



**LOUISIANA STATE UNIVERSITY OF ALEXANDRIA
CHILDREN CENTER**

**Policies and Procedures Handbook
2018 - 2019**

8100 Hwy 71 South
Alexandria, LA 71302
(318) 473-6484

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Louisiana State University of Alexandria Children's Center

Director

Susan Richerson

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Deron Thaxton

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Teachers & Employees

Infants.....	Pat Duncan
Toddler I.....	Rachel Cormier Peggy Kidder
Toddler II	Danette Cormier
Pre-School	Angela Broussard
Housekeeping / Cook	Harriet Williams

Policies and Procedures

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operation of the LSUA Children's Center along with the rules and regulations set forth by Child Care Facility Licensing Guidelines. These policies become effective upon acceptance by the parent and/or guardian and the child care provider.

Introduction to the Program

The LSUA Children's Center staff would like to welcome you to center. Please take a moment and read through this policy and procedure manual as we find it very beneficial to parents and child care providers. LSUA Children's Center will adhere to the Child Care Facility Licensing Guidelines for children from six weeks to twelve years of age.

Goals of LSUA Children Center

The aims and objectives of the LSUA Children's Center are:

1. Provide quality childcare for all children enrolled
2. Foster the total development of the child by providing an environment consisting of:
 - ❖ A warm friendly atmosphere with trained child care providers
 - ❖ A safe and healthy facility
 - ❖ A variety of activities that support the physical, social, emotional and intellectual needs of the children
3. To assist parents in acquiring knowledge of normal child development and other child related information
4. Children will receive safe and consistent care
5. Children with developmental challenges will receive referrals to appropriate support and services

Purpose

The LSUA Children's Center is a multi-purpose, non-profit, tax-exempt agency serving University affiliated families only. Care is available to current LSUA or LSUE students, faculty/staff of LSU of Alexandria or the LSU Ag Center as well as members of the Alumni and Friends Association.

The Center is designed to offer the following:

1. High-quality early care and education for children of the LSUA community.
2. Observation and demonstration facilities for LSUA students and faculty in all areas of study.
3. Collaboration with other agencies in the Central Louisiana area that provide services to young children and families.

Philosophy of LSUA Children Center

- Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.
- Parents: Are entitled to individual respect, support, and quality care for their children.
- Staff: Are entitled to work in an environment which recognizes and respects their training, skills and commitment to child care.
- Center: Enhances the lives of the children and their parents by providing a caring and supportive service.

We believe that:

- Each child has infinite worth and is unique in his/her creation.
- A positive self-image is essential to the full development of each individual.
- A child learns to accept himself/herself and others by being accepted and learns to love by being loved.
- A child develops trust by the constant caring response to his needs by the adults in his environment.
- Love, joy, wonder, curiosity, love of learning, sense of humor, and creativity are divine rights of children.
- It is vital to create a safe, warm, supportive environment where a child's emotional, social, physical, and intellectual needs are met and development is enriched.
- Young children with special needs are more similar to their peers than different from them and that all young children benefit from learning together as members of a diverse community. (Guideline for Preparation for Early Childhood Professionals, NAEYC, 1996)
- Children with disabilities learn by participating in the routines and play activities that are challenging and interesting for other young children.
- Children without disabilities benefit from being in a program that includes children with disabilities.
- Parental involvement is an important aspect of a successful early childhood program.

Licensing Information

LSUA Children's center is a Type III Early Education child care center licensed by the Louisiana Department of Education (DOE).

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

*Department of Education
Division of Licensing
P.O. Box 4249
Baton Rouge, LA 70821
Phone: (225) 342-9905 or Fax (225) 342-2498*

Child Abuse and/or Neglect

The LSUA Children's Center is required by law to report any suspected abuse and/or neglect of children enrolled at the center to the Department of Children and Family Services - Child Welfare.

*Department of Children and Family Services
Child Welfare
900 Murray St.
Alexandria, LA 71301
Phone: (888)524-3578*

Hours and Days of Operation

The LSUA Children's Center is open 7 am to 5 pm Monday thru Friday, closed on official LSUA holidays.

Program

Our program is centered around the children with an emphasis on a developmentally appropriate curriculum following guidelines established by the National Association for the Education of Young Children.

We believe children learn cooperation, problem-solving, language, and mathematics as well as develop curiosity, self-esteem, strength, coordination, self-direction, and values when we enrich their play. Our curriculum is based on the knowledge that play is a child's work. We believe that children are curious and need time to explore their world both indoor and out.

They need a rich variety of materials such as blocks, puzzles, construction materials activities with animals and growing plants, etc.

Materials in the learning environment provide opportunities for children to learn through sensory experiences, problem-solving, exploring, observing, and other hands-on experiences. With a developmental approach to learning teachers plan activities to meet the needs of the individual child as well as the whole group. The daily program includes scheduling of activities for the development of large and small motor skills, ensuring a balance between active and quiet periods.

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

Admission Requirements

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year. Upon arrival at the LSUA Children's Center the parent and/or guardian dropping off the child, must escort the child into the center and ensure the teacher is aware of their presence.

General Information

The LSUA Children's Center accepts applications from all LSUA affiliated families.

