

## LOUISIANA STATE UNIVERSITY-ALEXANDRIA

### CHILDREN'S CENTER

The **LSUA Children's Center** has a commitment to children, parents, and staff to provide an enriching experience in growing together. Our goal is to provide a safe, happy, nurturing environment where children will be motivated and enriched socially, emotionally, intellectually, and physically.

We recognize the wonderful uniqueness of each child, and strive to nurture the development of a positive self-image within each one by providing an atmosphere of love, trust, and respect for their needs and developmental stages of learning.

#### PURPOSE

The LSUA Children's Center is a multi-purpose, non-profit, tax-exempt agency serving institutionally affiliated families only-i.e. current students, faculty, staff, and members of Alumni and Friends Association.

The Children's Center is designed to offer the following:

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

## PHILOSOPHY OF BELIEFS IN YOUNG CHILDREN

We believe that:

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

## LICENSING INFORMATION

The LSUA Children's Center is licensed by the Department of Social Services as a Class "A" Child Day Care Center. The Center strives at all time to uphold the highest standards as a quality early childhood program in and above accordance with licensor requirements.

As a licensed Center, we encourage parents with any compliments, recommendations, questions, concerns, complaints, etc. to contact:

Department of Social Services  
Bureau of Licensing  
P.O. Box 3078  
Baton Rouge, LA 70821-3078  
Phone (225) 922-0015, or Fax (225) 922-0014

The LSUA Children's Center does not discriminate against any child because of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed.

The LSUA Children's Center is required by law to report all suspected abuse and/or neglect of children enrolled at the Center to the Child Protection Agency at (318) 487-5116. All staff members at the Center will abide by this regulation.

The LSUA Children's Center has an 'open door' policy. Parents are invited to visit the Center anytime during regular hours as long as their child is enrolled. The Center does, however, request that the parent make every attempt not to distract the staff from their teaching/ participation duties with the children since this is vital to the achievement of positive learning experiences for the children. The Center wholeheartedly encourages parents to participate in the program.

# PROGRAM

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

We believe children learn cooperation, problem solving, language, and mathematics, and develop curiosity, self esteem, strength and coordination, self-direction, and values when we enrich their play. Our curriculum is based on the knowledge that play is a child's work. We believe that children are curious and need time to explore their world both indoor and out. They need a rich variety of materials: blocks, puzzles, construction materials, activities with animals and growing plants, etc.

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

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

## **PROGRAM GOALS**

To provide safe, reliable, affordable, inclusive, and culturally relevant child care services in partnership with families and their young children.

To foster communication and promote relationships which build upon the cultures of families and promote respect and cross-cultural understanding among children, families, and teachers.

To foster awareness of the child's sense of self, positive racial identity, gender identity and to nurture self-esteem, interdependence, and promote self-help skills.

To promote respect and understanding of others, acceptance of other's ideas, and offer ongoing guidance in thinking about differences (cultural, physical, linguistic, and traditional), as children and the adults who live and work with them explore their questions together.

To offer families opportunities to join a community with others to share the joys and challenges of parenthood, to learn from one another, to offer support, guidance and resources, and to join in mutual celebrations.

To offer students a program model in which to apply their knowledge about children, families, and development, and put that knowledge into practice in a richly diverse setting that supports children and their families as members of a learning community.

# GENERAL POLICIES

## **Affiliation Verification**

Proof of your affiliation with Louisiana State University-Alexandria is required with your child's application for admission and registration forms. If you are an entering student, please attach a copy of your official acceptance letter or if presently enrolled a copy of your class schedule. You cannot be placed on the waiting list unless the institution has accepted you. If you are accepting a faculty/staff position at the institution, a letter from your department indicating your affiliation must be included with your application. If you are affiliated to the University through the Alumni and Friends Association you must submit a letter stating your membership.

## **Eligibility**

The following priority rank is used at the LSUA Children's Center in determining eligibility on the basis of space available:

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

Openings are filled from the waiting list using the following priorities:

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

## **General Enrollment Information**

The LSUA Children's Center program welcomes the applications of all affiliated families. We do not discriminate against any applicant on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed.

The Children's Center provides space for children in compliance with all rules and regulations governing Minimum Standards for Class "A" Licensed Child Day Care Centers, as required by the State of Louisiana Bureau of Licensing.

