, and any unexpected learning activities.

Schedules and lesson plans will reflect developmentally appropriate practices. Plans and schedules are important in helping to give each class structure and organization. Weekly lesson plans will be posted, allowing for flexibility and change. Lesson plans and schedules will be adhered to with reasonable closeness, but shall meet both the individual needs and the differences among the children. The schedule will provide time and materials for both active and quiet activity, for children to share or to be alone, indoor and outdoor play, and rest. Time will be

scheduled for routines such as washing hands, lunch, rest, snacks, and putting away toys. Active and quiet periods will be alternated so as to guard against over-stimulation of the child.

### Sample Infant Daily Schedule

#### 6:30 – 9:00 Arrival

Infants served breakfast and bottle on an individual basis. Language activities take place including songs, nursery rhymes, and stories read to infants either individually or in a small group.

#### 9:00 – 10:00 Outdoor Time

Morning ride in the stroller followed by outdoor play within safe, shaded space. Non-mobile infants are provided a large space and sensory play materials such as textured toys.

#### 10:00 – 12:00 Floor Play

Infants served lunch on an individual basis. Floor time with fine motor, gross motor, dramatic play, cognitive and language activities (books read to infants either individually or in a small group)

#### 12:00 – 2:30 Quiet Time

Infants nap according to their individual schedule or "inner clock". Soft classical music played. Fine motor activities take place. Books read to infants either individually or in a small group. Infants are not kept in cribs when awake.

#### 2:30 – 3:30 Outdoor Time

Afternoon ride in the stroller followed by outdoor play within safe, shaded space. Non-mobile infants are provided a large space and sensory play materials such as textured toys.

#### 3:30 – 5:30 Floor Play

Floor time with fine motor, gross motor, dramatic play, cognitive and language activities (books read to infants either individually or in a small group)

#### 5:30 – 6:00 Clean-up and Departure

Infants' hands and faces are washed and clothes are changed if needed.

!  
according to their needs.

!  
the indoor play area.

!  
awake.

!  
playpens, or bucket seat tables for more than fifteen minutes unless eating.

!  
television.

Infants will be fed and diapered

Infants will be free to move around

Infants will not be kept in cribs when

Infants will not be kept in high chairs,

Infants will not be entertained by

### Sample Toddler and Twos Daily Schedule

#### 6:30 – 9:00 Arrival

Toddlers served breakfast on an individual basis. Quiet centers provided for open choice including manipulatives and puzzles, computers, listening and library center.

#### 9:00 – 9:30 Language and Story Time

Language activities take place including songs, nursery rhymes, puppet shows and stories read to toddlers either individually or in a small group.

#### 9:30 – 10:30 Indoor Centers

Center choices include: science and discovery, blocks, dramatic play, art, music, table toys, and library center.

#### 10:30 – 11:15 Outdoor Center Time

Outdoor Center choices include: gross motor, dramatic play, art, sand and water, and science and discovery.

**11:15 – 11: 30 Clean-up Time**

**11:30 – 12:00 Lunch Time\*\***

Toddlers served lunch as a group.

**12:00 – 2:30 Quiet Time**

Toddlers nap according to their individual schedule or "inner clock". Soft classical music played. Quiet activities are available for toddlers who are awake.

**2:30 – 3:00 Clean-up and Potty break**

This potty break is scheduled after nap. Diapers and toileting done throughout the day as needed.

**3:00 – 3:30 Snack Time**

**3:30 – 4:30 Indoor Centers**

Center choices include: science and discovery, blocks, dramatic play, art, music, table toys, and library

**4:30 – 5:30 Outdoor Centers**

Outdoor Center choices include: gross motor, dramatic play, art, sand and water, and science and discovery

**5:30 – 6:00 Clean-up and Departure**

!  
to their needs and not a class schedule.  
!  
playpens or confined to mats when awake.  
!  
chairs, or bucket seat tables for more than fifteen minutes unless eating.  
!  
through television use.

Toddlers will be diapered according

Toddlers will not be kept in cribs,

Toddlers will not be kept in high

Toddlers will not be entertained

\*\* Although lunch is scheduled at 11:30. Toddlers will be fed before or after the scheduled lunch time according to their individual needs.

**Sample Preschool Daily Schedule**

**6:30 – 9:00 Arrival**

Preschoolers are served breakfast on an individual basis as they arrive. Quiet fine motor and language activities provided for open choice including puzzles, manipulatives, writing materials, listening center, computers and library.

