



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e™

UL CHILD DEVELOPMENT CENTER

PARENT HANDBOOK

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Welcome to the UL Lafayette CDC

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

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

The CDC wishes to create a unique community for the children and their parents, student interns and others who utilize our services that support the values and behaviors of a caring learning environment. As you can see, this is a large program with many people involved in a variety of ways.

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

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

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

Again welcome to the program.

UL Lafayette CDC Administration and Staff

Mission Statement

The mission of the Child Development Center (CDC) is to provide a quality, professional environment for the nurturing, care, and development of preschool children of the University community.

Philosophy

The CDC strives for high quality childcare and developmental programming, for the University community, through its commitment to exceed minimum state child care standards (*by meeting lower staff ratios, higher staff qualifications, and in service training requirements*). Low staff turnover means greater consistency in adult-child relationships which is a vital factor affecting quality care.

Other special features:

1. A commercial style kitchen and highly nutritious child food program partially funded and inspected by the USDA Child Care Food Program.
2. Coordinate outside referrals and consultations with appropriate university and community resources for assessment and advice regarding special needs and concerns.
3. Linkage with University departments for consultations regarding curriculum planning and development, research activities, and other services such as an observation and demonstration facility for University students and faculty.

The CDC is currently licensed to serve children ranging in age of 12 months through 6 years of age.

The Center provides breakfast, lunch and afternoon snack with strict adherence to USDA child nutrition guidelines and standards.

The CDC was founded in 1971 and is a non-academic department division of the Office of the Vice President of Student Affairs.

Grievance Policy

The CDC structure is designed to assist parents in the various needs and concerns that may arise during their enrollment with the CDC. It is encouraged that the parent addresses any concerns or needs in regards to their child with the child's teacher. Should the concern or need not be met satisfactorily, the parent should then address the administrative office or Center Director. The Center also provides a grievance committee to address any issues, concerns, or needs. To request a hearing by the grievance committee, a written request must be submitted to the Dean of Students office, Martin Hall Room 211.

The CDC integrates quality childcare services and early childhood education, supporting a "whole child" concept of development based on the belief that one cannot educate without offering care and protection, and one cannot provide care and protection without also educating young children in a group setting. Knowledge of this integrative practice promotes respect for children and the adults who care for them.

The CDC strives to balance its unique institutional culture with the individual cultural interests of each family served. Respect for CDC's diverse community is reflected in the curricula, environment, parent/teacher/child interaction, and staff development goals.

Educational pursuits are balanced to respect the needs of the children, their families, and CDC's ability to maintain a quality service program, promote knowledge of developmental issues and practices relevant to early childhood learning, and the practical application of this knowledge. The CDC evolves to meet the growing needs of today's children and their families and will continue to play a leadership role in teaching, training, and research at UL Lafayette.

General Policies

Times and Limits of Program Operations

The CDC begins operations on the day prior to the first day of classes at the beginning of the Fall and Spring semesters -- and -- on the first day of classes for the Summer session -- through the last day of final exams.

The CDC is closed on all official University holidays and semester breaks.

Hours of Operation

The CDC is open from 7:15 a. m. to 5:15 pm Monday through Thursday. On Friday the CDC is open from 7:15am to 12:45pm. If you have a 12:50pm class on Friday please speak to the office.

Parking

UL CDC is a University Zoned Parking Area. Due to limited parking spaces, only CDC staff and parents dropping off or picking up are allowed to park at the Center.

The drive thru pavilion is utilized for "**2 minute**" drop off or pick up situations. We realize and encourage, that you may need a longer time to speak with your child's teacher so please make use of a regular parking space so that traffic is not blocked under the pavilion. Please watch your child carefully for moving cars in the parking lot.

Arrival and Departure

Arrival time at the CDC is from 7:15 a.m. to 8:30 a.m. Parents are encouraged to ensure the arrival of their children prior to 8:30 a.m. so that the children arriving do not disrupt the activities of the other children that begin at 8:30 a.m. It is far more advantageous for your child to arrive before the planned daily activities begin because your child will be able to enjoy all the benefits of the daily activities instead of just a few.

