



Parent Handbook

2026

Welcome

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

As with any service organization, we must set forth policies 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 and procedures. 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 with your child's teacher and center administration.

Our Focus and Philosophy

We are a Type III Learning Center committed to offering working parents access to high quality education. At For My Child Learning Center our early childhood educators strive to have nurturing relationships with 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 partners to ensure that our children are prepared when Kindergarten approaches.

For My Child Learning Center offers a positive learning environment that promotes learning and development through active exploration. Our focus is to **nurture**, **stimulate** and **prepare** your child for success.

Nurture. Ongoing, warm relationships with consistent caregivers is important in a child's healthy development. It is our goal to provide exceptional care and attention while cultivating feelings of positivity, compassion, safety and security.

Stimulate. For My Child Learning Center will stimulate children's development by giving them the opportunity to problem solve, explore, experiment, engage in back-and-forth dialogue, and share the love and joys of learning 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 high quality education for all early learners. Our

teachers put emphasis on pre-skills that lay the foundation of a love of learning. Focusing on these skills leads to our FMC students being prepared to excel in a traditional elementary school setting.

Educational Design and Curriculum

Experienced Early Childhood Educators

Here at For My Child Learning Center we choose our early childhood educators for their classroom experience, credentials, training, compassion, empathy and natural talents. Our early childhood educators go through an extensive application process which includes an intensive interview, reference check of past employers, CCCBC fingerprint check, Local Background check, and onboarding orientation training. All educators are certified in CPR and Pediatric First Aid and complete more than 12 clock hours of yearly professional development/Continuing Education. All of our Lead Teachers are required to have a minimum of their CDA and/or an Early Childhood Learning Ancillary Certificate. All of our Assistants either have or are encouraged to obtain or enroll in a CDA and/or an Early Childhood Learning Ancillary Certificate Program within two years of their hire date.

Curriculum

At For My Child Learning center we utilize the Frog Street Curriculum tailored for each specific age group. We also actively incorporate Conscious Discipline essential practices into our daily lesson plans and routines. Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Daily schedules are designed with a balance of structured teacher guided time and interactive free choice.

Our infants and toddlers 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. 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.

For our preschoolers the frequency, depth and duration of questions along with the critical thinking process deepens. 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. This

expanded thinking includes problem solving, predicting, experimenting, classifying, comparing, evaluating and using advanced language in real-world applications.

Enrollment and Admissions Policies

Admissions, Tours and Enrollment Forms

For My Child Learning Center welcomes children **6 weeks through 5 years of age**. Our center does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability.

Prospective families are encouraged to schedule a tour of our facility by contacting the center. During the tour, you will have the opportunity to meet with the center administration, learn about our programs, discuss your child's individual needs, and have any questions or concerns addressed.

Once you decide to enroll your child, a completed **For My Child Learning Center Registration Packet** must be submitted prior to your child's first day of attendance. A **one-time, nonrefundable registration fee of \$100.00** is required at the time of enrollment. This fee is **waived for Unitech Training Academy affiliates**.

For currently enrolled families, an **annual registration fee** will be assessed each **September** through the HiMama app to maintain your child's enrollment for the upcoming year.

The Registration Packet includes the following forms, all of which must be completed, signed, and dated before your child may begin attending the center:

- Child Mastercard
- Emergency Contacts and Authorized Individuals
- Third Party Release Consent
- Emergency Medical Attention Consent and Release
- Authorization of Topical Products
- Video Surveillance Policy
- Permission to Post Allergies
- Food and Nutrition Consent
- Consent to Release Media and Disclose Information
- General Authorization Form
- Tuition and Payment Contract
- Parent Handbook Agreement and FMC Policy Review
- CACFP Eligibility Form
- As Needed Medication Authorization Form
- Emergency Medication Authorization Form

If space is available for the enrolling child and all mandatory paperwork has been completed, the child will be placed with a start date. If space is not available, the child's name will be

placed on the waiting list. If a prospective parent pays the registration fee and eventually does not enroll their child for any reason the registration fee will not be refunded.

Supplies

Infants Ages 0- 1

- Four to Five Pre-Made Labeled bottles with lid [If you choose to utilize our Center provided formula please send four to five empty labeled bottles]
- Breast Milk if applicable
- Nursery Water [We will use the center's filtered tap water if it is not provided by parent]
- 1 Sleeve/ Pack of labeled diapers
- A few packs of labeled wipes
- A minimum of two sets of labeled weather appropriate clothes including socks
- Current Immunization/ Shot Records
- Any applicable doctor's prescriptions
- Pacifier with no clip/ toys/ or strings attached

Children ages 1-5

- Labeled Blanket for nap time (Will be returned home every Friday to be washed)
- Labeled Kindermat
- 1 Sleeve/ Pack of diapers or Pull-Ups if applicable
- Four to Five sets of labeled underwear for active bathroom training children
- A few labeled packs of wipes
- A minimum of two sets of change of clothes including socks and underwear labeled
- Current Immunization/ Shot Records
- Any applicable doctor's prescriptions

**If your child lacks immunizations, we will need documentation of exclusion. Exemptions from the requirement for up-to-date immunization records are made for religious or medical reasons. 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.*

Lillio (Hi Mama) Technology

At FMC we utilize the Lillio (Formally HiMama) technology to help manage the center, staff and parents. Through this system we are able to manage Child MasterCard information, Child attendance for pick up and drop off, payments and billing, daily reports and most importantly parent communication. Ultimately Lillio empowers us to build stronger more efficient

relationships with families. In order to participate in the Lillio technology you will need a valid e-mail address and an electronic device, tablet, phone or computer with internet access. We encourage our parents to download the free electronic phone application.