- Current LSUA students
- Current LSUE Students
- Current LSUA faculty and/or staff
- Current LSUE faculty and/or staff
- Current LSU Ag Center faculty and/or staff
- Members of LSUA Alumni and Friends Association

Applications are accepted in person at the center or by visiting our website at (<http://childrenscenter.lsua.edu>). Inquiries may be made by mail, phone, or email using the information below.

*LSU of Alexandria
Children's Center
8100 Hwy 71 South
Alexandria, LA 71302
Phone: (318) 473-6484
Email: SRicherson@lsua.edu*

Child Care Options

The LSUA Children Center offers care on a full time and part time basis. Part time care is offered on a three (3) or two (2) day basis. These days are set by the parent at the beginning of each semester. These three days must be consistent throughout the entire semester due to staff & student ratio as well as billing. If your child attends on a day other than the requested part time days you will be charged the daily rate.

Affiliation Verification

Proof of affiliation with LSUA is required with the application form.

- New students – Official acceptance letter
- Returning Students – Current class scheduled printed from NetPartner
- Faculty and/or Staff – Letter from department chair on official letterhead
- Alumni & Friends – Membership card or letter from the Alumni & Friends Association

Priority Rank

The following priority rank is used at the LSUA Children Center when determining eligibility.

1. Students requiring full-time child care
2. Students requiring part-time child care
3. Faculty and/or staff requiring full-time child care
4. Faculty and/or staff requiring part-time child care
5. Alumni and Friends Association requiring full-time child care
6. Alumni and Friends Association requiring part-time child care

Age

The LSUA Children’s Center provides care for children between the ages of six (6) weeks and six (6) years.

Maximum number of children allowed in each classroom based on one teacher.

Infant (6 weeks to 12 months)	5
Toddler I (12 months to 23 months).....	7
Toddler II (24 months to 35 months)	11
Pre-School (36 months to 6 years)	14

Waitlist

A waitlist will be formed when full enrollment has been reached in a particular class.

A child can be placed on the waiting list by completing an application and returning it along with the required registration fee. Children are enrolled in the center in the order in which applications and registration fees are received, subject to the previously stated priority specifications.

When space becomes available, the parent and/or guardian of the child qualifying for that space is contacted. An update of the waiting list is conducted each fee payment period.

Prospective parents are responsible for updating their proof of affiliation during the fee payment period.

Any available openings are filled from the waiting list using the following priorities:

1. Children in the age range for the group where the opening occurs
2. Siblings of children currently enrolled in the Children's Center
3. Applicants who have been on the waiting list the longest

Continuous Enrollment

Parents who have children presently enrolled at the end of a semester and/or session whom wish to continue enrollment during the upcoming semester and/or session will be assessed a deposit of one (1) week's tuition per child. This is payable on the last day of classes during the current semester and/or session. This fee will act as a retainer for the child's continued enrollment at the LSUA Children's Center. Once the upcoming semester begins, the deposit will be applied toward the first week's tuition.

Should a parent decide their child will not return to the LSUA Children's Center during the upcoming semester, the parent will have two (2) weeks before classes begin to notify the Director in order to receive a refund of paid deposit. Notification must be made in writing and submitted to the address below or via email.

*LSU of Alexandria
Children's Center
8100 Hwy 71 South
Alexandria, LA 71302
Email: SRicherson@lsua.edu*

Discontinuation of Services

In the event that the LSUA Children Center staff determines the center is not in the best interests of your child(ren) and/or other children, the center reserves the right to give two weeks' notice of termination.

A child's enrollment may be immediately terminated at any time if the parents are verbally or physically abusive or threatening to the center staff. A child is dropped from the roll if the parent does not comply with the policies and procedures outlined in this handbook.

Services may be discontinued for the following reasons.

- The parents fail to reasonably cooperate with the center in the provision of educational services to the child
- The parents fail to reasonably cooperate with the center in adhering to all center policies and procedures outlined in this handbook
- The child is found to be a danger to himself or others
- The child is destructive to state property or so disruptive that the education of other students is significantly impaired

- The child requires another educational setting more appropriate to his/her individual needs
- Non-payment of fees by parent and/or guardian
- Non-affiliation of the parent and/or guardian with the University
- Abuse of staff, children or policies at the center by the child, parent and/or guardian
- The inability of the staff to adequately care for the child's needs
- Excessive lateness in picking up the child

Withdrawal

The LSUA Children Center requires a two (2) weeks written notice for a child to be withdrawn from the center. Payment will be due for the two-week period whether the child(ren) attend or not. The two-week period begins when the director receives written notice signed by the parent.

If a child is withdrawn and/or dropped from the roll they may not re-enter unless a new registration fee is paid and a spot is available in the designated classroom.

If a parent would like to move their child to the waiting list a two week written notice must be given to the director and arrangements will be made.

Semester Break

Parents who are not enrolled during the summer semester are permitted to enroll their children in the center during the summer semester. Parents who pay a fall deposit for their children at the close of the spring semester are guaranteed enrollment for their children during the Fall Semester.

Family Visit

Louisiana Department of Education requires any parent and/or guardian wishing to enroll their child in a licensed child care center to complete a family visit.

The family visit will be conducted prior to the official start by the Director of the LSUA Children Center. During this visit both the parent and/or guardian and child should be present. If the child wishes they may participate in classroom activities for approximately one hour during the visit.