Departure time at the Center is between 3:30 p.m. and 5:15 p.m. Children departing before 3:30 p.m. will not have the opportunity to participate in all the daily activities. Parents arriving after the closing time will be charged a penalty fee as follows. There will

be no exceptions. ***Our teachers have families/children of their own. When you are late, our teachers are late.***

Penalty charges: \$1.00 per minute late.

In addition, after the third late pick-up, per semester, the parent will be referred to the Dean of Student's Office. For any fines procured, it will be added to that month's tuition charge and payment will be due accordingly.

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

Parents **must** sign the child in and out on the Sign In-Out Ledger, using full signature, posted with required information upon bringing and picking up the children at the Center, in conjunction with State Law. The CDC will not be responsible for children that have not been signed in.

The child will **not** be allowed to depart with anyone other than the parent unless the Director is notified by the child's parent **in writing**.

Application for Enrollment

Those wishing to enroll their child in the Child Development Center must apply at the Center located at 160 East Lewis on the University campus. Inquiries may be made by mail (Post Office Box 4-3488 ULL, 70504) or telephone (337-482-5739) or e-mail (childdevelopmentcenter@louisiana.edu).

Eligibility Requirements

The following priority rank is used at the UL-SGA Child Development Center in determining eligibility on the basis of space available:

1. UL Full - time Students
2. UL Part - time Students
3. UL Full - time Faculty/Staff
4. UL Part - time Faculty/Staff

Entrance of a second child of a participating family of University student's classification has priority ranking in enrolling that child. In the case of the University Faculty and Staff with respect to the admission of a second child of a participating family preference is given if and only when there is not a first time student applicant on the waiting list for that position.

Admission Policies

Children between the ages of twelve months through six years of age may be admitted into the program as stated by State Law. The CDC provides space for children in

compliance with all Rules and Regulations Governing Minimum Requirements for License of all Louisiana Child Care Centers as required by the Louisiana Department of Education as a Type 3 Center. Children are enrolled in the CDC in the order in which applications are received. When space is not available the name of the parent, phone number, and child's date of birth are secured and placed on a waiting list to be served on the basis of available space. Again priority ranking is applied by the following two waiting list rankings: Students and Faculty/Staff.

Administration/Staffing

The UL CDC is staffed by the following:

- Administration staff
 - Center Director
 - Program Coordinator
 - Health and Nutrition Provider
 - Lead Teacher – Toddler
 - Lead Teacher – Pre School
- Child Caregivers
 - Toddler staff
 - Two year old staff
 - Three year old staff
 - Pre kindergarten staff
 - Support Staff / Kitchen

Parent-Teacher-Child Relations - Child's Initial Visit to the Center

It is recommended that the child be permitted to visit the Center prior to his initial enrollment while accompanied by his parents. The child would be allowed to participate with other children already enrolled in the Center for a period of at least one hour, as deemed necessary by the parent or administrative staff. A child's initial visit should be made by appointment with the Director's office.

In keeping with the requirements for licensing, all parents wishing to enroll their children must be given an "Intake Interview" in which the Director or Administrative staff of the Center must interview both parent and child to determine the child's readiness for entering into the Child Care setting. Parents must provide all information required on the Master Card as well as the Entrance packet outlined by the Director or Administrative staff during the Registration Interview.

The Director contacts parents whose names appear first on the waiting list as space becomes available. If parents do not wish to enroll their child (ren) at the time their name is first on the waiting list, their name will be placed last on the waiting list or removed from the waiting list at the request of the parent.

Policies in Regard to Enrollment and Withdrawal

Parents are required to pay a registration fee in order to enroll their child. This fee provides the parent with the opportunity to allow their child to attend the CDC as long as the parent

is a student or a member of the University community. The registration fee is: Students: \$60.00 per child and Faculty/Staff: \$75.00 per child. The fee is not refundable.

A \$25.00 “retainer fee” will be collected at the close of each semester to secure your child’s spot for the next semester.

If the child is withdrawn or dropped from the roll of the Center before the end of the semester, the child will not be eligible to enter the Center at the beginning of the following semester unless the child’s name appears first on the waiting list at the beginning of the semester. Withdrawal is considered a continuous absence for a period of two weeks or notification by the parent of withdrawal of a child. You are also financially responsible for the last two weeks before withdrawal is finalized. A child is dropped from the roll if the parent does not comply with policies.