**9:00 – 9:30 Circle Time/ Large Group**

Cognitive, language, music and movement activities take place including songs, nursery rhymes, puppet shows, acting out stories, and exercise

**9:30 – 10:45 Indoor Centers/ Small Group**

Center choices include, but not limited to: blocks, dramatic play, art, music, science and discovery, table toys, library, writing, sensory motor (sand and water). Small Group, teacher-directed activities address essential concepts (colors, shapes, self-help skills, etc.)

**10:45 – 11:15 Story Time and Recall**

Preschoolers recall their center time activity and books are read to children as a large group.

**11:00 – 11:45 Outdoor Center Time**

Outdoor Center choices include: gross motor, dramatic play, art, sand and water, and science and discovery

**11:45 – 12: 00 Clean-up / Wash Hands for Lunch**

**12:00 – 12:30 Lunch Time**

**12:30 – 12:45 Clean**

Preschoolers wash their hands and put their mats out in preparation for lunch.

**12:45 – 3:15 Nap Time**

Soft classical music played throughout naptime. Quiet activities are available.

**3:15 – 3:30 Clean-up and Bathroom Break**

### **3:00 – 3:30 Snack Time/ Story Time**

### **3:30 – 4:30 Indoor Centers**

Center choices include, but not limited to: blocks, dramatic play, art, music, science and discovery, table toys, library, writing, sensory motor (sand and water). During center time a Small group, teacher-directed, activity will take place focusing on: emergent literacy, pre-math and/or cognitive development.

### **4:30 – 5:30 Outdoor Centers**

Outdoor Center choices include: gross motor, dramatic play, art, sand and water, and science and discovery

### **5:30 – 6:00 Clean-up and Departure**

Books are read to children until parents arrive.

## **Morning Arrival Routine - Children must be signed in upon arrival.**

We serve breakfast until 9:00am and encourage you to have your child at the center before this time. Your family's arrival and your leaving your child in the morning can sometimes be a hectic and stressful transition for both parent and child. In order to facilitate this drop off each morning, we suggest you establish a regular routine for saying good-bye that you will do every day. For example: Enter building **sign child in**, and put child's things away in cubby, **share any important information with teacher only then can we accept responsibility for your child.** Walk your child to the bathroom to wash their hands. Get a hug and a kiss, wave, blow them a kiss, etc. What's important is the consistent routine.

Sometimes your morning routine may not go as planned and your child may need help from the teacher. You may have to give your child to a teacher to hold as you depart. Your child may cry when you leave. If you are uncomfortable, you can call the center when you get to your workplace/class to see how your child is doing. Usually children stop crying and get involved in an activity fairly soon after the parent leaves.

## **Pick-Up Time Routine – Children must be signed out upon departure.**

**A child will not be able to leave the center with anyone other than a designated family member or other designated adult.** Pick up time is a transition that is often overlooked and can be difficult. Children must now make the transition from the center back to mom, dad, or babysitter. They often greet parents with confused emotions: "I am so happy to see you" is expressed along with "I am angry that you left me," or "Why did you come so early?" These emotions can be manifested in tantrums, refusal to cooperate, indifference to parents, a sudden need to do all the puzzles again, etc. Parents often feel confused and upset by their children's behavior especially if they expected the child to race into their arms and tell them happily what fun they had, and how much they missed them. This can be a difficult part of the day and needs to be given thought and planning. You may want to plan a few extra minutes when you pick up your child so that they can show you something they are proud, excited about or something they just enjoy doing.

Pick-up time can be a very dangerous time of the day with cars pulling into the parking lot. Please talk to your children about being safe leaving the building. They must remain inside the building until you come in to **sign them out**. Please **hold your children's hands or keep them near when leaving the building and walk them to your vehicle**. Other parents may be pulling in to pick up their children and not see your children if they run ahead to your car. Help us keep your children safe. Please be prompt and pick up your child before the center closes at 6:00pm. Our educators have commitments and responsibilities (such as night classes) at the end of the day, just like you do.

## **Late Pick-Up Fees**

There is a late fee for children not picked up by the 6:00pm departure time. A fee of \$5.00 per child will be charged for pickups between 6:01pm and 6:05pm. An additional \$1.00 per minute per child will be charged for children remaining in care after 6:05pm. This is based upon the

operational digital clock within the center lobby. Payment is due no later than 2 business days of the late pickup.