Tuition Plans and Billing

Tuition Fees	Full Time
Infants 0-1 (6 weeks-12 months)	\$200/week
Toddlers ages 1-2 years	\$190/week
Preschool 3-5 years (NOT potty trained)	\$190/week
Preschool 3-5 years (Potty Trained)	\$180/week

Tuition Plans

Private Pay Childcare tuition is payable as a weekly, bi-weekly, or monthly agreement. Tuition payments are completed electronically through the Lillio software. Lillio is a free electronic application that can be linked to a bank account or bank card or a Major Credit Card. Please note that some Debit Card accounts are not applicable and will not link with the system. We only accept cash for the one-time Registration fee. In some approved instances or circumstances approved by the Director we can accept payment in the form of cash, check, or money order (payable to: For My Child Learning Center).

The monthly option is payable by the 1st 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 5th 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 payment is returned for nonsufficient funds (NSF), there will be a \$25 NSF check charge. After the 1st 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. Continued late payments with little to no rectification may result in dismissal. We reserve the right to refuse services until payment is made in full and if necessary, fill your child's spot from our waiting list.

Childcare Assistance

We are a Type III Facility and happily accept Child Care Assistance and CCAP Birth to Three Seat funding. Our CCAP children are required to check in and out utilizing the KinderKare and KinderSign smartphone application. While we can help guide parents through the CCAP certification and recertification process, it is ultimately the parent's responsibility to ensure submittal of appropriate documents and completed forms to the state/Case worker. If you are transferring to our center and currently accepting CCAP at another center, or on a CCAP waiting list you are responsible for weekly tuition payments at our private pay rates until the state approves you and you show as ACTIVE on our CCAP Center Roster.

If paying 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.

Teacher Child Ratios

We are committed to maintaining the appropriate teacher-child ratio by adhering to the following minimum requirements 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	1:10
3-year olds	1:13
4-year olds	1:15

Daily Routines and Schedule

Hours of Operation

6:00am-6:00pm (Monday-Friday) at the For My Child Learning Center Lafayette Campus

6:30am-6:00pm (Monday-Friday) at the For My Child Learning Center Alexandria Campus

Please note that our mandatory drop-off cut-off time is **8:30 a.m.** All children must be dropped off and ready for the day by 8:30 a.m. unless they have a doctor's authorization or a verified emergency.

Breakfast at For My Child Learning Center is served daily at 8:30 a.m., and circle time begins promptly at 9:00 a.m. We strictly enforce the 8:30 a.m. cut-off to maintain order, consistency, and a smooth daily routine for all children and staff.

Please notify the center before 8:30 a.m. if your child may arrive late. Exceptions will be made for emergencies and doctor or medical appointments.

Children returning from an appointment must arrive back at the center by **11:30 a.m.** so they can settle in and participate in nap time with the other children.

Thank you for your cooperation and understanding.

Center Holiday Closures

We are closed annually for the following days of the year:

New Year's Day
Martin Luther King Jr. Holiday
Good Friday
Mardi Gras Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Veterans Day [Teacher Inservice Training at both centers]
Thanksgiving [Thursday and Friday after Thanksgiving]
Christmas Eve
Christmas Day

*Deductions are not made for center holidays.

Bad Weather & Emergency Closures

At For My Child Learning Center we follow the local Lafayette Parish and Rapides Parish School Board closures. We typically try our best to follow these local school district closures so parents know what to expect and can make arrangements in a timely fashion. Sometimes announcements of school closures through the school board can come with little to no notice. Unfortunately, we can't predict the weather, and while we realize these last-minute decisions regarding weather closures can be extremely frustrating, the safety and security of the children entrusted in our care is our first priority. 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

Children thrive in a consistent and structured environment. A predictable routine helps children develop a sense of competence and involvement in their world. Daily schedules and meals are posted throughout the center and on the Lillio Smart App. The daily schedule for each age group serves as a guide providing the framework for the children's activities and routines. The daily schedules offered within this section are simply outlines of a typical day for children in our care. Please note that all daily schedules are flexible based on the needs of the children.

Sample Infant Daily Schedule

6:30 – 8:30 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.

- * Infants will be fed and diapered according to their needs.
- * Infants will be free to move around the indoor play area.
- * Infants will not be kept in cribs when awake.
- * Infants will not be kept in highchairs, playpens, or bucket seat tables for more than fifteen minutes unless eating.
- * Infants will not be entertained by television.