Parents who are not enrolled in Summer school are permitted to enroll their child (ren) in the Center during the summer session if the parent will be enrolled during the following Fall Semester. Parents who withdraw their child (ren) at the close of the Spring semester, because they will not attend the Summer session, are guaranteed enrollment for their child(ren) in the following Fall semester. Children who are enrolled for the first time during the Summer session will be able to be enrolled in the following Fall semester depending on the availability of space.

Class Promotions

The Center enrollment remains at 100% capacity. We are pleased to be able to meet the demand, but that presents another dilemma. Additionally, I work with parents until the end of the first week of classes in attempts to provide a spot for their child. With our attempts to meet all the needs of all the parents the dilemma grows and the complexity deepens. In our attempts to allow parents to make adjustments to their child’s enrollment throughout their stay with the CDC, we inevitably accommodate one parent and inconvenience another.

Ideally we hope to allow each child opportunities to visit their “new” class prior to promoting to that class. However, there are times where that may not happen. Point in case, children who will not be with us this summer may end up promoting to the next class by the time they return for the Fall semester due to the constant dynamics of the enrollment rosters. At the close of the Spring semester we are drafting a Fall roster, however that will inevitably change “several” times by the first week of Fall semester.

Also, children rarely promote during a semester due to the CDC remaining at 100% capacity and inability to accommodate more children in the promotional class. It is our goal to always make a smooth transition for the child and their parent, by providing visits to the new class throughout the time frame available. As many of you are aware, enrolling your child required a lengthy waiting period, and our attempts to meet your requests in a timely fashion have always been our goal.

When a child is promoted at the start of a semester, without prior notice due to an unexpected opening in the potential class, our goal is to provide the child with the most optimal opportunity. In the event of such a case, your child’s teacher will inform you and make every attempt to work with you and your child to ensure a smooth transition.

Supply Fee

There is a supply fee charged per child per Fall and Spring semesters. The fee is: Students: \$20.00 per child per Fall and Spring semester and Faculty/Staff: \$25.00 per child per Fall and Spring semesters. For currently enrolled child (ren) this fee is to be paid with the first month's tuition charges of the Fall and Spring semesters.

Continual Pre-Registration Policy

Parents who have child (ren) presently enrolled at the close of a semester and wish to continue enrollment in the upcoming semester will be assessed a fee of \$25.00 per family. This fee will act as a retainer fee for the child's registration at the Center. **This fee is non refundable.**

Parents as Partners

Parents are the first and most important teachers of their children and as such are encouraged to participate fully in their child's preschool experience and early education. Parents and schools who work together and share common goals create a community in which children feel valued and significant. We strive to create and maintain a community of this kind by encouraging parents to participate in the program in any way that is comfortable and manageable for their family.

Parents are welcomed to visit the program at any time. Parents may also become involved by sharing their talents, being a guest reader, volunteering your free time as a helper, or donating items

1. Open House – Parent Conferences

Each Fall Open House is held at the CDC to introduce parents to their child's classroom environment, policies, activities, etc in an informal setting allowing them to see what daily "meaningful experiences" their children encounter and participate in each day.

Each Spring, the teachers of the CDC schedule individual parent conferences providing opportunities to discuss the progress of their child during the academic year. The staff has developed a comprehensive checklist, which will be reviewed with you at the conference. To share any concerns, extra conferences can be conducted upon request.

2. Parent Resource Room

The center has an extensive resource library and welcomes opportunity to share it with families to assist them with parenting issues. The administrative staff has extensive community resources available to assist in many areas of need. The administrative staff is available at any time to assist you in any need that may arise.

3. Parent Education Forums

The CDC sponsors parent education forums on varying topics of interest. Periodically throughout the year, the administration provides "specific topic" workshops to assist parents in a variety of focus areas. Additionally, UL community and Lafayette community resources are presented to the parents in an on-site information booth. Any topics of interest may be shared by dropping a request in to the office.