### **Departure Time/Third Party Release Procedure**

All centers must be very careful about releasing children. Children can only be released to those people listed on the consent form. **Only staff may release children.** If an adult we do not recognize or someone other than those on the list comes to pick up a child, we ask for identification. **If parents ask a question concerning their child, parents are referred to the director/lead teacher.** The teacher has been with the child the whole day while an assistant has only been with the child for a short period of time.

Due to the fact that everyone cannot verbally let us know if they do not know the person picking them up we require you to provide a copy of each person's driver's license that will be picking your child up that you have listed on your third party release list.

Only those persons listed on the Emergency Information Sheet as "Persons authorized to pick up child at any time" can pick a child up from the center. If anyone other than those authorized on the Emergency Information Sheet is to pick up a child, written permission must be given to the center by the registering parent/guardian.

In case of an emergency, persons listed in the "To be called in an emergency" list can pick up a child if the center cannot reach the parent/guardian and the center calls these persons to pick up a child. In a non-emergency situation, persons on the "To be called in an emergency" list cannot pick up a child without written permission from the parent guardian.

Every child enrolled in the center must have an Emergency Information Sheet on file. The family is responsible to inform the center of any changes on this form.

The center will not release a child at any time to a parent or designated individual who is visibly impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated individual is impaired, the center's administrative staff will telephone individuals from the third party release form to arrange for an alternative adult to pick up the child. If a parent or designated individual is impaired and insists that their child be released in his or her custody, the center's administrative staff will immediately telephone the appropriate law-enforcement officials.

### **Custody Policy**

In the event of a change in custodial arrangements for a child, both parents are asked to notify the center director in writing of the specific changes. For My Child Learning Center is legally obligated to release a child to either parent unless a court decree is on file at the center.

### **Daily Activity Report**

Activity reports are a very important part of our program. Reports will be completed daily in infant/toddler classroom and sent home. Daily reports help families feel like they have been a part of their child's day. Reports are to reassure parents and communicate the caring and interaction of the staff with the children.

### **Communication**

The building of a relationship between parents and teachers is the foundation for the child's positive experiences at the center. We encourage you to talk openly with educators in order to

establish this relationship. The more familiar we are with your family, the more understanding, supportive and helpful we can be.

Please inform educators of any changes(e.g., one parent has to take a trip, illness in the family, moving-even a short distance, parents changing jobs, etc.) before they happen. Changes at home often lead to changes in behavior at the center. We can care for and work better with your child if we are aware of the changes at home. That you notify the director/lead teacher of any changes in address, phone numbers at home and at work, caregivers or emergency numbers is of the utmost importance.

We are lucky to get to see you each day as you drop off and pick up! Often we share information at this time. We also share daily logs with parents regarding a child's day and general home learning activities that would correlate with the skills learned throughout the week.

### **License**

For My Child Learning Center is a Type III licensed child care facility through the Louisiana Department of Education. As a licensed facility, we are prepared at all times for an examination of our staff's qualifications, child-adult ratios, health and safety, meal service, positive discipline measures, and effective interactions. Licensing reviews will always be on file in the offices as well as sanitation and fire marshal inspections. Parents are welcome to review these at any time.

### **Complaint Procedure**

The For My Child Learning Center is operated by the corporate office of Unitech Training Academy. Should you at any point during your child's enrollment, have concerns about your child's care or safety, we encourage you to speak immediately to the child care center director. If the problem is not resolved, please contact the Executive Director of For My Child Learning Center at 337-988-4042.

### **Children's Record**

According to the Louisiana Department of Education's Licensing Division, a record for each child must be kept on file at the center containing, but not limited to the following information:

- General information master card including child's medical history
- Updated immunization record
- Authorization to release of child to third party
- Authorization for emergency medical treatment
- Authorization for off-site activities
- Authorization for medication administration, if applicable
- Authorization for water activities
- Authorization for transportation
- Infant/Toddler bottle feeding authorization, if applicable
- Special diet/current feeding schedule, if applicable

Children's records must remain on file for a minimum of five years from termination or discharge for review by the Louisiana Department of Education's Licensing Division. At the completion of one year they will be destroyed per For My Child Learning Center's records management plan.

## **Confidentiality and Security of Records**

The Director will supervise the maintenance and have custody of all records for staff and children. Records may be released only to custodial parents. All records are the property of the center and will be in a locked cabinet to secure them against loss; tampering or unauthorized use.

The center shall maintain the confidentiality of all children's records. Employees of the 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 center shall obtain written informed consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized agencies.