Sample Toddler and Twos Daily Schedule

6:30 – 8:30 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

- * Toddlers will be diapered according to their needs and not a class schedule.
- * Toddlers will not be kept in cribs, playpens or confined to mats when awake.
- * Toddlers will not be kept in highchairs, or bucket seat tables for more than fifteen minutes unless eating.
- * Toddlers will not be entertained through television use.
- ** 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 – 8:30 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. This is accomplished with either the Lillio App and/or for CCAP Children the KinderConnect or KinderSign Application. We serve breakfast at 8:30am and encourage you to have your child at the center before this time. There is a mandatory 8:30am cut-off time and children will not be accepted after this time. At 9:00am our classroom routine starts. When a child is dropped off late it can be a distraction to circle time and interrupt their learning.

While it is not typical, sometimes drop-off time can be a hectic and stressful transition for both parent and child manifesting in tantrums. We assure you this is common among daycare-aged children, and not a reason to be alarmed. Your child may be upset when you leave, and you may have to give them to a teacher to hold as you depart. If you are uncomfortable, you can call the center when you get to your destination for an update to see how they are doing. Typically upset children stop crying and get involved in an activity fairly soon after the parent leaves.

In order to facilitate an easy drop off each morning, we suggest you establish a regular routine for saying good-bye that you will do every day. What's important is the consistent routine. For children with separation anxiety, it is beneficial to avoid any special snacks, toys, ipads, and phones on the car ride to school. If you eliminate these pacifying items, you will avoid the production of having to separate the child from the items. We cannot accept a child into our care with any type of technology, toys, and/or food items.

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 authorized adult on your Mastercard and/or Emergency contacts. If an adult we do not yet recognize comes to pick up a child, we will ask for the appropriate identification. Parents must notify the center in writing to inform of any changes on the authorized pick up list. A parent may further authorize additional individuals via a text message, fax, or email to the center in unplanned situations and follow it with a written authorization.

If parents ask a question concerning their child, parents are referred to the Director or the Lead Teacher if available. Please keep in mind that an employee transition happens in the afternoons in order to relieve Lead Teachers with morning shifts while maintaining adequate ratio. In some instances, Assistant Teachers or other classroom teachers will supervise classrooms during closing time. The Lead teacher has been with the child the whole day while an assistant teacher has only been with the child for a short period of time.

Pick-up time can be a very dangerous time of the day with cars pulling into the parking lot. Please talk to your child about being safe leaving the building. In the event that you are walking your child from the building, please hold their hands with close proximity and walk them to your vehicle. Other parents may be pulling in to pick up their children and not see your child 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 at the end of the day.

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 appears impaired, the center's administrative staff will telephone to arrange for an alternative authorized 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

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.

Food and Nutrition

At FMC we provide a homemade breakfast, lunch and afternoon snack daily with strict adherence to USDA child nutrition guidelines. Meals are served at the following designated times:

Lafayette Campus

Breakfast: 8:30am

Lunch: 11:00am

PM Snack: 2:00pm

Alexandria Campus

Breakfast: 8:30pm

Lunch: 11:30pm

PM Snack: 2:30pm

Our goal is to have a positive influence in broadening children's food experiences while being conscious of young children's tastes. We are participants in the CACFP Food Program which allows us to serve a variety of nutritious and delicious balanced meals incorporating fruits, vegetables, proteins and whole grains. It is required that yearly CACFP applications are completed upon entry and annually in September.

Nutrition is a major factor in the physical, social, mental, and emotional development of children. Childcare offers a good opportunity to establish nutritionally sound eating habits as well as an understanding of the relationship between food, health, and growth. 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.

** If your child has any dietary restrictions due to medical or religious reasons, please see the director to ensure we have a safe nutrition action plan. We will need to keep specific documents on file in these cases. We will do our best to accommodate any dietary restrictions with substitutions when possible, However, it is ultimately the responsibility of the parent to provide any item that is not scheduled.*

**Please note all substitutions for allergies both center or parent provided will require a written doctor's authorization and/or diet prescription*

Infant Specific Nutrition

For Infants less than 12 months old we provide Iron-Fortified Infant Cereal, Member's Mark Infant Formula w/ Iron (Milk base) and jarred semi-solid fruits and vegetables. Parents can specify whether they want their child served the standard Infant formula from the center, parent provided Breastmilk, or a parent provided special infant formula due to a dietary restriction. Parents are required to provide nursery water to prepare bottles with. If nursery water is not provided, we will use our center filtered tap water. Please note that in addition to

meals, on some occasions we also serve age appropriate infant snacks. [For example: Grain and Grow Puffs, Yogurt Melts, Gentle Teething Wavers/crackers/husks, etc.]

Children Specific Nutrition

For children ages 1-5 we serve a rotating monthly menu and both Whole Milk daily. The Menus are posted in advance both physically at the center and digitally for your review. If your child has dietary restrictions the parent will be responsible for providing any food or milk that isn't scheduled to be provided on the daily menu. Parents can specify if they want their child served the menu as is, or if they need to provide meals or special milk due to a specific dietary restriction. Please note in addition to meals, on some occasions we may serve a sweet treat or snack. [For example, a popsicle on a particularly hot summer day or a cupcake for a special celebration.]