4. Evaluations

All families will be asked to assist us in evaluating and assessing our program each year by completing a comprehensive questionnaire. In addition, throughout the year short

surveys will be sent out assessing the various events, activities that the Center has hosted and your satisfaction. Your fulfillment of this request enables us to maintain our standards, and gives you a voice to express your level of satisfaction with your child's school. We appreciate your serious consideration of the program evaluation, and ask that you complete and return it in a timely manner.

5. Special Events

Events are scheduled throughout the semesters and parents are strongly encouraged to attend. We also realize the importance of extended families and love to have them participate also. Some of the events are Homecoming and Mardi Gras Parades, Winter Wonderland Carnival and Spring Fling Carnival and our annual Book Fairs.

Our goal is to include parents in the program in whatever way works best for each family. Some families are able to spend time in the classroom helping with various activities and tasks; others are more able to contribute resources, preparing materials, etc. There is no limit to the possibilities!

Daily Conferences

It would be an ideal parent-teacher relationship if parents would confer daily. Please speak with your child's teacher each day for a progress report and information concerning the child's activities of the day. Daily contact between parent and teacher is an essential component of a high quality program. By sharing information concerning your child's activities and welfare, we can together work toward meeting your child's developmental needs in partnership.

Philosophy of Learning

In a caring and positive environment, we create a warm and happy place for preschoolers to learn and develop. As we bridge the gap from home to school, we guide children to a good self-image while building social and cognitive skills in a preschool setting.

Sensory, motor, perceptual, and language skills are introduced through materials and carefully planned lessons and activities, which are both child-centered and teacher directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishments and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and choice play, as well as active and quiet times.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the performance level each child has attained and moving forward a step at a time. We teach a *love of learning* by allowing children to experience many opportunities by which we may help them to feel and recognize the success they achieve.

Parents may gain invaluable insights and techniques from the expertise of the staff and we do encourage parents to feel free to ask questions or express any concerns they may have, we encourage parents to participate in on-going activities planned by your child's teacher. We encourage such communications so that the child may gain the most from

his/her earliest school experiences and hopefully this will continue as the child pursues his/her educational future.

Program Philosophy and Practices

Center Philosophy

The child “educating” philosophy at the CDC supports a whole-child concept of development based on the premise one cannot educate without offering care and protection and one cannot provide care and protection without also educating young children in a group setting. We strive to meet the Early Learning Guidelines set forth by the Louisiana Department of Education.

Early Learning Guidelines are a framework for high-quality practices for all who care for children birth thru 5. The guidelines are indicators of what children at certain ages should be “working on.” They contain ideas for caregivers about arranging the environment and suggest interactions and communications that best support this development.

How children approach learning depends on their individual temperament traits and their learned behaviors and attitudes. They may approach new situations easily or need to withdraw and assess the situation. They may have a great deal of persistence or tend to give up easily. They may be easily distracted or have keen concentration. Children may learn through their parents or through early care and education experiences that learning is fun or a chore. The experiences we provide for children in our care will help to shape their behaviors and attitudes.

These standards are intended to be a guide for teaching young children. They are not intended to be a curriculum or a checklist. All the individual areas of the standards are considered to be equally important and should be integrated into all the activities of the day. Also, the standards are not intended to limit any child’s progress. The individual needs of each child must be met on a daily basis.

Educational research has consistently proven that there is a strong correlation between the quality of early childhood experience and later academic success. Therefore, it is imperative that Louisiana’s prekindergarten programs provide children with the foundational experiences needed for them to become successful learners.

The Link to School Readiness

The link between school readiness and high-quality care for infants and toddlers is evident in every developmental domain and in every content area. Caregiver practices and center policies determine whether or not children will leave their program with the proper foundation or already dreading the advent of “big school.” “Educational research has consistently proven that there is a strong correlation between the quality of early childhood experience and later academic success” (former State Superintendent of Education, Cecil J. Picard, 2003). The key is quality. These Early Learning Guidelines provide teachers/caregivers with strategies that reflect that high quality and offer connections to true school readiness.

School readiness is often defined within only a few dimensions of development. True readiness for school should include a foundation of social and emotional competence and a curiosity to continually seek out “what, why, and how.” True readiness is not a measurable set of criteria but a foundation for later learning built on rich experiences.