Any student, faculty or staff member wishing to enroll a child in the Children's Center must apply at the Center located at 210 Thelma Ethridge Drive. Inquiries may be made by mail(LSUA Children's Center, 8100 Highway 71 South, Alexandria, LA 71302-9121), telephone(318-473-6484), fax(318-767-3977), or email([tjones@lsua.edu](mailto:tjones@lsua.edu)).

When space is not available in an appropriate age group, an application form and registration form are completed. The child's name will then be placed on a waiting list. The family is contacted when an opening occurs. A registration fee will be payable at that time. If a family declines a space offered to them for any reason, and they still wish to remain on the list, their child's name is placed at the bottom of the list.

Children are enrolled in the Center in the order in which applications are received, but subject to the previously stated priority specifications. When a space becomes available, the families who qualify for that space are notified by telephone. If we are unable to reach a family by phone, a note is mailed to the home informing the family of the opening. It is therefore very important that families notify the Center of any changes in address or phone number.

When a family accepts a space, a family visit will be scheduled. At that time, a deposit of one week's tuition will be due.

For continuing students, a deposit of one week's tuition is payable no later than the last day of classes of the preceding semester or session. This will ensure that a space is reserved for a child during the following semester or session.

An update of the waiting list is conducted each pre-registration and fee payment period. Prospective parents are responsible for updating their proof of affiliation during these pre-registration and fee payment periods.

## **Family Visit**

In keeping with the requirements for licensing, all parents wishing to enroll their children must participate in a Family Visit. A few days before the child's first official start date; the Director or Assistant Director must meet with both the parent and child to orientate them on Center policies. Teachers will be introduced, classrooms will be toured, and important documents will be distributed. The child may be allowed to participate with other children already enrolled in the Center for a period of about one hour. Parents must provide all information required on the State of Louisiana Bureau of Licensing, "Information Update" for Child Day Care Center.

## **Withdrawal**

If a child is withdrawn or dropped from the roll of the Center before the end of the semester, the child's name may be added to the waiting list to re-enter the center when an opening is available.

Parents who are not enrolled in the Summer Session are permitted to enroll their children in the Center during the Summer Session. Parents who withdraw their children at the close of the Spring Semester because a parent will not attend Summer Session are guaranteed enrollment for their children during the following Fall Semester.

A minimum of two weeks notice must be given in writing if the parent chooses to discontinue the child's enrollment and payment for that two-week period is expected. Any items left at the Center will be discarded after 30 days.

## **Discontinuing Services to a Child**

In the event that the LSUA Children's Center staff determine that this early care and education arrangement is not in the best interests of your child and/or the other children, the LSUA Children's Center reserves the right to give two week's notice of termination. Furthermore, a child's enrollment may be IMMEDIATELY terminated at any time if the parents are verbally or physically abusive or threatening to the Center staff. A child is dropped from the roll if the parent does not comply with the policies and procedures outlined in this handbook.

Services may be suspended for the following reasons:

- The parents fail to reasonably cooperate with the Center in the provision of educational services to their child
- The parents fail to reasonably cooperate with the Center in adhering to all Center policies and procedures outlined in this handbook
- The child is dangerous to self or others
- The child is destructive of state of property or so disruptive that the education of other students is significantly impaired
- The child requires another educational setting more appropriate to individual needs
- Non-payment of fees by parent or guardian
- Non-affiliation of parent or guardian with the university
- Abuse of staff or children at the Center
- Inability of the staff to adequately care for the child's needs
- Chronic lateness in picking up child
- Abuse of other policies

### **Continual Enrollment**

Parents who have children presently enrolled at the close of a semester or session and wish to continue enrollment in the upcoming semester or session will be assessed a deposit of one week's tuition per child. This is payable on the last day of classes of that semester or session. This fee will act as a retainer fee for the child's continued enrollment at the Center. Once the upcoming semester begins, the deposit will be applied toward the first week's tuition.

Should a parent determine that their child will not return to the Center during the upcoming semester, the parent will have one(1) month prior to the day before classes begin (for the following semester or session) to notify the Director, in order to have the deposit refunded. Notification may be made by mail to LSUA Children's Center, Louisiana State University at Alexandria, 8100 Hwy 71 South, LA 71302-9121, or email, [tjones@lsua.edu](mailto:tjones@lsua.edu). There will be no exceptions.

## **Age Range**

The Children's Center will accommodate children between the ages of twelve months through five years during the academic year. After-school, holiday and summer enrollment may include children up to the age of twelve years.