A family visit will consists of:

- Review policy and procedures
- Introduce parent and/or guardian and child to teachers
- Tour classrooms
- Distribute important documents

Parents must provide all information required on the State of Louisiana Bureau of Licensing "Information Update" for Child Day Care Center before enrollment will be complete.

Attendance

Regular attendance is extremely important for your child to settle in well. Routine becomes part of your child's day.

Attendance of Children Not Enrolled

Unless prior arrangements have been made with the Director, children who are not enrolled in the center must be accompanied by their parent and/or guardian at all times in order for the center to maintain staff-to-child ratios. Our insurance does not cover children who are not enrolled.

Arrival of Children

Arrival time at LSUA Children's Center is from 7 am to 8:30 am. Parents and/or guardians are required to ensure the arrival of their child prior to 8:30 am. Parents and/or guardians are required to notify the center by 8:30 am if their child is going to be absent and/or late on any scheduled day.

Upon arrival parents must:

- Sign the Daily Attendance Log before leaving the center
- *Child Care Assistance* Scan finger on the Tracking of Time Services for Parents device
- Put all diaper bags and extra clothing in the child's cubby

Departure of Children

Departure time at the LSUA Children's Center is between 3:30 pm and 5 pm. All children must be picked up by no later than 5 pm.

Upon departure parents must:

- Sign the Daily Attendance Log before leaving the center
- *Child Care Assistance* Scan finger on the Tracking of Time Services for Parents device
- Check child's cubby, clip, and hanging pocket for any items that need to be taken home

Absences

No deduction of fees or late fees is made for any absence.

Children center staff will:

- Phone parents and/or guardian after three or more consecutive absences
- Discuss with the parents and/or guardian the reason for the absence
- If after two weeks the LSUA Children's Center staff has been unable to reach the parents and/or guardians, the child will be un-enrolled from the center.

Holidays

LSUA Children's Center is closed for all LSUA statutory holidays (fees will be adjusted for these days).

LSUA Statutory Holidays:

- Independence Day
- Labor Day
- Thanksgiving Day (Thursday and Friday)
- Christmas and New Years Day (from Christmas Eve thru January 2)
- Martin Luther King Jr. Day
- Mardi Gras
- Good Friday

Vacation

After a child has been continuously enrolled at the LSUA Children's Center for one or more years the parent and/or guardian can submit a written letter asking for up to one (1) week of vacation with no tuition charged per fiscal year. Vacation allowances do not roll over.

Tuition & Fees

Fees are due by Friday of each week **or** if applying for Child Care Assistance; it is the parent and/or guardian's responsibility to fulfill all requirements of the Child Care Assistance in order to maintain eligibility. If not eligible for full subsidy, the parent and/or guardian is responsible for the remaining fees. Fees are based on enrollment not attendance (**NO** fee decreases for sick/missed days)

Registration Fee

Parents are required to pay an initial registration fee when enrolling their child at the LSUA Children Center. Registration fees are non-refundable.

If no space is available the child will be placed on the waiting list upon the LSUA Children's Center receiving completed registration forms and payment.

Tuition

A deposit of one week's tuition is due prior to enrollment. Tuition charges are billed a week ahead.

A deposit of one week's tuition is assessed at the end of each semester for each child's continued enrollment. At the beginning of the following semester, the deposit is applied to the first week's tuition. If enrollment changes and care is no longer ended, the parent must notify the Director no later than two (2) weeks prior to the first day of classes in order to receive a refund of the deposit. If notification is not made prior to the deadline, the deposit is non-refundable.

Tuition is not charged for official LSUA holidays and/or any days the LSUA Children Center closes due to weather or other acts of nature.

<i>Student</i>	<i>Faculty/Staff</i>	<i>Alumni and Friends</i>
Registration Fee \$25.00	Registration Fee \$75.00	Registration Fee \$100.00
Infant Full Time Weekly \$135.00	Infant Full Time Weekly \$135.00	Infant Full Time Weekly \$135.00
3 days - \$ 110.00	3 days - \$110.00	3 days - \$110.00
2 days - \$105.00	2 days - \$105.00	2 days - \$105.00
~~~	~~~	~~~
<b>Full-Time Weekly - \$110.00</b>	<b>Full-Time Weekly - \$125.00</b>	<b>Full-Time Weekly - \$130.00</b>
3 days - \$80.00 per week	*3days- \$105.00 per week	***3days - \$110.00 per week
2 days- \$75.00 per week	*2 days - \$100.00 per week	**2 days - \$105.00 per week
~~~	~~~	~~~
Daily - \$45.00 per day	Daily - \$55.00 per day	Daily - \$65.00 per day

Tuition is due every Friday for the following week

A reduction of \$15.00 per week for full-time care is offered for a second child from the same family.

Fees / Payments

All payments must be in the form of check and/or money order – **NO CASH IS ACCEPTED.** Payments are to be made at the LSUA Children Center by placing check and/or money orders in the gray lockbox which is located by the front desk. **Do not** give checks and/or money orders to employees or leave unattended on any desks. The LSUA Children Center staff will not be responsible for any payments that are lost due to not being secured in the lock box.

Late Fees

All payments are due by 5 pm on the Friday prior to the week that services are provided, in the event the center is closed on Friday all payments are due by 9 am the first day the center

reopens. Any account with a remaining balance on Wednesday will be accessed a late fee of \$25.

