

**UL CHILD DEVELOPMENT CENTER**

**PARENT HANDBOOK**

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.

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Revised

April 2018

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# Welcome to the UL Lafayette Child Development Center

Welcome to the Child Development Center! We are pleased to have you and your child join the program. It is our goal to support student parents by providing a safe, stimulating and meaningful environment while you pursue your educational endeavors at the University. The center is operated by the University’s Division of Student affairs in conjunction with the Student Government Association (SGA), is licensed by the Louisiana Department of Education and is a Type III Licensed Early Learning Center.

The center services include:

* Child care services for children (1yr-7yr) of students, staff and faculty of the University.
* Observation and demonstration facilities by UL Lafayette students from various departments.

Young children have a natural curiosity of the world around them and a real thirst for learning. The CDC staff work to enhance the natural characteristics of young children. A child-centered environment is ideal for young children’s development and success. The CDC implements curriculum in all age groups that is developmentally-appropriate, age-appropriate and culturally appropriate. 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 curriculum, environment, parent/teacher/child interaction, and staff development goals.

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 wellbeing for all who participate in the CDC program.

The CDC teachers and administrative staff are always available to discuss any needs or concerns that may arise. There are many University and Lafayette community resources that are available for both you and your child if needed. We will gladly assist you in gaining access to these resources (speech, developmental assessment, counseling, etc.)

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

# Philosophy

The CDC strives for high quality childcare and developmental programming for the University community, and is committed to exceed minimum state child care standards. Low staff turnover means greater consistency in adult-child relationships which is a vital factor affecting quality care.

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.

The Louisiana Standards for Programs Serving Four-Year-Old Children document is a framework for building a quality, developmentally appropriate pre-kindergarten program. These standards are designed to be used by teachers, administrators, directors, curriculum developers, parents, policymakers, and any others involved with programs that serve all four-year-old children. 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. The CDC uses both curriculum and assessments that are aligned with the Standards.  
  
 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 pre-kindergarten programs provide children with the foundational experiences needed for them to become successful learners.

“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.” “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).

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 exclusive 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 programming at the 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.

**Hours of Operation**

The CDC opens on the day prior to the first day of class for the Fall and Spring semesters and opens for the summer on the first day of class. The CDC remains open through the last day of finals. The CDC is closed on all official University holidays and semester breaks. Current year closures are posted in the CDC entranceway.

Hours: Monday-Thursday: 7:15-5:15

Friday: 7:15-12:45

For parents enrolled in a 12-12:50 class on Friday, see the office to obtain approval for a time extension.

# Parking Lot

The CDC parking lot is a zoned parking area and has limited parking spaces. Parents may park in a spot at drop off and pick up.

PLEASE USE EXTREME CAUTION WHEN DRIVING AND BACKING UP IN THE PARKING LOT. LIKEWISE, BE VIGILANT WHEN WALKING WITH YOUR CHILD TO AND FROM YOUR PARKED VEHICLE. DO NOT LEAVE VEHICLES RUNNING WHEN UNATTENDED.

# Arrival and Departure

The CDC has an open door policy. Parents are able to drop off and pick up their child anytime during operational hours. However, it is highly encouraged for parents to drop off between 7:15-8:30. By arriving later in the morning, the child will miss breakfast service, learning activities and could disrupt activities already in progress. It is far more advantageous for your child to arrive before the planned daily activities begin so that your child will be able to enjoy all the benefits of the daily activities instead of just a few.

**Late Fee**

The center closes at 5:15. All children/parents are to exit the building with enough time for the closing staff to lock the doors at 5:15. Parents arriving after the closing time will be charged a late fee. There will be no exceptions. After the third late pick-up per semester, the parent will be referred to the Dean of Student’s Office**.** Our teachers have families/children of their own and commitments after work. When you are late, our teachers are late.

Late pick up charges: $1.00 per minute late.

In the event that a child is still present at the center after closing and administration is unable to contact parent/guardian/emergency contacts, University Police will be called.

# Admissions Policies

The following priority rank is used at the UL-SGA Child Development Center in determining eligibility for an opening.

1. UL Students

2. UL Faculty Staff

The CDC accepts children between the ages of twelve months through seven years of age. Children are enrolled in the CDC in the order in which applications are received. When space is not available the name of the parent and child, contact information and the child’s date of birth are secured and placed on a waiting list to be served on the basis of availability.

**Enrollment Fee(s)**

\*An enrollment fee is collected and due upon acceptance. Student-$60 Faculty/staff-$75

\*A $25 “retainer fee” will be collected at the close of each semester to secure your child’s spot for the next semester.

\*Enrollment and retainer fees are non-refundable.