High-quality, relationship-based programs avoid “early-learner-burnout” by providing opportunities for child-directed play and exploration as opposed to teacher-directed lessons and projects. Expectations for behavior are based on relationships, modeling, caregiver knowledge, and the arrangement of the physical environment. Knowledge of individual temperaments and the richness of learning through doing together make acceptance of children who need a high level of activity an easier task than requiring a child to sit so she can be taught a lesson or skill.

The teacher-planned curriculum and program designed at CDC is balanced between teacher-directed and child-initiated opportunities for children to learn in a multi-cultural environment filled with age-appropriate equipment and learning materials.

The program includes routines such as meal times, nap, teacher structured learning experiences, free playtime, and effective transitions between activities is planned to allow children to gain an understanding of themselves and others through their own active involvement in the learning process.

Availability of developmentally appropriate materials promotes independent, curiosity, and spontaneous learning experiences. Other types of daily routine activities included in the program throughout the year are - one to one, small group, large group, indoor, outdoor, quiet and noisy activities, and special events. Some fixed learning interests areas in the classroom are dramatic play, blocks, books, large muscle, sensory motor, and science. Creativity play can provide pleasure and knowledge at the same time and we foster such opportunities.

A fundamental belief at the CDC is that children have the right to be cared for in a safe, healthy, nurturing environment by adults who are well-trained in child developmental practices. Since a positive parent-teacher partnership is optimum for a successful and harmonious child-rearing/child-caring experience, we strive to promote and demonstrate respectful interactions between the teacher-parent, teacher-child, child-child, and teacher-teacher relationship. This helps to establish an atmosphere of acceptance and well being for all who participate in the CDC program.

Child Guidance and Discipline

CDC philosophy of child guidance and discipline embodies the belief that it takes an individual many years to learn appropriate ways to express strong emotions and interact appropriately with others. Young children are just beginning these difficult personal and social skills. Knowing that children can learn by repetition, teachers maintain daily routines and set clear limits with each group, thus teaching children to internalize these skills. Routines also provide for the safety of all children, as well as promoting the development of each child’s self-help and self-control skills. 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 of their environment. A developmentally appropriate curriculum results in good discipline. The CDC’s daily scheduling, curriculum planning, classroom arrangements,

developmentally appropriate activities, and staffing patterns are designed to be preventive as they promote a positive and enjoyable learning experience that encourages respectful relationships between children and peers.

The CDC staff strives to “provide immediate and direct related consequences for a child’s unacceptable behavior”. This is accomplished by setting a limit of accepted behavior, defining consequences if behavior expectations are not met and following through with immediate consequence related to unacceptable behavior. Consequences never include deprivation of rest, food, or toileting. The use of physical restraint, other than to physically hold a child when containment is necessary to protect a child or others from harm, is prohibitive. When necessary a child may be removed from a group activity for a short separation period, but is never isolated out of view or sound of the teacher. Upon returning to the group, the child’s return must be contingent on the child’s stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior abates or stops. This practice is rarely, if ever, applicable to toddlers.

Behavior Management Policy

Our program is designed with the hope of instilling inner controls in each child by creating a warm, nurturing atmosphere in which children can learn to be in control of themselves. Our goal is to help them behave in acceptable ways by preventing discipline situations when possible and by increasing a child’s feeling of self worth.

When discipline measures are necessary, we take the following steps:

1. warn and redirect the child to another activity
2. calmly and confidently remove the child if the behavior persists
3. wait for the child’s own decision to return to the activity
4. support the child’s return to the activity to encourage success

As stated above, we strive to prevent discipline situations whenever possible. The following guidelines are followed:

1. verbally reward behavior that is acceptable
2. analyze the situation if the undesirable behavior persists and try to change it rather than nagging at the child
3. emphasize the positive rather than the negative by telling the child the correct thing to do rather than the “don’ts”(except of course in the matter of a safety issue)
4. give choices whenever possible and know when there is not a choice to give
5. warn ahead of time when transitions are necessary
6. avoid unnecessary constraints that reduce children’s feelings of satisfaction
7. have as few rules as possible and make sure those we do have are enforceable
8. plan ahead and anticipate situations
9. make the day interesting and avoid fatigue, which leads to misbehavior

We are committed to providing a warm and respectful learning environment where we nourish emotional health. We acknowledge that any redirecting of a child must be carried through clearly and with respect.