NSF Checks

If two payments are returned NSF to the LSUA Children Center checks will no longer be accepted and all payments will need to be in the form of a money order. Payments made to cover the NSF charges must be made at Accounting Services in the form of cash or money order.

Past Due Accounts

The LSUA Children's Center will discontinue services for your child(ren) and cancel enrollment of any accounts that are delinquent by two or more weeks.

IF you wish for your child to return to the LSUA Children Center after enrollment has been cancelled, the past due balance along with the registration fee to re-enroll the child(ren) must be paid.

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

*LSU of Alexandria
Office of Accounting Services
8100 Hwy 71 South
Alexandria, LA 71302
Phone: (318) 473-6407*

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

Late Pick-Up Fee

It is your responsibility to pick up your child(ren) on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time (5pm) will be charged a late fee of \$5 per minute. Late pick-up fees will be added to the next week's tuition and will be due accordingly.

Deposit Procedures

The grey locked box is checked daily at 9am.

The responsible party will perform the following steps on all checks and/or money orders retrieved from the lock box.

1. Run a tape on each batch
2. Keep a spreadsheet in Excel where she/he records, by date, each batch turned into LSUA Auxiliary Services.
3. The responsible party will then take the checks and/or money orders to Auxiliary Services where the billing for the Center is processed.

*LSU of Alexandria
Auxiliary Services
8100 Hwy 71 South
Alexandria, LA 71302
Phone: (318) 473-6579
Email: SMorrison@lsua.edu*

Release of Children

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

Unauthorized Individuals

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

- Written notification must be provided to LSUA Children's Center staff
- Picture identification will be required if that person is not known to the LSUA Children Center Staff.
- Children will not be released to anyone under the age of 18

Non-Custodial Parents

The LSUA Children Center ask that parents avoid using the center as a "Drop-off/Pick-Up" point during custody disputes.

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

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

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

Intoxication Policy

If a parent and/or guardian or authorized person appears to be intoxicated upon arriving at the LSUA Children Center to pick up a child; the staff will not release the child.

If impairment is suspected the LSUA Children Center staff will:

- Contact individuals listed on the “Information Update” form to arrange for the child(ren) to be picked up by someone else.
- Inform the parent and/or guardian that if he/she chooses to drive with or without the child(ren), the LSUA Police Department will be notified immediately.

Immunizations

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

Immunization Exemptions

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

Health, Safety, and Nutrition

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

Food/Nutrition/Menus

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

The LSUA Children’s Center participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture. All meals served to children under the CACFP are served free regardless of race, color, national origin, gender, age, or disability. The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities.

Children are **NOT** to bring food (including breakfast), drinks, gum, or candy with them to the LSUA Children’s Center. Individual children bringing special goodies creates problems for other children as well as for the teachers.

Menus are available to parents and can always be found posted on the LSUA Children Center’s bulletin board by the front entrance.

Allergies

Parents and/or guardians are to inform the LSUA Children Center staff in writing of any special dietary needs and/or food allergies. The LSUA Children Center policy is to accommodate children with special dietary needs or allergies as much as possible. Substitutions will be made if readily available. Parents will be asked to provide food or snacks when suitable substitutions cannot be made.

Breastfeeding

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

Daily Health Inspection

As a requirement by the Department of Children and Family Services, teachers on duty are responsible for performing a health check every day as children arrive at the LSUA Children's Center. Teachers are to check for possible symptoms of contagious illness, bumps, bruises, insect bites or other injuries. An explanation may be asked for from the parent and/or child.

If the teacher detects such illness, the child will be isolated from other children, the parent and/or guardian will be notified and the child will need to be picked up immediately.

Illness and/or Disease

Parent Notification

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

Contagious Illness or Disease

It is important for the parent and/or guardian to inform the LSUA Children's Center as soon as a contagious illness or disease is detected and that the child not attend the LSUA Children's Center during the illness. This will enable LSUA Children's Center to determine if any other children have contracted the illness or disease and to prevent the illness or disease from spreading to others.

A doctor's release is required for re-admittance of a child after a diagnosis and treatment of a contagious illness or disease. In the event of viral illness (vomiting, diarrhea, etc.) or in the case of fever 100-101 degrees Fahrenheit, or higher, the child should remain out of the LSUA Children's Center for a minimum of twenty-four (24) hours after being fever or symptom free (without the aid of medication).

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

Communicable Disease Chart

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

Ill children may return to care twenty-four (24) hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for twenty-four (24) hours without the aid of medication.

Guidelines for illness/symptom exclusion

- Meningococcal (*Neisseria meningitis*): disease well with proof of no carriage¹
- Hib Disease (*Haemophilus influenzae* type B): well with proof of no carriage
- Diarrhea: two or more (loose stools, diarrhea, resolved or contained in the diaper) or one (contained in the diaper, loose stool not contained in the diaper or toilet)
- Fever of unknown origin: (100 F oral fever resolved or 101 F rectal or higher resolved) cleared by the child's physician or health department
- Chicken Pox: Skin lesions (blisters) scabbed over completely
- Hepatitis A: One week after illness started and fever free
- AIDS (or HIV Infection): Until child's health, neurological immune system is deemed appropriate (on a case-by-case basis) by qualified persons² including the child's physician, chosen by the child's parent and/or guardian, and the Director
- Undiagnosed: generalized well\cleared rash or by child's physician
- Any child with: a sudden onset of evaluated and cleared vomiting, irritability, or excessive sleepiness by a physician

Health Policies

1. {Formerly paragraph 21:010-1}LSUA Children's Center staff and children shall wash their hands at least at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or

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

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

snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, or nasal discharge).