**Withdrawal Policy**

1. Written notice of withdrawal from parent is required. Must give a two-week notice. Parent is financially responsible for those two weeks whether or not the child attends.
2. If a child has a continuous absence for three weeks with no contact from the parent, the child will be dropped from enrollment at the end of the third week. Parent is financially responsible for the three unattended weeks.
3. In the event that a family refuses to follow the CDC policies or if the enrollment jeopardizes the CDC’s programming, the family will be unenrolled.

**Class Promotions**

Once a child has a birthday, they are generally moved to the next age group at the beginning of the next semester. However, the CDC will occasionally have mid-semester openings which the administrative staff will determine whether or not to promote a child or to fill from the waiting list.

**Supply Fee**

A supply fee is charged one time in the Fall and one time in the Spring. Fee is per child.

**Parents as Partners**

Parents are the first and most important teachers of their children. Collaboration between CDC staff and parents is a key component to the children’s progress. When we work together as a team for the benefit of the children, we create a community in which children feel valued and significant. We welcome and encourage parents to participate in the CDC programming in any way that is comfortable and manageable for their family.

**Parental Involvement Policy*:*** We offer a variety of opportunities for parents to be involved in their child’s education and classroom experience. Listed below are several of the events for parental involvement:

**1. Fall Open House** A special event where the CDC staff introduce parents to their child’s classroom environment, policies and activities.

**2. Parent-Teacher Conference**-**Spring**- A unique opportunity for parents to have one-on-one time with their child’s teacher to discuss child’s individualized progress.

**3**. **Parent Training/workshop-** Periodically, the administration provides “specific topic” workshops/trainings for parents in a variety of 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**

Special events are scheduled throughout the year. Parents are strongly encouraged to attend as well as extended family members. Ex: Homecoming and Mardi Gras Parades, Winter Wonderland, Spring Fling Carnival, Book Fairs, etc…

**6.** Do you play an instrument, sing, dance, create, inspire, storyteller??? The CDC also welcomes the opportunity for parents to share their talents or volunteer for an activity. See the office to schedule a time.

**Daily Communication**

Daily communication between parent and teacher is an essential component of a high quality program. In the morning, it is urged that parents tell the teacher the following: did the child sleep well, did they eat breakfast, are they feeling Ok, etc. Teachers will also share pertinent information about the child’s day at pick up.

**Child Guidance and Discipline**

CDC’s 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 to learn about these 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. 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 logical, 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 prohibited. .

**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.

Teachers take the following steps:

1. Immediately talk with child about the behavior and state the desired positive behavior.
2. Redirect the child to another activity if necessary
3. Use logical age-appropriate consequences, when appropriate, to support positive behavior, understanding and empathy.

The CDC uses a proactive/preventative approach as initial rule to behavior management. The following guidelines are followed:

1. verbally reward behavior that is acceptable
2. analyze the factors that contribute to the undesirable behavior. (Ex: temperature, time of day, etc.)
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 when possible
5. warn ahead of time when transitions are necessary (5 more minutes until cleanup time)
6. avoid unnecessary constraints that reduce children’s feelings of satisfaction
7. have several concrete rules which are age-appropriate and concrete (Ex walking feet indoors)
8. plan ahead and anticipate situations
9. keep the children engaged in activities

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.

Our discipline policy prohibits children from being subjected to any of the following:

Physical and corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperature or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.

Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members in the presence of children.

Children shall never be disciplined by another child, bullied by another child, deprived of food or beverages or be restrained by devices such as high chair or feeding tables for disciplinary purposes.

Children shall never have active/outdoor play time withheld for disciplinary purposes.

**Time Out**

At the Child Development Center, time out is rarely used. However, a policy is in force in the event that a time out has been deemed appropriate. 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 no more than 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.

**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 thereafter.

Nutrition is a major factor in the physical, social, mental, and emotional development of children. The CDC offers the 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. 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 with or exceeding the minimum USDA Child Care Food Program requirements for meal composition and serving size. The daily menu and upcoming menus are posted near the office.

Board of Health does not allow any food products to be brought into the Center. However, an exception is granted for special occasions such as birthday and holiday parties. The exception does require that the food products come from a commercial kitchen. The CDC does not allow traditional cakes/cupcakes. A list of healthier party options are available in the office. Please note--If your child has food restrictions due to medical or personal beliefs, please see the Director.

**Toys**

Toys brought from home can cause potential negative situations. 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 books. Toys that resemble weapons are not acceptable at the CDC. Security items such as a blanket or a “lovey” that comforts your child is welcomed and limited to one item.