The LSUA Children's Center will allow a maximum enrollment of children in the following classrooms:

12 months-23 months	12 children
24 months-35 months	13 children
36 months-5 years	26 children
6 years-12 years	availability of space

## **Hours and Days of Operation**

The Center is open from 7:30 a.m. to 5:00 p.m. Monday through Friday twelve months of the year. The Center is closed on all official LSUA Holidays and for 3 Teacher Professional Days throughout the year.

## **Arrival and Departure of Children**

Arrival time at the Center is from 7:30a.m. to 8:30 a.m. Parents are required to ensure the arrival of their children prior to 9:00 a.m. for that child to be counted as present on the attendance logs for the day. It is beneficial for your child to arrive before Morning Meeting.

Departure time at the Center is between 3:30p.m. and 5:00p.m. Children departing before 3:30 p.m. will not have the opportunity to participate in all the planned daily activities. All children must depart no later than 5:00 p.m. You are responsible for your child at pick-up time.

Our teachers have commitments and responsibilities at the end of the day just as you do. For this reason, parents signing their child out after closing time will be charged \$5.00 per minute per child. The total late departure charges will be added to the following week's tuition and payment will be due accordingly.

## **Attendance Record**

It is the responsibility of the parents to comply with the suggested arrival and departure time periods. If a child is not at the Center by 9:00 a.m., and the Center has not been notified of their intent to attend for the day, that child will be marked absent. These absences will be reported to Child Care Assistance.

A parent or guardian must sign the child in and out on the "Daily Attendance Log for Children" with required information (time and adult's name, written legibly) upon arrival at, and departure from the Center – in conjunction with state law. The Center is not responsible for children who have not been signed in.

## **Attendance of Children Not Enrolled**

Unless prior arrangements have been made with the Director, children who are not enrolled in the Center must be accompanied by their parent at all times. Staff-to-child ratios must be maintained at the Center, and our insurance does not cover children who are not enrolled.

## **Absences**

No deduction of fees is made for absences. Every family is allowed one week for vacation. A two week notice must be given in advance to allow time for proper billing adjustments. Notification must be given in writing to the Director or Assistant Director.

## **Transitions to Other Classes**

Age is only one of the criteria used to judge a child's placement in other age groups. Multiple considerations will be used including, but not limited to: (1) child's birthdate, (2) classroom observations, (3) the child's readiness for experiences with an older group of children, and (4) social, emotional and general cognitive development. When the determination is made that the child is ready to be placed in the next class, and space is available, the parent will be notified. At that time all parties involved will discuss the transition plan. Arrangements for a smooth, gradual entry to the new classroom will be made.

Arrangements will be made to advance students near the beginning of semesters to allow room for new students wishing to enroll.

As a general rule of thumb, a child whose birthday falls before October 15 will be moved up at the beginning of the fall semester. Children, whose birthday falls before March 15, will be moved up at the beginning of the spring Semester. A child whose birthday falls before July 15 will be moved up at the beginning of the summer sessions.

### **Persons Authorized to Pick Up Child**

At the time of enrollment, parents must provide the LSUA Children's Center with a **written** list of names and contact phone numbers of persons authorized to pick up the child. It is the parent or guardian's responsibility to inform the Center staff of any changes in the names and/or phone numbers of authorized persons.

We will release children to authorized persons only. If necessary, a photo identification may be requested by the Center staff before the child is released.

Copies of Legal documents pertaining to legal custody must be provided to the Director before any staff person can actively prevent non-custodial parents from picking up their child. We do ask parents to avoid using the Center as a "Drop-Off"/"Pick-up" area during custody disputes. We have the welfare of all children to consider. Campus Police will be called if any conflicts arise with custody matters.

### **Outdoor Participation**

Outside play is an integral part of a child's day at LSUA Children's Center. Except during extreme weather conditions, all children will participate in outside activities. Teachers determine outdoor activities based on several considerations including temperature, wind chill factor, humidity, and age of children. Hats or caps with ear coverings are suggested to be left at the Center for windy or cold weather. If a child must remain indoors for medical reasons, other arrangements for childcare should be made. Extra personnel are unavailable to care for children one-on-one.

## **Field Trips**

The agreement to permit a child to go on campus excursions should be signed by parents at the time of enrollment. Parents will be advised at least 48 hours in advance of trips requiring vehicular travel. (See **Transportation** section for further details.)

## **Personal Belongings**

Parents for all children not toilet-trained must supply disposable diapers. Parents are responsible for providing an adequate supply of disposable diapers each day. Routine diaper changes are in accordance with Bureau of Licensing guidelines. The Center does not supply extra diapers. Parents are responsible for making sure their child ALWAYS has at least 10 diapers on hand.