2. {Formerly paragraph 21:010-2} LSUA Children's Center procedures shall ensure that staff teaches the use of running water, soap, and single use of disposable towels. Hands shall be washed and scrubbed for at least 10 seconds with soap and running water. Warm running water in sinks is required.
3. {Formerly paragraph 21:010-3} LSUA Children's Center will have weekly monitoring by the Center Director or Assistant Director shall ensure that handwashing and cleaning procedures are followed as specified in the center's plan
4. {Formerly paragraph 21:010-4} LSUA Children's Center will ensure that noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic-lined and covered garbage container.
5. {Formerly paragraph 21:010-5} LSUA Children's Center will ensure that draining or oozing cuts or sores shall be covered
6. {Formerly paragraph 21:010-6} LSUA Children's Center staff shall adopt routine procedures for handling blood and blood-containing fluids and wound exudates of all children in the center.
 - a. For spills of vomit, urine, and feces – floors, walls, bathrooms, table tops, toys, kitchen countertops, and diaper changing tables shall be cleaned and disinfected
 - b. For spills of blood or blood-containing body fluids and/or injury and tissues discharges – the area shall be cleaned and disinfected. Gloves shall be used in these situations unless the amount of blood or body fluid is so small that it can easily be contained by the material used for cleaning.
 - c. Persons involved in cleaning contaminated surfaces shall avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids and/or injury or tissue discharges by using gloves to protect hands when cleaning contaminated surfaces.
 - d. Mops shall be cleaned, rinsed in sanitizing solution and then wrung as dry as possible before being hung to dry.
 - e. Blood-contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.
7. {Formerly paragraph 21:010-9} LSUA Children's Center will ensure that each employee receives a total of three hours of training per year on infectious diseases, health and safety, and/or food service preparation. Whenever possible, this training should be provided during regular working hours.

Infants

Bulb Suctioning for Infants

Parent must provide and demonstrate how to use their suctioning device. Each child must have their own bulb suction device. The LSUA Children's Center will suction a maximum of two (2) times per day. Suction devices will be cleaned immediately with soap and water or as directed by the parent. The bulb will be sent home with the child daily.



1 - To use the bulb syringe, squeeze the air out of the bulb. Keep the bulb squeezed.



2 - Gently place the tip of the squeezed bulb into a nostril.



3 - Release the bulb to let the air back into the bulb. This will pull the mucus out of the nose and into the bulb.



4 - Squeeze the mucus out of the bulb and onto a tissue.

Instructions from:

<https://www.nationwidechildrens.org/family-resources-education/health-wellness-and-safety-resources/helping-hands/suctioning-the-nose-with-a-bulb-syringe>

Non-Prescription & Prescription Medications

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

All medication, both prescription and non-prescription will be sent home on a daily basis.

All medication should be administered at home when possible.

Prescription Medications

The parent and/or guardian must complete the Medication Authorization Form in order for medication to be administered.

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

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

Non-Prescription Medications

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

Sunscreen / Insect Repellent

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

Accidents / Medical Emergencies

LSUA Children’s Center staff shall be trained in Infant/Child/Adult CPR and First Aid in accordance to Department of Children and Family Services. If a child is involved in an accident while at the center, the incident will be evaluated for treatment. Most accidents will be treated with Tender Loving Care (TLC), soap, water, and a Band-Aid. Any bump, scratch, or ding above the neck requires the parent be notified immediately. If the Director feels that more care is warranted, the LSUA Occupational Health and Safety Director as well as EMS will be notified. All accidents/incidents will be written upon an Incident Report form to be given to the parent at the end of the day. Any incident shall be reported to licensing along with the Incident Report Form within twenty-four (24) hours.

Emergency Medical Care

In the event of an emergency, parent and/or guardian of the child will be called, LSUA Occupational Health and Safety Director will be notified, and if necessary the child will be transported by ambulance to the nearest hospital.

Guidance and Treatment of Children

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

The daily schedule, curriculum, learning environments, and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child’s self-help and self-control skills, teachers maintain daily routines and set limits within each group. These routines and limits are frequently discussed and defined with the children. Consistency, or knowing what to expect throughout the day, helps children develop a sense of trust and understanding in their environment.

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

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

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

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

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

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

Behavior Guidance and Management

The purpose of all "behavior guidance" at the LSUA Children's Center is to help children become self-managing and socially responsible. Positive, non-punitive methods are used in the pursuit of this goal. Behavior guidance and management are directed toward improving the child's understanding of social expectations, developing appropriate ways of behaving in given situations and understanding the causes and effects of the feelings and actions experienced.