**Financial Policy**

Upon enrollment, you are entering into a contractual obligation with UL Lafayette Child Development Center whereby you agree to the terms and conditions described herein. I acknowledge I have read, understand and agree to be bound by such terms and conditions. I agree to comply with all laws, rules and regulations applicable to your payment of fees. I acknowledge and agree:

* I am fully responsible for payment of all tuition and fees, miscellaneous charges and/or fines that accrue to my account.
* I am responsible for cancelling my child’s registration by submitting a 2 week notice to the office
* If I pay with a check and the check is returned by the bank for any reason, I will be charged $30 for each returned check. If the check is not redeemed promptly, the returned check may be submitted to the District Attorney’s office for collections and I will be charged and additional $10 fee in addition to any other collection costs imposed by the District Attorney’s office.
* All debt owed to the UL Child Development Center as a result of your failure to make required payments will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by UL Child Development may result in such debt being transferred to the State of Louisiana Attorney General’s office, or other outside collection agency, for collection. Upon transmittal for collections, you are responsible for the collection/attorney’s fees in the amount of thirty-three and one-third (33 1/3%) of the unpaid debt, and all court costs.
* The University reserves the right to withhold future services (registration, transcript request, diploma, etc.) to persons who have any outstanding financial obligations with the UL Child Development Center

**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 the month.

* + University holidays and semester breaks are not billed
  + Days are billed even if the child is absent
  + Emergency closings are billed days
  + There are several payment options (daily, weekly, biweekly, monthly or paid in full)
  + The CDC accepts Child Care Assistance. For more information go to www.louisianabelieves.com

**Emergency Closings**

The CDC follows all emergency closures of the University. Information is broadcast on radio stations, television, and emergency notification systems. If an emergency closure is mandated while the children are present, parents must pick up their child in a timely manner. The CDC’s Emergency Preparedness manual is available at https://childdev.louisiana.edu/

**Clothing**

1. Clothing should be easy to dress and undress.
2. Closed-Toe shoes only. Under advice of the University’s Environmental Health and Safety Director, the CDC does **not** allow open-toe shoes (Ex: sandals, flip-flops and crocs) Tennis shoes are considered safe and acceptable.
3. Clothing should fit loose enough to allow freedom of movement and outdoor play
4. Clothing should be made of material that is washable.

**Items supplied by parents**

* + - * Disposable diapers. Teachers will notify the parent when more diapers are needed.
      * 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.
      * 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 be able to fit in small cubbies. A crib sheet is optional, however it can be used to cover the mat and keep the child dry and warm. Pillow optional
      * One complete change of clothing is required for each child. For toddlers, more than one change is recommended. All clothing must be labeled. As seasons change, please provide each child with an extra change of clothing that is weather appropriate. Coats, hats, gloves, extra clothing, etc. must also be labeled.

**Disclosure of information policy-Licensing**

Licensing authority- Louisiana Department of Education [www.Louisianabelieves.com](http://www.Louisianabelieves.com) Licensing survey/inspections, regulations and information regarding early learning centers can be found on this website.

**Licensing/Complaint Policy**

The CDC is licensed by the Louisiana Department of Education as a Type 3 center. The Center strives at all times to uphold the highest standards as a quality early childhood program by both meeting and exceeding 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](http://www.louisianabelieves.com)

You may also use the above information to call or write Division of Licensing should you have significant unresolved licensing complaints.

**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, creed, national origin, sex, disability, age, ancestry, whether a child is breast feed or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (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.

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| --- |
| Name of individual receiving complaint: |

|  |
| --- |
| Date and time complaint received: |

**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.

**Child Abuse and Neglect Policy**

As mandated reporters, all staff 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) Child abuse/neglect reports will not be delayed in order to conduct internal investigations. Staff are not required to report the concern to center administration before reporting it to Child Protection

**Open Door Policy**

The CDC has an open door policy for parents/guardians. Parents are invited to visit the center anytime during regular open hours of operation.

**Transportation**

The CDC does not provide any form of transportation.

**Photo/video**

Upon enrollment, written consent is given for the following: photos/videos taken at the CDC (class pictures, activities, etc.), other parents may take pictures at center wide events, observers/field study university students may photograph/video to validate their project/coursework/assignments, photos/videos are used for assessment on the Teaching Strategies Gold program.

**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 or swimming pools. 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.

**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 CDC does not allow children to use handheld electronic devices. Staff members are allowed to research a class question/definition, play music or play an audible story from a handheld electronic device.

**Computer Policy**

The CDC classrooms do not have personal computers or laptops for children’s use.

**Programs, Movies and Video Game Policy**

The CDC does not have a television or other means for watching TV, movies or video games.

Our program and curriculum are based on active and hands on activities.

In the event of a special occasion in the future where a movie is warranted, it would be a G-rated movie no more than 20 or 30 minutes in length. The UL CDC does not allow video games of any type.

**Monitoring Policy for Provisionally Employed Staff Members**

The Louisiana Department of Education has been designated by federal law to process new child care criminal background checks. These new background checks are required by federal law to reduce the risk of children being harmed. This affects all child care centers in Louisiana.