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

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

### **Your Child Should NOT Bring:**

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

## **Cubbies**

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

child. Rest-time bedding should be taken home for laundering at the end of each week.

**Checklist of Items that Must be at the Center When Your Child is Present:**

- Copy of current "Class Schedule and Fee Bill" from Accounting Department, written verification of employment from Department(Faculty/Staff), or letter stating affiliation with LSUA ALUMNI and FRIENDS
- Application/Enrollment Form
- Registration Form
- Information Update Form
- Developmental History Form
- State of Louisiana Childcare-Preschool Certificate of Immunization(yellow) or State of Louisiana Universal Certificate of Immunization (white)
- Completed Child and Adult Care Food Program (CACFP) Form
- 2 Complete change of clothes (two-piece outfits that are easy to get on and off), marked with child's name. All clothing must be placed in a labeled, Ziploc bag.
- Extra training pants/underwear if the child is being toilet-trained or has frequent accidents. (We recommend the one-piece training pants with plastic cover, which can be found at Wal-Mart.) "Pull-Ups" are NOT considered training pants.
- Appropriate clothing for seasonal outdoor play(i.e. hats, mittens, boots, coats for winter, jacket and hat for fall and spring), marked with child's name
- Lightweight blanket for rest periods, marked with child's name
- Fabric rest mat cover or fitted crib sheet, marked with child's name
- Toothbrush and toothpaste, marked with child's name(in plastic storage bag)
- 4 large boxes of Kleenex

**For Toddler One's Only:**

- 2 Spill-proof "Sippy" cups, marked with child's name on top and bottom
- 1 package of diapers, marked with child's name
- 1 package of diaper wipes, marked with child's name
- Clothing should have snaps or be two-piece. NO coveralls or overalls that do not have snaps
- Hat or scarf to wear outside in windy or sunny weather

### **For Toddler Two's' Only:**

- 1 package of diapers or "Pull-Ups", marked with child's name
- 1 package of baby wipes, marked with child's name
- Clothing should have snaps or be two-piece.
- For those children who are in the process of being toilet-trained, please provide TWO complete changes of clothes, marked with child's name (two-piece outfits that are easy to get on and off.) All clothing must be placed in labeled, Ziploc bag.

### **Toys**

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

### **Birthdays**

Each birthday is very exciting. The LSUA Children's Center would be glad for your child to celebrate his/her birthday with their classmates. The State Board of Health has some guidelines for the safety of the children. All baked items must be purchased from a "licensed" kitchen, no home baked items are allowed. Celebrations must be held after snack time. If parents choose to bring party favors, teachers can give good suggestions for appropriate items. Please check with your child's teacher to set a date and time. Families are prohibited from distributing invitations to private birthday parties via the school UNLESS the ENTIRE class is invited.

## **Holidays**

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

## **Rest Periods**

All children at the LSUA Children’s Center participate in a time of quiet rest in the early afternoon. Restful music is played during this time and a staff member may give backrubs to the children. It is our policy that if a child falls asleep, their body requires that rest. Therefore, we will make no effort to keep a child awake during this time.

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

Rest time is a part of the daily schedule and is required by licensing guidelines for childcare centers. Toddler and preschool children are required to lie on a mat to rest or sleep for at least thirty minutes. Staff will not awaken children before they are ready to wake up on their own. We will turn on the lights mid-afternoon.

Children are welcome to have security objects such as clean, stuffed animals, small dolls, or pacifiers at rest time ONLY if they are important to the child.

## **Transportation**

The LSUA Children’s Center does not provide any form of transportation to and from the facility, except in the case of occasional field trips.

**GENERAL TRANSPORTATION (CONTRACT, CENTER PROVIDED, PARENT PROVIDED)** (Taken from KIDS ARE WORTH IT, CHILD DAY CARE CENTER CLASS “A” MINIMUM STANDARDS, LOUISIANA ADMINISTRATIVE CODE, TITLE 48 CHAPTER 53)

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

- A. Transportation arrangements shall conform to state laws, including seat belts and child restraints.

NOTE: For additional information regarding state laws, Contact Office of Public Safety.