Physical punishment, threats, or intimidation of a child are prohibited at the LSUA Children's Center. Instead, techniques are used for diverting attention to constructive pursuits, compromising/arbitrating differences, extending understanding of the reasons for "rules", and encouraging children to seek alternatives within the boundaries of their abilities. In some instances, in order to help a distressed child regain self-control, the child will be removed from the situation and allowed a private time to quiet himself/herself before rejoining the classroom activity. A reassuring adult will assist the child in regaining self-control. The partnership between parents and teachers is essential to make the advancement of the child's autonomy and integrity areal and functioning accomplishment.

Discipline

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

Prohibited Disciplinary Methods

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

- Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- Verbal abuse which includes but is not limited to using offensive or profane language, telling a child to “shut-up”, or making derogatory remarks about children and/or family members of children in the presence of children.
- The threat of a prohibited action even if there is no intent to follow through with the threat
- Being disciplined by another child
- Being bullied by another child
- Being deprived of food or beverages
- Being restrained by devices such as high chairs or feeding tables for disciplinary purposes
- Having active play time withheld for disciplinary purposes, (timeout may be used during active play time for an infraction incurred during the playtime).

Time Out Policy

If it is necessary to use time-out with a child in order to maintain the well-being and safety of the child and the group, the teacher of the child will have a conference with the parent(s) and/or guardian of the child.

- Timeout shall not be used for children under age 2
- A timeout shall take place within sight of LSUA Children’s Center staff
- The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age
- For children over age six, a timeout may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Biting Policy and Guidelines

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

- First Aid will be given immediately to the bitten child.
- An incident report will be written for the victim and the biter.
- If the bite breaks the skin, the victim's and the biter's parents will be notified immediately.
- We are not able to provide one-on-one childcare. If a child is requiring one-on-one care to prevent biting then the Director will be notified.
- Extreme circumstances of repeated acts of aggression within one day and/or broken skin will require the biter to be picked up immediately from the LSUA Children's Center. The child may return only after a meeting is held between the Director, the child's parents and/or guardian, and the child's teachers to discuss corrective measures.
- Documentation will be kept on file in the biting log. Biting logs will be evaluated weekly to determine if there is a pattern to the children's biting (i.e. rainy day, snack time, menu, activities in the classroom, etc.)
- There will be a limit to the number of bites a child can inflict, six bites in a six month period. After three bites the child will be sent home for the day. After two more bites the director, parent and/or guardian, and the child's teacher will meet again to discuss corrective measures. Upon the sixth bite and all corrective measures have been taken the child will be terminated.

Communication

The LSUA Children Center supports an "Open Door" Policy.

Parents are welcome to drop in and observe at any time as long as the child is actively enrolled. If consultation with a staff member is desired, please let us know ahead of time so that the Director and/or Teacher can you give their undivided attention.

Parents can expect ongoing communication with the staff concerning:

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

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

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

Transportation

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

General Transportation (Contract, Center Provided, Parent Provided)

(Taken from Louisiana Early Learning Center Licensing Regulations, Education Type III Licensing Regulations, TITLE 28 CHAPTER 21)

Providers who transport or arrange transportation of children assume additional responsibility for the safety of the children. Whether transportation is provided on a daily basis or for field trips only, these general regulations shall apply:

General Requirements (Center or Parent Provided or Contract Transportation)

These general transportation rules apply to all transportation, whether for field trips or daily transportation.

1. Transportation arrangements shall conform to all state laws, as amended, including but not limited to those requiring the use of seat belts and child restraints.
2. Only one child shall be restrained in a single safety belt.
3. The number of persons in a vehicle shall not exceed the manufacturer's recommended capacity.
4. Children shall never be left unattended in a vehicle.
5. Each child shall enter and exit a vehicle from the curb side of the street or shall be escorted across the street.
6. Children shall not be transported more than 1 ½ hours per trip on a routine basis.
7. Children shall not be transported to prevent the center from being over capacity.
8. Vehicles shall be maintained in good repair.
9. Each vehicle shall have evidence of a current safety inspection.
10. First aid supplies shall be located in each center vehicle or contracted vehicle. First aid supplies (at least one per trip) shall be available for each field trip when parents provide transportation.
11. Center emergency information shall be prominently posted in each vehicle and shall provide the name of the director and the name, phone number, and address of the center.
12. The use or possession of alcohol or tobacco in any form, illegal substances, unauthorized toxic substances or firearms of any kind is prohibited in any vehicle used to transport children.
13. The center shall maintain a copy of a valid appropriate Louisiana or other state-issued driver's license for all individuals who drive vehicles used to transport children, whether said drivers are staff members or contracted drivers.
14. Centers shall maintain at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment.

The provider is responsible for payment of medical expenses of a child injured while in the center's care. Documentation shall consist of the insurance policy or current binder that includes the name of the early learning center, the name of the insurance company, policy number, period of coverage and explanation of coverage, If transportation is provided by parents for field trips or transportation is provided by contract, whether daily of field trip, a copy of the current liability insurance shall be maintained on file at the center.

15. Centers using contract transportation shall maintain a copy of the written contract that includes an express provision stating that the contract shall comply with all state laws and regulations, as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.
16. Child Safety Alarm. In accordance with R.S. 32:295.3.1, a center may have a child safety alarm installed in any vehicle that has a seating capacity of six or more passengers in addition to the driver. This vehicle has to be owned or operated by the early learning center, its owner, operator, or employees and used to transport children to or from the early learning center. The child safety alarm is an ignition-based alarm system that voice prompts the driver to inspect the vehicle for children before exiting the vehicle and shall be installed by a person or business that is approved by the manufacturer of the child safety alarm. An owner or director of an early learning center who elects to have a child safety alarm installed in a vehicle owned or operated by the early learning center shall ensure that the child safety alarm is properly maintained and in good working order each time the vehicle is used for transporting children to or from an early learning center.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:407.40(A)(1).