A center may provisionally employ as a staff member, a person for whom it has requested a child care criminal background check and the Louisiana Department of Education has received a satisfactory fingerprint-based Louisiana or Federal criminal history information record, pending the department’s receipt of the other background results and determination.

The Louisiana Department of Education Licensing Division require that we inform all parents of our monitoring policy for provisionally employed staff members.

1. A provisionally-employed staff member may be counted in child to staff ratios
2. Provisionally-employed staff members will be monitored by lead teacher assigned to that class room and administrative staff. These staff members must currently have a satisfactory criminal background check.
3. A monitor or monitors, will be assigned to a provisionally-employed staff each day.
4. A monitor must be physically present at the center at all times.
5. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff to be able to intervene at any time if needed.
6. Monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
7. A center may designate one monitor for up to a maximum of five provisionally-employed staff at any given time
8. A least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff is present.
9. Our center shall have a log with written documentation of the monitoring of each provisionally-employed staff, monitor assigned and times of the visual observations.
10. All parents upon enrollment will sign a sheet stating they have received this policy.

**Health Related Policies**

**Immunization Record** Each child must have a completed “Child-Care-Preschool Certificate of Immunization” on file as required by Department of Health and Hospitals.All immunization records are required to have an expiration date printed on the record. If a child is late on immunization, a note from the child’s physician must show date child will receive immunizations and reason why. Under Louisiana Revised Statutes 17:170 Sec E, a parent may claim exemption from immunization requirements for Philosophical/Personal reasons. In the event of an outbreak of a vaccine-preventable disease we may exclude the child from attending the center until one of the following occurs: the incubation period has expired, parent presents evidence of immunizations or notification by medical doctor. (A signed form by parent is required for all children claiming this exemption)

**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 parent will be located and will be responsible for picking up the child as soon as possible.

**Exclusion for Contagions** 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. It is important 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 admittance of a child after a contagious illnesses or disease. In the event of viral illnesses (vomiting, diarrhea, etc.) or in the case of fever 100 degrees (axillary) or higher, the child must remain out of the Center for twenty-four hours (without taking any fever reducing medications such as Tylenol or Motrin) 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.

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

1. All medications used to prevent or treat a condition must be prescribed by a health care professional.
2. Side effect sheets must be accompanied with all prescribed medications.
3. All medication must be current and not expired.
4. Device for giving medications must accompany medication each day.
5. Medication authorization form must be completed and all medication must be signed in/out daily.
6. No medication may be left at the CDC overnight.
7. Please see attached revisions regarding our medication policy.

**Fever:** A child will be sent home regardless of reason for any fever of 100 degrees axillary and MUST not return until child has been fever free for 24 hours with no fever reducing medication given(such as Tylenol or Motrin). The exact day that the child can return will be determined by office.

A child that exhibits a fever lower that 100 degrees axillary and demonstrates other symptoms, including but not limited to irritability, vomiting, diarrhea, lack of appetite, drowsiness/or sleepiness will be sent home.

**Illnesses and Infections:** Group care is a wonderful place to learn and share, including germs. Illnesses and infections are easily spread from child to child. To greatly reduce these, we have a strict handwashing policy for both the children and the staff. Included in your enrollment packet is a general list (not conclusive) of common illnesses that are seen in early childhood group care. It is our policy to notify parents of the following confirmed conditions in that classroom. These conditions include, but not limited to: RSV, Flu, Pink Eye, Hand Foot and Mouth disease, Chicken Pox, Shingles, and any condition preventable by vaccine. If a child is unable to participate in the regular activities of the day they should be excluded*.*

**Accidents/Injuries/Incident Policy**: Young children are prone to accidents and incidents. Parents are notified for the following situations: 1. blood not contained in an adhesive strip 2. Head, neck or eye injury 3. Human bite that breaks the skin 4. Animal bite 5. Impaled object 6. Broken or dislodged teeth 7. Allergic reaction skin changes (such as rash, spots or swelling) 8. Unusual breathing 9. Symptoms of dehydration 10. Temperature reading over 100 degrees axillary 11. Injury or illness requiring professional attention.

The Staff of the CDC will treat simple injuries. If a serious/life threatening illness and or injuries occurs, paramedics (Acadian Ambulance) will be contacted first, then the parents. 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 and/or make changes to their child’s Master Card often.

All staff are CPR and First Aid Certified**.**

**Allergic Reactions:** Children that have life threatening allergies must have documentation from their physician at least twice a year. This documentation includes but not limited to Allergy Action Plan, emergency medication authorization and side effects sheets on any prescription medications and may also include documentation for meal substitutions. If an epi pen is given for an allergic reaction 911 will be notified immediately and then parents.