## **Non-Discrimination Policy**

For My Child Learning Center does not discriminate against children based on race, color, creed, sex, national origin, handicapping condition, ancestry or children being breastfed.

## **Abuse and Neglect Policy**

If staff members suspect abuse or neglect of any child at our center, they must immediately notify Local Child Protection and the center director. The director will call and report this action the Louisiana Department of Education's Licensing Division. As mandated reporters, all center staff shall report any suspected abuse and or neglect of a child in accordance with R.S. 14:403 to the Local Child Protection Agency. Reporting contact information is 1-855-4LA-KIDS (1-855-452-5437) toll free 24 hours a day, 365 days a year.

## **Continuing Education of Staff**

The Director shall provide opportunities for continuing education of staff through attendance at childcare workshops or conferences to enhance the ability of staff to meet the individual needs of children enrolled. Some college courses also provide continuing education of staff. The Department of Education mandates the following training:

1. The childcare staff shall obtain 12 clock hours of training per center's anniversary year in job-related subject areas. (CDA hours can count for this college courses in child development can count for this)
2. Infant/child CPR, and pediatric first aid
3. State approved health and safety training – 3 clock hours (CDA state approved health and safety training hours can count for this)

## **Therapist Release**

In order to grant permission for a therapist to come into the center to work with your child through a community or independent agency you will be required to sign a therapist release form. Therapist are required to provide the center with a copy of their criminal background check.

## **Incident Reports**

An incident log is filled out each time a child is involved in an accident/incident. Any accident/incident is immediately reported to the Director or the on-duty designee. This will assure that appropriate child intervention and family notification is initiated.

Parents or designated person shall be notified immediately in the following situations per the Louisiana Department of Education's Licensing Division:

- Blood not contained in adhesive strip
- Head injury
- Human bite which breaks the skin
- An impaled object
- Broken or dislodged teeth; or
- Any injury requiring professional medical attention
- Allergic Reaction
- Skin Changes e.g. rash, spots, swelling, etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 101
- Any illness requiring professional medical attention

A minimum of one staff member in each room (usually two) trained in pediatric CPR and first aid is on the premises at all times in accordance with the Licensing Division.

### **Illness**

A child who manifests symptoms of illness will be separated from the group and taken to the Director's Office. An adult will remain with this child until a parent comes to take the child home. The cot used for this child will be cleaned and sanitized after use (using the bleach solution). If your child is sick please call and let us know they will be out. (318-442-3185)

### **Daily Morning Visual Health Check**

A daily evaluation on each child will be conducted for any indication of illness, injury or abuse and record on *Morning Visual Check Form*. *If your child has a bruise, cut, injury please inform the teacher how they received it so they can document this on the Morning Visual Check Form.* Forms are reviewed by the director daily. Forms will be filed on each child in the Director's office for one year.

### **All illnesses, accidents, unusual behavior, etc. must be logged.**

The day care center director shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

<b>Illness/Symptom</b>	<b>Exclude Until</b>
Meningococcal disease ( <i>Neisseria meningitidis</i> )	Well and proof of non-carriage <sup>1</sup>
Hib disease ( <i>Haemophilus influenza</i> )	Well and proof of non-carriage <sup>1</sup>
Diarrhea (two or more loose stool, or over and above what is normal for that child)	Diarrhea resolved or is controlled (contained in diaper or toilet)
Fever of unknown origin (100°F oral or 101 rectal or higher) and some behavioral signs of illness	Fever resolved or cleared by child's physician/health department
Chicken pox	Skin lesions (blisters) all scabbed over
Hepatitis A	One week after illness started and fever resolved
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician <sup>2</sup> chosen by the child's parent,

	guardian and the center director
Undiagnosed generalized rash	Well or cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician

a. <sup>1</sup>Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease or four-day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.

b. <sup>2</sup>These persons should include the child's physician and other qualified individuals such as the center director, a representative from the Office of Public Health, and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program being considered and whether an HIV-infected child poses a potential threat to others.

c. With most other illnesses, children have either already exposed others before becoming obviously ill (e.g., colds) or are not contagious one day after beginning treatment (e.g., strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Check with your local health department for information on specific diseases. Children who are chronic carriers of viral illnesses such as cytomegalovirus (CMV) and Herpes simplex can and should be admitted to day care centers.

d. The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or suffers an accident while in care.