Birthday Parties

Birthdays at this age are very exciting for you and your child, and we look forward to participating in this special occasion! The Board of Health generally does not allow any food products to be brought into the center. However, an exception is granted for special occasions such as birthdays, holidays and other celebrations. 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. Here are some guidelines for the safety of the children:

- All baked items must be purchased from a "licensed" kitchen, no home baked items are allowed.
- Please provide disposable utensils and serving ware or individual drinks to make cleanup more manageable for you and the staff.
- Parties are to be held after snack time. Please speak with your child's teacher in regard to arrival times if necessary.
- Please inform the bakery that no peanut products are allowed.
- Although it is not necessary, we do allow special decorations and/or giveaways for classmates.

Child Guidance, Self-Regulation and Behavior Management

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 with proper preparation, structure, and consistency children can initiate their own play and exploration, and the need for teacher control, discipline and intervention is drastically 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.

At For My Child Learning Center we incorporate Conscious Discipline classroom management strategies into our policies, daily routines and lesson plans. Conscious Discipline is a proven, comprehensive approach that empowers teachers with skills that create a safe, connected, problem-solving environment for families. We equip our teachers to integrate social-emotional learning, discipline and self-regulation so they spend less time policing behavior and more time teaching vital life skills.

FMC Behavior Management Policy

The following Policy describes the methods of behavior guidance and management that shall be used at FMC.

Children at FMC are prohibited from being subject to any of the following:

- physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position;
- verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- the threat of a prohibited action even if there is no intent to follow through with the threat;

- being disciplined by another child;
- being bullied by another child;
- being deprived of food or beverages;
- being restrained by devices such as highchairs or feeding tables for disciplinary purposes;
- having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime;

Time Out Guidance

- time out shall not be used for children under age two;
- a time out shall take place within sight of staff;
- the length of each time out shall be based on the age of the child and shall not exceed one minute per year of age;
- for children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center;

Praise and Positive Reinforcement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management procedures:

At FMC We Do:

- Praise, reward, and encourage the children
- Reason with and set limits for the children
- Model appropriate behavior for the children
- Modify the classroom environment to attempt to prevent problems before they occur
- Actively Listen to the children
- Provide alternatives for inappropriate behavior to the children
- Provide the children with natural and logical consequences of their behaviors
- Treat the children as people and respect their needs, desires, and feelings
- Ignore and redirect minor misbehaviors
- Explain things to children on their levels
- Stay consistent in our behavior management program
- Use effective guidance and behavior management techniques that focus on a child's development
- Use short supervised periods of appropriate time-out sparingly when necessary

AT FMC We Do Not:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children
- Shame or punish the children when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating, resting, or sleeping
- Leave the children alone, unattended, or without supervision
- Place the children in locked rooms, closets, or boxes as punishment
- Allow discipline of children by children
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Our goals for behavior management are ultimately to help children develop self-control and learn acceptable forms of social behavior. It is our objective to help children learn to appropriately resolve conflict and develop problem solving skills with peers and adults. In some instances, with biting, hitting, tantrums and aggressive behavior further action or intervention can sometimes be necessary. On the occasion that these behaviors become unmanageable sometimes if resources are available, we can use Collaborative Consultation through the TIKES Program [Tulane Infant & Early Childhood Consultation Supports & Services] MHCs work hand in-hand with teachers & directors to support developmentally healthy environments. ECMHC is an intervention that teams a mental health professional with early childhood professionals to improve the social, emotional and behavioral health of young children in early learning centers. We also follow the policy below.

Biting, Hitting and Aggressive Behavior Policy and Behavior Plans

As you know, biting and hitting are common occurrences among children who do not have language to express their feelings. We understand that this behavior is developmentally normal, but it is not an acceptable means of resolving issues. While several other centers have adopted a "Three strikes and you are out" Policy we try our best to work more with families as much as possible. At For My Child Learning Center, child safety and parental happiness is our first priority. In these types of situations, we will integrate interventions that stimulate positive interaction with language, but it will take a strong partnership with parents to successfully intervene with this behavior as well. Depending upon the severity and age, a child may be put in time out, may have to call a parent, sent to the Director's office, or sent home for the day if necessary. On some occasions, children who are disruptive or continuously aggressive may need a behavioral plan to be put in place. If the behavior continues with little partnering with parents, the child may eventually be dismissed from the center. In biting and hitting situations, parents of the bitten child and parents of the biting child will be notified immediately.

Multiple occurrences of biting, hitting, or disruptive behavior can result in a child being sent home for the day. Sometimes having a parent visit the center to redirect when the behavior continues to occur can help. While we try to be as flexible with this policy as possible, hitting or disrespect to a teacher will not be tolerated and will result in the child being sent home for the day.

Eventually if little to no progress is made then we will schedule a meeting to discuss a Behavior Plan. When a child uses biting, hitting, disrespect, aggression, or is generally disruptive on a continual basis, a Behavior plan will need to be implemented. The children at For My Child Learning Center are taught to respect themselves, others, physical space and materials. For My Child does not tolerate disruptive or aggressive behavior by children of any age. The following processes will be followed if a child's behavior continuously takes away from the care and safety of others or the productivity of the day.