- B. Only one child shall be restrained in a single safety belt.
- C. The driver or attendant shall not leave the children unattended in the vehicle at any time.
- D. Each child shall safely board or leave the vehicle from the Curb side of the street and /or shall be escorted across the street.
- E. The vehicle shall be maintained in good repair.
- F. The use of tobacco in any form, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.
- G. The number of persons in a vehicle used to transport Children shall not exceed the manufacturer's recommended capacity.
- H. The provider shall maintain a copy of a valid appropriate Louisiana driver's license for all individuals who drive vehicles (staff, contracted persons, parents) used to transport children.
- I. The provider shall maintain in force at all times current Commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in the event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. The provider is responsible for payment of medical expenses of a child injured while in

the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, the name of the insurance company, policy number, and period of coverage and explanation of coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily or field trip, a copy of the current liability insurance shall be maintained on file.

- J. The vehicle shall have evidence of a current safety inspection. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency.
- K. There shall be first aid supplies in each provider or Contracted vehicle. First aid supplies (at least one per trip) shall be available for each field trip when parents provide transportation. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying this information is acceptable.
- L. There shall be information in each vehicle identifying the name of the telephone number and address of the center for emergency situations. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying this information is acceptable.

## **Field Trips**

All requirements for General Transportation also apply to field trips. In addition, the following standards shall apply when transportation Provided/arranged for field trips:

- The provider shall maintain a signed parental authorization for each field trip. Field trip authorization shall include the type of service(contract vehicle, center owned vehicle, parent vehicle: used to transport children, event, location, child's name, date and time of event, parent's signature and date.
- At least two staff, one of who may be the driver, shall be in each vehicle unless the vehicle has a communication device and child/staff ration is met in the vehicle.
- The provider shall maintain a record of all field trips taken, to include date and destination, list of passengers (children, parents, staff) (going and returning) and method of transportation.

- If transportation is provided by parents, a planned route shall be provided to each driver and a copy maintained in the center.
- Children shall be supervised during boarding and exiting vehicles and by an adult who remains on the outside of the vehicle.
- The driver or staff person shall check the vehicle and account for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

### **Water Activities**

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

### **Confidentiality and Security of Files**

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

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

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

## **Children's Participation in Instructional Activities**

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

## **FEES**

### **Registration Fee**

Parents are required to pay an initial registration fee. This fee affords the parents the opportunity to enroll their child at the LSUA Children's Center as long as the parent is affiliated with LSUA as a student, staff or faculty, or Alumni and Friend member. Registration fees are NON-REFUNDABLE and only accepted when there is an opening at the Center for a student. Registration forms may be filled out and the child's name placed on a waiting list when no space is readably available for enrollment. When a space becomes available the registration fee will be accepted and will guarantee enrollment for your child.

### **Tuition**

The first week's tuition payment is due, one week before enrollment begins. Thereafter, all subsequent payments are due by 5:00 p.m. Friday afternoon (or last day) preceding the week of enrollment. If payments are consistently late, the child will not be permitted to return to the Center. A weekly \$20 per child late fee will be charged if payment is not received by 9:00 a.m. on Monday (or first day of the following week.)

A minimum of two week's notice must be given, in writing, if the parent chooses to discontinue the child's enrollment and payment for that two-week period is expected.

Grades will not be released and university privileges will be revoked if all fees and tuition costs for childcare are not paid in full. Non-payment of tuition and fees for childcare may be reported by the LSUA Business Affairs Office then to a collection agency and/or credit bureau.

A deposit of one week's tuition is assessed at the end of each semester for each child's continued enrollment. At the beginning of the following semester, the deposit is applied to the first week's tuition. If enrollment status changes, the parent must notify the Director no later than one month prior to the first day of classes of the following semester or session if a refund of deposit is desired. If notification is not made prior to the deadline, the deposit is not refunded. There will be no exceptions.

### **Late Pick-up Fee**

Parents arriving after closing time will be charged \$5.00 per minute per child. Parents should understand that the teachers at the Children's Center are not paid for staying after 5:00. They have commitments and responsibilities as well. Every effort should be made to pick up children before 5:00. Late pick-up fees will be added to the following week's tuition and payment will be due accordingly.

### **Provisions for Holidays, Illnesses, and Emergency Closings**

Parents are not charged for an official LSUA holiday. Parents are charged for days missed by the child due to illness. Parents will be charged for all 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. These days are classified as regular days and no refunds will be given.

# HEALTH

## Daily Health Inspection

Teachers on duty are charged with the responsibility of performing a health check each day as children arrive at the center. Teachers are to check for possible symptoms of contagious illnesses, bumps, bruises, insect bites, or other injuries. An explanation may be asked for from the parent or child. This is required by the Department of Social Services.