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, LR 41

Walks & Field Trips

On occasion the LSUA Children Center will attend events on the campus or at the LSU Evac Center located adjacent to campus

Field Trips

1. The center shall obtain and maintain a signed parental authorization for each field trip.
2. At least two staff, one of whom may be the driver, shall be in each vehicle unless the vehicle has a communication device and the child to staff minimum ratio is met in the vehicle.
3. If transportation is provided by parents, a planned route shall be provided to each driver and a copy maintained in the center if any parent is transporting a child in addition to their own child.
4. Children shall be supervised during the boarding and exiting of vehicles by an adult who remains outside of the vehicle.
5. A written record for each field trip shall be maintained and shall include the following:

- a. Date, destination(s) and method of transportation
- b. Names of all the children being transported in each vehicle
- c. Name of the driver, staff members and other adults being transported in each vehicle
- d. Names of other adults who joined the field trip at the destination(s) to assist with supervision of children.
- e. The presence of each child each time the children enter or exit the vehicle.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:407(A)(1)

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:642 (April 2015), effective July 1, 2015

Program Activities

Water Activities

Water activities in a depth of over two (2) feet are not provided. Water Play Days will be held during the summer. Parents need to make sure children arrive wearing a swimsuit, cover-up, waterproof shoes, and sunscreen. A towel and a full change of clothes (including shoes, underwear, and socks) need to be labeled and placed in their child's cubby for after water play. Teachers are not allowed to apply sunscreen to the children, please make sure this is done at home.

Outdoor Activity and Participation

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

Photographs / Videos

The LSUA Children's Center exists to provide early care and educational opportunities for the children of the LSUA community, as well as providing experiences for students enrolled in classes at LSUA. Under the supervision of instructors, LSUA students may observe, photograph record (audio and video) and interact with the children and staff as a part of their academic studies. No LSUA student will be allowed to participate in the activities until he/she has read and signed a statement promising to adhere to the same strict confidentiality guidelines as the LSUA Children's Center staff and parents.

Pictures taken in the LSUA Children Center will be for the enjoyment of the center staff, and promotion as needed. Each parent will be asked to sign a consent form stating whether or not if photos can be taken of their child(ren).

Napping / Resting

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

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

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

Rest time is a part of the daily schedule and is required by Child Care Facility Licensing Guidelines for child care centers. Toddler and Pre-school children are required to lie on a mat to rest or sleep for at least thirty minutes per day. LSUA Children's Center staff will not awaken children, light will be turned on mid-afternoon and children will be allowed to wake up on their own.

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

Clothing and Possessions

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

Cubbies

Children are provided with cubbies at the LSUA Children's Center as a means of keeping their belongings together. Please check your child's cubby, clip, and hanging pocket each day for communications, art projects, wet clothing, or any other items that will need to be brought home. Items should neither be removed nor placed in a cubby other than that belonging to one's own child.

Personal Belongings

Parents of all children not toilet-trained must supply disposable diapers. Parents are responsible for providing an adequate supply of disposable diapers each day and should ensure that their child always has at least ten (10) diapers on hand. Routine diaper changes are in accordance with the Bureau of Licensing guidelines. The LSUA Children's Center does not supply extra diapers.

Parents of toilet-trained children must provide an ample supply of underwear and clothing that may be used in case of toileting accidents.

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

Checklist of items that must be at the center when your child is present

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

Toddler I

- 1 package of diapers, marked with child's name
- 1 package of diaper wipes, marked with child's name
- Clothing should have snaps or be two-piece.
- Hat or scarf to wear outside in windy or sunny weather

Toddler II

- 1 package of diapers or "Pull-Ups", marked with child's name
- 1 package of diaper wipes, marked with child's name
- Clothing should have snaps or be two-piece
- For those children who are in the process of being toilet-trained, two (2) complete changes of clothes marked with child's name must be left in the child's cubby at all times. Clothing should be in a labeled Ziploc bag and be two-piece outfits that are easy to get on and off.

Your Child Should Not Bring

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

Toys

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

Birthdays / Holidays

Holidays

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

Birthdays

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

Celebrations must be held after snack time. If parents choose to bring party favors teachers can give good suggestions for appropriate items. Please check with your child's teacher to set a date and time. Families are prohibited from distributing invitations to private birthday parties via the LSUA Children's Center unless the entire class is invited.

Transitions to Other Classes

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

1. Child's birth date
2. Classroom observations
3. Child's readiness for experiences with an older group of children
4. Social, emotional, general cognitive development.

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

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

1. A child whose birthday falls before October 15th will be moved up at the beginning of the Fall Semester.
2. A child whose birthday falls before March 15th will be moved up at the beginning of the Spring Semester.
3. A child whose birthday falls before July 15th will be moved up at the beginning of the Summer Semester.