Corporal punishment, the use of verbal or emotional threats, shaming, or name calling are never used in this program and are not legal responses by adults in child care.

Time Out

Time out can be an effective disciplinary policy when redirecting a child or offering positive guidance fails, but it must be used appropriately. Children who need a time out should be supervised at all times. And they should only sit for about one minute per their age in years (three minutes for a three-year-old, for example).

Before being reintroduced to the group, the caregiver should get down to the child's eye level and explain why the child's actions were wrong and what would be a positive action alternative.

Time out shall not be used for children under age 2. Time out shall always take place within sight of staff and time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

At the Child Development Center time out is rarely if ever used.

Please feel free to contact the office if any questions arise.

Food Program

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

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

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

Birthday Parties

Birthday's at this age are very exciting for you and your child. The CDC looks forward to participating in this special occasion. The CDC and the State Board of Health has some guidelines for the safety of the children.

1. All baked items must be purchased from a "licensed" kitchen, no home baked items are allowed.
2. We also ask that individual drinks or paper cups are used as well as plastic spoons to make cleanup more manageable for you and the staff.

3. Parties are to be held after snack time, please speak with your child's teacher in regard to times.
4. The UL CDC is a **Peanut Free Zone**. Please inform the bakery that no peanut products are allowed.
5. **A list of approved birthday items can be found in the office.**

Feel free to stop by the administrative office if we can be of any assistance.

Toys

Toys brought from home present special problems for the children and the staff. Personal possessions are often difficult to share or may get broken. Parents are advised not to allow their child to bring toys from home. Exceptions are items that can be shared by a group of children such as tapes, books, cassettes, etc. Your child's teacher can help you with any concerns you may have regarding this policy.

Toys that resemble weapons are not acceptable at the CDC.

Security items such as a blanket or a "luby" that comforts your child is welcomed.

Policies Regarding Fees

Registration Fees

A registration fee is charged upon enrollment of the child into the Center and is not refundable.

Tuition

The fees charged by the CDC are based on a budget designed to ensure the solvent operation of the Center in its capacity as a non-profit, tax-exempt agency and high quality program. Yearly increases may be implemented as necessary.

Tuition charges are billed on the first day of each billing month.

Supply Fee

A supply fee of - Students: \$20.00 per child and Faculty/Staff: \$25.00 per child per Fall and Spring semesters will be charged. The fee is to be paid upon entry into the program for new students and with the first month's tuition of the Fall/Spring semesters thereafter.

Continual Pre-Registration Fee

A retainer of \$25.00 per family is assessed at the end of each semester for each child's continued enrollment. (The policy is detailed on page 5 in the section "Continual Pre-Registration Policy").

Late Departure Fee

Parents arriving after closing time will be assessed the following penalty charges and this fine will be added to that month's tuition and payment will be accordingly.

Penalty charges: \$1.00 per minute late.

In addition, after the third late pick-up, per semester, the parent will be referred to the Dean of Student's Office. (Details may be found on page 2 in the section "Arrival and Departure"). **It is the parent's responsibility to ensure their child is picked up before closure. Our staff has families/children that must be also picked up on time.**

Payment Plan

First payment is due upon enrollment of the child. Thereafter, all subsequent payments are due on the first of the month. Absolutely no exceptions. If payments are not made on time the child will not be permitted to return to the Center. *There are several payment options available to parents (daily, weekly, biweekly, monthly and for the entire semester. The UL CDC also participates in the Child Care Assistance Program.*

Provisions for Holidays, Illnesses, and Emergency Closings

Parents are not charged for an official University holiday. Parents are charged for days missed by the child due to illness. Parents will be charged for all school days during each semester, including the five day period of final exams. Parents will be charged for any days closed due to weather or other acts of nature as a normal day and no refunds will be given.