Sample Behavior Plan

1. Shadowing and Observing
2. Record keeping for review to determine a cause for repetitive behavior
3. Evaluation of plan and simple meetings between parent and teacher
4. If a child bites/hits two times in the same day, the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up.
5. If a child bites three times in a week, the child must be picked up and take the following day off.
6. Meetings with the parent, teacher and Administration to discuss a plan of action to increase positive behavior.
7. Logs will be kept to seek out triggers and patterns for repeated undesired behavior.
8. If aggressive behavior (including but not limited to: injury causing behaviors such as repeated intentional kicking/hitting of students or staff, repeated flipping/throwing of items intended to harm such as toy buckets, large gross motor toys or chairs, tantrums that cannot be deterred within 10 minutes) occurs two times in the same day the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up.
9. If intolerable behavior occurs a third time in the same week, the child must be picked up immediately and take the following day off.
10. If the child is sent home more than (2) two times in a week, the center can choose to move forward with dismissing the child from the center. The parent is always given (2) two weeks to find alternative care.

*Note in regard to video footage of biting/hitting/ aggressive behavior with other children involved. Not all instances can be reviewed by parent due to privacy of the student victim. If you have any further question or concerns, please do not hesitate to call the center and ask to speak to the Director or Assistant Director.

Other Important Policies and Procedures

Sickness and Illness Policy

This policy has been put into place to minimize the risk of transmission of common daycare illnesses. The safety and security of your child is of the utmost importance to us. Please understand that if a child is sent home because of an illness it is primarily to protect them and the other children of the facility. A child will be sent home for the following reasons:

- The child does not feel well enough to participate comfortably in the usual activities of the center
- The staff cannot care for the sick child without interfering with the care of the other children
- Keeping the child in the center poses an increased risk to other children or staff in the center

If a child is sent home, you will be asked for a Doctor's note with permission to return to the center. In some cases, for some illnesses you will be asked to stay out of the facility for 1 to 7 days to ensure non exposure and recontamination among peers. While this can be understandably frustrating, keeping children out of school for longer will likely stop the illness from continuing to spread with re-outbreaks.

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. It is important to have arrangements available for alternate care when your child is unexpectedly sick, as they will not be allowed to stay at the facility. If your child is sick, please call and let us know they will be out. Please see important health policies and procedures below.

Daily Morning Visual Health Check

A daily evaluation on each child will be conducted for any indication of illness, injury or abuse and recorded on the Morning Visual Check Form. If your child has a bruise, cut, or injury please

inform the employee on how they received it so they can document it. Forms are completed and reviewed by the Center Administration daily and will be kept on site for one year.

Conditions That Require Exclusion

Generally, we will need to exclude a child when the child appears to be severely ill, is not responsive, irritable, persistently crying, having difficulty breathing, and having a fever or quickly spreading rash. Please see specific conditions that may require exclusion below.

- **Fever** (temperature above 100°F [38.3°C] by any method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, or diarrhea). Fevers should be evaluated by a health professional. The child can return after the fever associated with these symptoms has resolved (Fever free for 24 hours without the use of fever-reducing medicine).
- **Diarrhea** Exclusion is required for all diapered children whose stool is not contained in the diaper, or for toilet-trained children if the diarrhea is causing accidents. Generally, children whose frequency exceeds 2 diarrhea stools while in our care will be sent home. Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet/medications.
- **Vomiting** Unprovoked vomiting. Unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.
- **Abdominal pain** that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms.
- **Mouth sores** with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- **Rash** with fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease or is under treatment and no longer contagious (need note from Dr. to return)
- **Skin sores** that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing. Until a primary care provider has determined that the illness is not a communicable disease or is under treatment and no longer contagious (needs a note from Dr. to return)
- **Streptococcal pharyngitis** (i.e., strep throat or other streptococcal infection), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart or a **FULL 24 hours**. This usually means they will be out for a minimum of two days.
- **Head lice, scabies, ringworm**- Exclusion is required until treatment is provided. Director/ Assistant Director can permit return after a thorough head check with no lice or nits present.
- **Pink Eye**- Child is welcome to return after a **FULL 24 hours** on antibiotics. This usually means they will be out for a minimum of two days. In some cases, if the drainage is still too extreme the child can still be sent home even with a doctor's note.

- **Hand/Foot/Mouth-** There is no specific treatment for Hand, Foot and Mouth Disease that Pediatricians can give you as it is usually a mild and self-limiting illness. Tylenol or Motrin may help fever and irritability; however, antibiotics and creams or ointments for the blisters are not effective. Children recover just as quickly without them. Children with HFM are extremely infectious. They can carry the virus in their feces for many weeks after they have recovered and so may continue to pass it on. It is recommended that all children who test positively do not return until they are 24 hours fever free, with no open or draining blisters. For more severe cases we recommend that they stay out of the facility for a minimum of 5 days to ensure non exposure and recontamination among peers. While this can be understandably frustrating, keeping children out of school for longer will likely stop the virus from spreading and prevent recontamination.

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.

Illness/Symptom	Exclude Until
Meningococcal disease (<i>Neisseria meningitis</i>)	Well and proof of non-carriage ¹
Hib disease (<i>Haemophilus influenza</i>)	Well and proof of non-carriage ¹
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 ² 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. ¹Proof 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. ²These 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.