### **COMMUNICABLE DISEASE**

1. Report any case or suspected case of a communicable disease to the Director.
2. A child will be sent home if:
  - a. The child does not feel well enough to participate comfortably in the usual activities of the center
  - b. The caregiver cannot care for the sick child without interfering with the care of the other children
  - c. Keeping the child in the center poses an increased risk to other children or staff in the center, as determined by the Director or, if necessary, a local health official
  - d. The child has a fever of 101° or higher within the previous 24-hour period
3. A parent or designated adult shall be notified immediately if a child becomes ill, has an accident or exhibits unusual behavior while at the center. Notification shall be documented on the accident/illness/injury form.
4. A staff member will supervise the child in the director's office, or another area of the center separate from other children, until the parent arrives to pick up the child.

### **INFORMATION SHARING ON FAMILY HEALTH**

Families may be asked to share information about family health (such as chronic diseases) that might affect the child's health.

For example if a child with invasive *H. influenza* type b (Hib) infection has been in care, we will inform parents of other children who attend the facility, after consultation with the health department, that their children may have been exposed to the Hib bacteria and may have greater risk of developing serious Hib disease if their child is unimmunized or incompletely immunized. The facility shall recommend that parents contact their child's health care provider.

Local and/or state public health authorities shall be notified immediately about cases of *H. influenza* type b (Hib) infections involving children or child care providers in the child care setting. Facilities shall cooperate with their health department in notifying parents of children who attend the facility about exposure to children with Hib disease. This may include providing local health officials with the names and telephone numbers of parents of children in classrooms or facilities involved.

Other examples of all parent notification are:

HAEMOPHILUS INFLUENZAE TYPE B (Hib)  
STREPTOCOCCUS PNEUMONIAE  
NEISSERIA MENINGITIDIS (MENINGOCOCCUS)  
PERTUSSIS

GROUP A STREPTOCOCCAL (GAS) INFECTION  
TUBERCULOSIS  
VARICELLA-ZOSTER (CHICKENPOX) VIRUS

### **Medication Administration**

Under the licensing rules and regulations, For My Child Learning Center can only administer medications when accompanied by permission to administer medication form. Prescriptions must be clearly labeled as follows:

- ! Be in original container bearing the original pharmacy label
- ! Prescription name and number
- ! Patients name
- ! Name of medication
- ! Expiration date
- ! Physician's name
- ! Directions for dosage
- ! Date that the prescription was brought to provider

For My Child Learning Center will not administer non-prescription medicine.

### **Absences**

Child Care Assistance Attendance for children that qualify for Child Care Assistance

The Child Care Assistance Program pays for 22 days of care per month for children receiving child care assistance. CCAP will pay for 5 absences per month including center closure days. If your child is absent over 5 days per month including center closures then you will be charged the whole amount of tuition for days that the center is open and your child is not in attendance.

### **Food Program**

FMC provides breakfast, lunch and an afternoon snack with strict adherence to USDA child nutrition guidelines and standards. It is required that yearly CACFP applications are completed upon entry and every September.

Nutrition is a major factor in the physical, social, mental, and emotional development of children. Child care offers a good opportunity to establish nutritionally sound eating habits as well as an understanding of the relationship between food, health, and growth. Our goal is to have a positive influence in broadening children's food experiences while being conscious of young children's tastes and appetites. Nutrition education is integrated into the program through cooking projects and by the teacher sitting at mealtime with the children. This provides an understanding of appropriate eating habits as well as an opportunity for social conversation. Menus are developed to meet nutritional requirements of young children in compliance or exceeding the minimum standards USDA Child Care Food Program requirements for meal composition and serving size. Menus are posted for your review.

Board of Health does not allow any food products to be brought into the center. However, an exception is granted for special occasions such as birthday and holiday parties. The exception does require that the food products be commercially purchased. Please discuss with your child's teacher your plans for bringing in food to share with others. ***If your child has food restrictions due to medical or religious reasons, please see the director.***

### **Birthday Parties**

Birthdays at this age are very exciting for you and your child. FMC looks forward to participating in this special occasion. FMC and the State Board of Health have some guidelines for the safety of the children.

1. All baked items must be purchased from a “licensed” kitchen, no home baked items are allowed.
2. We also ask that individual drinks or paper cups are used as well as plastic spoons to make cleanup more manageable for you and the staff.
3. Parties are to be held after snack time, please speak with your child’s teacher in regard to times.
4. Please inform the bakery that no peanut products are allowed.