Emergency Closings

The CDC closes on the same schedule as the University in the event of severe weather conditions, power outages, etc. Closing information is broadcast on radio stations, television, and during classes, in the event it is during the day. If the Center closes during the day, all parents must pick up their children from the Center within one hour of the University closing. The late fee policy will apply after the one-hour time limit. ***Please visit our website to see a detail Emergency Preparedness plan. Tuition will not be decreased as a result of a emergency closing.***

Policies Regarding Clothing

Clothing for the Preschool Child (3 years to 6 years)

The following suggestion should be taken into consideration when parents select clothing for their children to wear at the Center.

1. Clothing should be simple enough in order to enable the child to put clothing on and take off without the assistance of the teacher. The CDC, as directed by the University Environmental Health and Safety Director, does **not** allow children to participate in the

program wearing shoes that are not “closed toe”. Therefore, sandals, flip-flops and clogs are not acceptable shoe wear in the program. Tennis shoes are considered safe and acceptable. Please direct any questions or concerns to the Administrative Office. It is the objective of the program to assure the safety and enriched participation of your child in all center activities.

2. Clothing should fit loosely in order to allow freedom of movement.
3. Clothing should be made of material that is washable. This enables the child to engage in creative play without fear of getting his clothing soiled.
4. Clothing should also be designed to allow the child to participate in outdoor play.
5. Children must have a blanket that can remain at the Center for the entire week. It is the responsibility of the parents to bring the blankets home on Fridays for cleaning and returned on Mondays. Blankets must fit completely contained in small cubbies. A crib sheet is optional and can be used to cover the mat and keep the child dry and warm.

Clothing for Toddler/2 Year Old Children (12 months to 3 years)

The following articles of clothing are required to be supplied by the parents:

1. At least ten (10) disposable diapers. Diapers may be brought by the box and the child’s teacher will notify the parent when diapers are requiring replenishment.
2. Clothing should be simple enough for the child to put on and take off with little assistance of the teacher, especially with children potty training or early 2 year olds. Your child’s teacher can provide more information and guidance with this matter.
2. A “sippy” cup is needed for toddlers and young 2 year olds who are not yet experienced with open-face cups. Please check with your child’s teacher for more information. Sippy cups must be labeled with the child’s name and is kept in the classroom to provide drinking water throughout the day.
3. Children must have a blanket that can remain at the Center for the entire week. It is the responsibility of the parent to bring the blankets home on Fridays for cleaning and be returned on Mondays. Blankets must fit completely contained in small cubbies. A crib sheet is optional and can be used to cover the mat and keep the child dry and warm.

Extra Clothing

One complete change of clothing is required for each child. For Toddlers, more than one change is recommended. **All clothing must be labeled.** Children are required to wear shoes at all times. Please select shoes that permit children the necessary support for running outdoors. As seasons change, please provide each child with an extra change of clothing that is weather appropriate.

Marking of Clothing

All clothing, etc. must be marked for identification: indelible marker, embroidery, or name tags should be used. Teachers are not responsible for loss of children's clothing, etc. due to improper labeling. Coats, hats, gloves, extra clothing, etc. must also be marked.

Policies Regarding Health

Immunization Record

Each child must have a completed "Child-Care-Preschool Certificate of Immunization" on file as required by State Licensing. **All immunization records are required to have an expiration date printed on the record.**

Health Inspection

As children arrive at the Center daily, each teacher on duty is charged with the responsibility of examining each child for possible symptoms of contagious illness or disease. Parents are requested to examine their child daily in order to detect a contagious illness or disease.

If the teacher detects such an illness, the child will be isolated from other children and the parent will be located and will be responsible for picking up the child as soon as possible.

If the parents detect a contagious illness or disease, it is required that the parents not permit their child to be brought to the Center. It is requested that the parent notify the Center of the child's illness.

Exclusion for Contagion

Group care provides a wealth of experiences for a child, including the contact of germs. The UL CDC takes great care to ensure that the staff and families adhere to all policies and procedures for infection control, hand washing and cleaning of the environment.

We strongly encourage that you wash your child's hands upon entrance into the classroom and upon exiting.

It is important for the parent to inform the CDC immediately after a contagious illness or disease is detected. This would enable the Center to determine if the illness or disease has been contracted by any other children or to prevent the illness or disease from spreading to other children.