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 childcare providers in the childcare 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.

Video Footage Surveillance Policy

The safety and security of our children, visitors, and staff remains our top priority. For My Child utilizes WMG Technology for 24-hour security surveillance. This footage is used to train our staff, secure our facility and ultimately run our business better.

In an ongoing effort to respect the privacy of the children entrusted in our care, access to video surveillance footage for viewing purposes is reserved only to the Director and Assistant Director. This footage is the intellectual property of Unitech Training Academy and will not be released. In the event that an emergent situation arises parents can request a review of past footage if it is available. Once a formal request is submitted to the Director describing the emergency and/ or concern the footage is obtained from our Corporate Office. The Director will notify parents of their findings pertaining to the situation in review within 24 hours.

Video surveillance will only be released to City, State, or Federal Agencies who provide appropriate identification and the proper documentation for the footage requested. We appreciate your understanding and cooperation as we strive to provide a safe environment and protect the privacy of the children and families we serve.

Our priority is your child's care and education. It's hard to know how your child is progressing or interacting with the classroom through the video alone. If you have questions, need an update on your child's progress, or have any specific concerns we value your feedback and invite you to have a conversation or meet with the Director or Assistant Director as soon as possible.

Closed Toe Shoe Policy

Children are required to report to school daily in closed toed Tennis shoes or Sneakers. It is important to keep their little feet safe when walking or playing around the school grounds. Our playground is full of protective mulch, grass, dirt and outside elements which can be a safety risk when their feet are not covered completely.

Appropriate footwear is considered a breathable and cushioned closed toe shoe with no heel or openings. Please do not let them wear flip-flops, sandals, crocs, heels, jellies, water shoes, or rain boots.

Non-Discrimination Policy

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

Nondiscrimination Statement Effective 5/22:

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

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

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

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

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

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Abuse and Neglect Policy

Any suspected abuse and/or neglect of a child attending For My Child Learning Center must be and will be reported in accordance with code R.S.14:403 to our local child protection agency. If staff members suspect abuse or neglect of any child at our center, as mandated reporters they are required to immediately [without delay] notify Louisiana Child Protective Services. Additionally, the Director will call and report any applicable information to the Louisiana Department of Education's Licensing Division. For My Child Learning Center does not require staff to report suspected abuse and neglect to center management prior to reporting it to Child Protective Services. 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.

For My Child Provisional Employment Status Policy

Provisional Employment status is a temporary status that allows a person to be employed by a center on a "provisional" basis until all of the CCCBC results are received by LDOE and a determination of eligibility or ineligibility is made. Pursuant to both Louisiana and Federal law, LDOE may grant an individual provisional employment status if the individual has submitted fingerprints and LDOE has received the satisfactory results from either the Louisiana's or FBI criminal history record.

A person with provisional employment status may be provisionally employed by For My Child Learning Center only if they are monitored by the center in accordance with Bulletin 137, &1811.D, pending receipt of all CCCBC results. A designated Monitoring Staff Member from the center will supervise and conduct a visual observation on the provisional employee approximately every 30 minutes and sign and complete the Provisionally Employed Staff Monitoring Log for CCCBC daily pending receipt of all CCCBC results.

For My Child Learning Center Social Media Policy

For My Child Learning Center recognizes the value of online social media tools for connecting with staff, students, families, and potential families in our community. Our web presence should always project a positive image that is reflective of our overall brand and is consistent with our mission. Social media, for the purpose of this policy, should be understood to include any Website or forum that allows for open communication on the Internet including but Not limited to: blogs, social networking sites, and other video and photo sharing websites [I.E. Facebook, Instagram, Twitter, YouTube, Snapchat, Formychildlearning.com and Unitechtrainingacademy.com] This also includes content published online and in print by For My Child Learning Center and Unitech Training Academy.

Only those employees officially designated can use social media to speak on behalf of For My Child in an official capacity, though employees may use social media to speak for themselves individually. When engaging in social media activity employees are expected to protect confidential and proprietary information. All families are required to complete the Social Media and Media Acknowledgement Consent and Release Form as part of the Admissions process. This document either gives permission or denies consent regarding Social Media and the individual child. Some families at the center have chosen to restrict photograph permissions of their children, and it is expected that all employees will be aware of, and abide, by any of those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and Administrators of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media is strictly prohibited. Examples include but are not limited to inappropriate pictures of students, identifying a student by his/her first and last name, negative comments about co-workers, and personal information about families. Employees must adhere to all applicable privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary actions or termination.

Sample Social Media and Media Acknowledgement Consent and Release Form

I, being the parent/legal guardian_____, do hereby consent to the use of photos, video, or audio/video recordings of myself or of my child for For My Child Learning Center promotions.

I agree that all such portraits, pictures, photographs; video and audio recordings shall remain in the property of For My Child Learning Center, unless otherwise noted. I waive claims to compensation or damages based on the use of my or my child's, image, correspondence or voice, by For My Child Learning Center.