Confidentiality and Security of Files

The LSUA Children's Center is responsible for the maintenance and security of children's records, specifying who shall supervise the maintenance of records, who shall have custody of records, and to whom the records may be released. Records shall be the property of the LSUA Children's Center, and the Director, as custodian, shall secure records against loss, tampering, and/or unauthorized use.

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

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

Parent / Family Involvement

The LSUA Children's Center encourages active parent involvement. Parents and staff share a common concern for the commitment to each child's development. Communication and cooperation are essential. Communication should be ongoing in order that a parent and teacher share their knowledge about the child's particular needs and special experiences. If a parent needs to discuss a problem or needs a more detailed conversation, we ask that a conference time is scheduled with the child's teacher and the Director. This will allow the teachers to devote their time to the conversation at hand without trying to talk and be responsible for the children they are caring for.

Parents who have a child enrolled in the program are encouraged to visit the program anytime during normal hours of operation. Through observation, parents can gain a deeper understanding of their child and the program. Some parents have special talents, skills, or experiences that they can share with their children. All parents are encouraged to join us for daily Story Time, either as a reader or listener. All parents are welcome to visit, phone or send notes whenever they deem necessary.

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

Parent Education

The LSUA Children's Center will sponsor a forum for ongoing parent education in the fall and spring. Speakers will present information on various parenting issues and topics based on the needs of the parents each year. Parent participation in these seminars is mandatory, and childcare will be provided.

Open House

In the fall, LSUA Children's Center will hold an Open House. This is an opportunity for parents, grandparents, siblings, and other family members to visit their child's center and classroom as well as learn more about the specific plans for the upcoming school year. This also gives the staff a chance to meet with family and friends who may be picking up or dropping off children. This will also give parents a chance to get to know other parents.

Family Social Events

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

Emergency Preparedness

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

Emergency Evacuation Procedure

- In the event of an emergency that requires evacuation of the LSUA Children's Center, all children will be taken to the emergency meeting place which is Riverview Baptist Church located at 8709 Hwy 1 South Alexandria, LA 71302.
- LSUA Police and Employees will assist with transporting the children to the meeting place. First priority is to get the children away from the danger as safely and quickly as possible.
- Each child will have an emergency contact card, with the child's name, medical number, emergency numbers and contact people. This will be taken and parents will be contacted for pickup as soon as possible. Notification will be left on the door of LSUA Children Center as to our location.

Emergency Drills

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

Fire drills are practiced monthly.

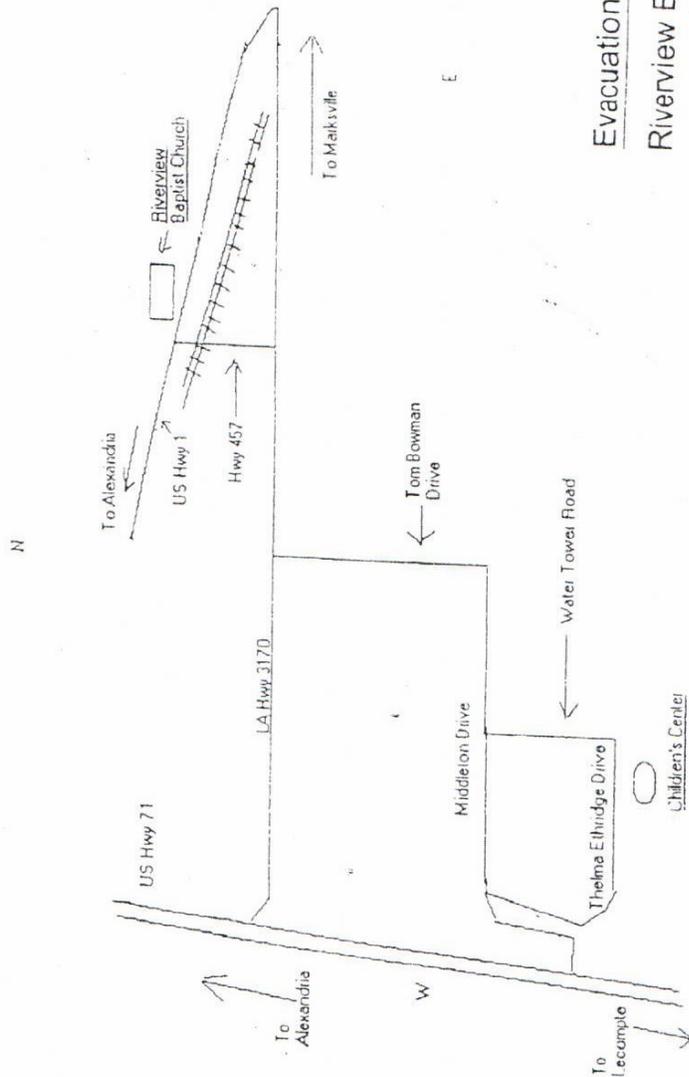
Tornado/evacuation drills are practiced in March, April, May & June.

Severe Weather

During times of severe weather the LSUA Children's Center staff monitors weather warnings via radio and internet in order to remain aware of any conditions requiring immediate action be taken.

LSUA Children's Center

Evacuation Route (in the event of an emergency campus evacuation):



Evacuation Site:

Riverview Baptist Church

8709 Highway 1 South

Alexandria, LA 71302

Phone: 318-443-5555

Pastor's Office: 318-443-5405