A doctor's release may be required for re - admittance of a child after all contagious illnesses or diseases except such as the common cold. In the event of viral illnesses (vomiting, diarrhea, etc.) or in the case of fever 101F or higher, the child must remain out of the Center for twenty-four hours after the ceasing of all given signs according to Office of Public Health. (This means the child cannot be on any fever reducing medications during this 24 hour period.) For more information please contact the office.

Please see the attached **Appendix A** on guidelines for keeping your child at home.

First Aid

The Staff of the CDC will treat simple injuries. If serious/life threatening illness and or injuries occurs paramedics (Acadian Ambulance) will be contacted before parents. Parents will be notified first; if parent cannot be reached, the person listed on the Master Card will be contacted. It is important that parents come to the office and review or make changes to their child's Master Card often.

Medication

In abiding by the State Board of Health, the CDC set forth the following guidelines in regard to medications.

- All medications must be prescribed by a health care professional.
- Side effect sheets must be accompanied with all prescribed medications.
- All medication must be current and not expired.
- Device for giving medications must accompany medication each day.
- Medication authorization form must be completed and all medication must be signed in/out daily.
- **No medication may be left at the CDC.**
- **Please see attached revisions regarding our medication policy.**

For any questions, concerns, or problems that may arise with regard to this matter, please feel free to see the school nurse.



Other Policies and Procedures

Licensing

The CDC is licensed by the Department of Social Services as a "Class A" center. The Center strives at all times to uphold the highest standards as a quality early childhood program in and above accordance with licensing requirements.

Disclosure of information Policy provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's. Contact information is listed below:

Department of Education
Division of Licensing
PO Box 4249
Baton Rouge, La. 70821
Fax Number: 225-342-2498
Telephone Number: 225-342-9905
www.louisianabelieves.com

Non-Discrimination Policy

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Name _____

Address _____

Telephone Number () _____

List other ways to contact you _____

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

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

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

	Name	Title	Address
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

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

All complaints, written or oral, shall be accepted by the SFA and forwarded to: USDA, Director; Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (866) 632-992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint:

Date and time complaint received:

Child Abuse and Neglect Policy

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-800-4LA-KIDS (1-855-452-5437)

Open Door Policy

The CDC is an “open Center” program. Parents are invited to visit the Center anytime during regular open hours as long as their child is enrolled.

Transportation

The CDC does not provide any form of transportation.

Photographing

The CDC shall obtain written, informed consent from the parent prior to releasing any information or photographs from which the child may be identified, except for authorized state/federal agencies. The CDC does allow photos to be taken during holiday events, birthday parties, and for Center related functions. The CDC provides observations and field study for University students. On occasion, these students are required to photograph or video the children in the classroom to validate their project and coursework. The photo release that you signed upon registration will apply to the above policies. Should any other photographing permission be required, you would be requested to fill out individual “photo releases”.

Confidentiality

The CDC does maintain a strict confidentiality code with regard to children’s records. Records shall be the property of the Center, and the Director as custodian, shall secure records 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.

Water Activities

The CDC does not participate in any form of water activities, such as wading pools, swimming pools, slip n slides, etc. The CDC, does however participate in water play activities such as sand/water table activities with occasional summer time sprinkler fun. ***Parents are required to sign a permission form upon enrolling for water activities and each and every year.***

Electronic Devices Policy

The UL CDC provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices must adhere to the Department of Licensing regulations. The regulations outlined in the Louisiana Early Learning Center Licensing Regulations is as follows:

- a. Electronic device activities for children under the age of 2 are prohibited*
- b. Time allowed for electronic device activities for children age 2 and above shall not exceed 2 hours per day.*

The UL CDC does not allow children to use handheld electronic devices. Staff members are allowed to show pictures, listen to music or children may listen to a story from a handheld electronic device, but even this is very limited.

Computer Practices Policy

The UL CDC does not allow computer use of any type to children in our program.

Programs, Movies and Video Game Policy

The UL CDC allows very minimal use of television use with the children. Our program and curriculum is based very much on active and hands on activities.

Occasionally the children may watch a movie or program by projector system. It will always be G rated type of movie and will not be over 1 hour in length.

The UL CDC does not allow video games of any type.