I agree that this media can be shared at any date or time on Social media platforms. Social Media should be understood to include any website or forum that allows for open

communication on the Internet including but not limited to blogs, social networking sites, and other video and photo sharing websites [I.E. Facebook, Instagram, Twitter, YouTube, Snapchat, Formychildlearning.com and Unitechtrainingacademy.com]

I give consent for my child to be photographed at the Daycare during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting childcare services, either in print or on the Internet. With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the Daycare's services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect even after the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Signature of Parent

Date

Conditions of use:

1. For My Child Learning Center will not include full names (which means first AND last name) of any child or adult in an image or video, on our websites, or printed publications
2. We will only use the images of children who are suitably dressed.
3. We will not include personal information of the children or adults such as e-mail, postal address, and telephone or fax numbers on our video, websites or printed publications

Electronic Devices Policy

At FMC we do not rely on television, movies, computers, or electronic devices to fill in space in our daily schedules. We strive to build curriculum and daily routines that promote physically active play and learning opportunities through cognitive and social development. While sometimes we do minimally utilize devices for instructional or physical activity purposes and/ or transitions we do require that all activities involving electronic devices [including but not limited to television, movies, games, videos, computers and hand held electronic devices such as tablets or phones] shall adhere to the following limitations:

- Electronic device activities for children under age two are prohibited. Research shows that unstructured playtime is particularly important for infants and toddlers because they learn more quickly through interactions with the real world than they do through media use and, at such a young age, they have limited periods of awake time. At this

age, children require hands-on exploration and social interaction with trusted caregivers to develop their cognitive, language, motor, and social-emotional skills.

- time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day;
- In the event that our teachers are simply playing audio for a child under 2 years of age [For example audio for naptimes, songs, music and dance] They may utilize electronic devices to do so as long as they put the device face down, turn it around, or have a non-visual privacy screen so the video portion cannot be viewed or accessible to the children.
- Teachers may use provided electronic devices or other electronic devices equipped with Lillio Technology to track, update, photograph and communicate regarding the children in their class progress, needs, updates and electronic daily reports.

In regard to computer practices:

Although our children do not currently have access to computers, if at any time we do incorporate computers into the classroom at the center we will require that computers that allow internet access by children will be equipped with monitoring or filtering software that limits access by children to inappropriate content, websites, e-mail, and instant messaging. An example of such software is Qustodio or Famisafe.

In regard to potential programs, movies and video games:

- All programs shown must be developmentally and age appropriate and should only be educational in nature.
- Digital Books, videos, programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;
- all television, video, DVD, or other programming shall be suitable for the youngest child present;
- "PG" programming or its television equivalent shall not be shown to children under age five;
- "PG" programming shall only be viewed by children age five and above and shall require written parental authorization;
- any programming with a rating more restrictive than "PG" is prohibited;
- We do not have access to any type of video games at our center. In the event that at any time we would gain access to video games we require that all video games shall be suitable for the youngest child with access to the games:

- "E10+" rated games shall be permitted for children ages 10 years and older;
- "T" and "M" rated games are prohibited.

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 notice 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 including 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 or unpaid
- 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
- Parent/Center relationship is not a good fit

When there is a good parent/ center relationship, children at the facility are more likely to flourish in success. This partnership can best be achieved by constant open-ended communication and trust. While it is our hope that we exceed in providing top notch care, it is important to remember that you can't please everyone. Sometimes, difference in personal opinions, standards, lifestyle or even personalities simply do not align.

We encourage and welcome parents to have honest and open conversations with Center Administration regarding concerns for your little one's care. If we feel like the parent/center relationship can be improved, we will invite parents to the center to meet formally regarding concerns in an effort to improve the relationship and set your child up for success.

Despite honest attempts from both parties, if the relationship does not improve, in some rare instances it may be time to discuss parting ways in order for parents to find a more suitable environment for their family. It is important to recognize that sometimes because of no fault of

any party, it just simply isn't a good fit. Acknowledging this without hurt feelings, is often in the best interest of the child.

Custody Policy

We follow all Official Court Documents. 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

Daily Activity Reports are a very important part of our program. Reports will be completed daily and sent home electronically. 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, new additions to the family 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.

We are lucky to get to see you each day as you drop off and pick up! Often, we share information at this time. Please check your child's belongings at pick-up for completed work or general home learning activities that may correlate with the skills learned throughout the week. If you need to contact a manager or teachers at any time you may do so by center telephone or sending a message through our Lillio App. Please do not contact FMC Employees on personal cell phones or social media.

License

For My Child Learning Center is a Type III Licensed childcare 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 childcare center Director. If the problem is not resolved, please contact the Executive Director of For My Child Learning Center at 337-988-4042. Should you have any significant, unresolved licensing complaints, please call or write the Department of Education. As a licensed center we encourage our parents to contact this department with any complaints, recommendations, questions, concerns, etc. We additionally encourage our parents to visit www.louisianabelieves.com to view site specific information regarding For My Child Learning Center such as Star Ratings and Licensing Inspections.

LDOE Licensing
P.O. Box 4249
Baton Rouge, LA 70825 Phone: (225) 342-9905
Toll-Free: 1-877-453-2721
Fax: (225)342-2498
Email: LDELicensing@la.gov
www.louisianabelieves.com

Children's Record

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

- Signed and dated Admissions and Registration Packet
- Completed MasterCard
- Updated immunization record
- Authorization to release of child to third party
- Authorization for emergency medical treatment
- Authorization for medication administration
- Special dietary restrictions, allergies, or chronic illnesses if applicable
- CACFP Enrollment Eligibility form

- Photo and media consent

Children's records must remain on file for a minimum of two years from termination or discharge date for review by the Louisiana Department of Education's Licensing Division.

Confidentiality and Security of Records

For My Child Learning Center exercises extreme confidentiality of all information concerning a child. Center Management will supervise the maintenance of all individual files with cumulative records. 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.

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 to third parties or services, except for authorized state or federal agencies.

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. Copies of certificates of completion or transcripts shall be maintained at the center and shall be available for on-site inspection. The Department of Education mandates the following training:

- The childcare staff shall obtain 12 clock hours of training per center's anniversary year in job-related subject areas.
- Infant/child CPR, and pediatric first aid
- State approved health and safety training – 3 clock hours

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.

Medication Administration

Under the licensing rules and regulations, For My Child Learning Center can only administer medications when accompanied by written permission from a doctor as well as an authorization for application of topical products. [This includes diaper rash cream, sunscreen, and any topical ointments] 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 over the counter medicine without written prescription from a doctor.

Absences and CCAP

Please note that regardless of if your child is present or not, For My Child will bill you for a complete week regardless of absences.

The Child Care Assistance Program pays for 22 days of care per month for children receiving childcare 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. Parents and guardians are responsible for maintaining, editing, and updating their child's attendance records through the Kinder Connect or Kinder Smart Application. This includes missing clock-in or clock-outs, incorrectly recorded attendance records, Redetermination statuses when recertifying etc. We are unable to access your child's account or edit your child's personal attendance log. To do so please contact CCAP directly at 1-877-453-2721 or by e-mail at ldccap@la.gov

Emergencies and Evacuations

In the event of an emergency situation, For My Child Learning Center has outlined a detailed Emergency Preparedness Plan. Please know that FMC will make every attempt to notify you so it's vital that you keep your emergency contact information and Master Card up to date.

Evacuation/ Relocation

1. If the emergency is confined to the immediate area at For My Child Learning Center e.g. fire, and the children cannot safely stay on premises, the children will be taken off-site. The relocation for the Lafayette FMC Center is to Unitech Training Academy at 3252 Ambassador Caffery Parkway Lafayette Louisiana 70503. The relocation for the Alexandria FMC Center is Bayou Shirts 64 Ross Lane Alexandria Louisiana 71303. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as a neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area they will need to be relocated. At the Lafayette FMC Center the children will be transported to the Unitech Corporate Office at 225 B Bendel Road Lafayette Louisiana 70506 or TMR Construction at 106 Westmark Blvd. 70503. At the Alexandria FMC Location the children will be transported to One Life Church 4409 Coliseum Blvd. Alexandria LA 71303. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. We will also send mass SMS Messages and e-mails with notifications through our Lillio system.

3. Information about the event can be obtained through our local radio stations, KTDY at FM 99.9.

Emergency Supplies

In case of Emergency we are required by our state licensure to follow an Emergency Preparedness Plan and to keep an updated Emergency Evacuation Pack at the facility. This pack includes Emergency Contact Information, a copy of our Emergency Plan, Special Medical needs instructions for children and staff, Flashlights with extra batteries, Battery operated radio, first aid supplies, hand sanitizer and disinfectant, wet wipes, diapers, trash bags, bottled water, formula and non-perishable food items. It also includes an ice chest and ice packs to utilize to store breast milk. We also encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Parental Involvement

Parental Access

Because we recognize that you are entrusting us with your most precious family member, we want you to consider For My Child Learning Center as part of your extended family. Parents are allowed to visit the center at any time during regular hours of operation and when children are present. We encourage our parents to walk their children to and from class daily and welcome them to pop into the classrooms to see their incredible little learners in action! Please note, visits are discouraged during nap time.

Parental Involvement

Throughout the year, there will be several parental involvement activities and opportunities that we encourage you to attend and participate in. Your involvement will not go unnoticed. Although activities differ from year to year, the following events are our school's general parent attended Holiday Celebrations.

- Mardi Gras Children's Parade [Lafayette]
- Easter Egg Hunt
- Muffins with Mom

- Donuts with Dad
- Grandparent's Day Celebration
- Fall Festival
- Thanksgiving Feast
- Christmas Celebration

We are always excited to have parent volunteers to help within the classroom! In the past we have had parents come to the center to:

- Be a Mystery Reader and share a special book
- Do a cool scientific experiment with the class
- Perform a special skill [Dancing, singing, magic tricks, playing an instrument etc.]
- Do a presentation on their occupation [Example: Doctor, Police Officer, Artist, Firefighter etc.]

If this is something you are interested in doing, please see the Center Director as there are important documents that need to be completed beforehand.

Parent-Teacher Conferences

Children's assessments are conducted informally 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. We encourage all parents to request conferences at any time in order to improve and update individualized teaching and increased support.

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 and Center Administration will be available on a daily basis. 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.

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. If parents are looking for information on potential resources, please do not hesitate to contact the Center Director.