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

If the teacher detects such an illness, the child will be isolated from other children, and the parent will be notified and will be responsible for picking up the child immediately.

## Exclusion for Contagion

It is important for the parent to inform the LSUA Children's Center as soon as a contagious illness or disease is detected. This will enable the Center to determine if any other children have contracted the illness or disease or to prevent the illness or disease from spreading to others.

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

Children with illnesses or symptoms listed on the following pages shall be excluded from the center based on potential contagiousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

ILLNESS/SYMPTOM	EXCLUDE UNTIL
Meningococcal disease (Neisseria meningitis)	well with proof noncarriage*
Hib disease (hemophilus influenza)	well with proof of noncarriage*
Diarrhea (two or more loose stools contained in the diaper or one loose stool not contained in diaper)	Diarrhea resolved or (contained in diaper or toilet)
Fever of unknown origin(100 F oral Or 101 F rectal or higher)	Fever resolved or cleared by child's Physician or health Department
Chicken pox	Skin lesions (blisters) scabbed over completely.
Hepatitis A	One week after illness started and fever is gone
AIDS (or HIV infection)	Until child's health, Neurological immune Status is deemed Appropriate (on a case- By-case basis) by qual- fied persons**, including the child's physician, chosen by the child's parent or guardian, and the Director.
Undiagnosed generalized Rash	Well or cleared by child's Physician

Any child with a sudden onset of Vomiting, irritability, or excessive Sleepiness

Evaluated and cleared by Physician

\* Proof of noncarriage. Either by completion of appropriate drug regimen of Rifampin or by negative throat culture obtained after completion of treatment of meningitis.

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

### **Immunizations**

Licensing regulations require that all children be immunized for certain diseases and that the Center maintain an immunization record (signed by physician with valid expiration date) on each child. It is also required that each child's immunization records indicate that immunizations are current according to the child's age.

### **Exemptions**

If a child cannot have an immunization at the specified time, a Temporary Medical Exemption form must be obtained from a physician. This will allow your child to continue enrollment at the Center.

### **Medication**

It is against Louisiana Law for a teacher to administer medication to children unless medication is prescribed or approved by a physician and adequate instructions are provided for the teacher. This includes over-the-counter medications. The parents must complete the Medication Authorization Form so that teachers may administer medication properly. The Medication Authorization Form must be filled out on a daily basis for each medication that is to be administered by staff. Each prescribed medication must be accompanied by the dated pharmaceutical information pamphlet that indicates the following information: child's name, medication, dosage, prescribing physician, dispensing pharmacy and possible side effects. If it can be done, all medicine should be administered at home.

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

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

### **Sunscreen/Insect Repellent**

During the summer months, parents are encouraged to apply sunscreen, and/or insect repellent on their children before they are signed in for the day. The children will be outside at different times throughout the day.

### **Accidents**

Staff shall be trained in Infant/Child/Adult CPR and First Aid in accordance with the Department of Social Services. If a child is involved in an accident while at the Center, the incident will be evaluated for treatment. Most accidents will be treated with TLC (Tender Loving Care), soap, water and band-aid. Any bump, scratch or ding above the neck requires that the parent be immediately notified. If the Director feels that more care is warranted, EMS will be notified. All accidents/ incidents will be written up on an incident report to be given to the parent at the end of the day. A copy of the report is to be placed in the child's folder.

### **Biting Policy and Guidelines**

- Children biting in the Center needs to be treated very seriously.
- First Aid must be given immediately to the bitten child.
- A child that bites must be reminded that "biting hurts", and must help the victim in which he/she has bitten.
- An incident report must be written and the parents must be notified immediately for both the victim and the child doing the biting.

- We are not able to provide one on one child care. If a child is requiring one teacher to child to prevent biting then the Director needs to be notified.
- Extreme circumstances of repeated acts of aggression within one day will require the child to be picked up immediately from the Children's Center. The child may return only after a meeting is held between the Director, the child's parents/guardians, and the child's teachers to discuss corrective measures.
- Documentation will be kept on file in the biting log. Biting logs need to be evaluated weekly to determine if there is a pattern to the children's biting. (i.e. Rainy day, snack, menu, activities in the classroom, etc...)
- Failure to follow the biting guidelines may result in a dismissal from the LSUA Children's Center.

## **FOOD SERVICE & NUTRITION**

### **Food/Nutrition/Menus**

Food service personnel at the Center will prepare well-balanced, hot meals and nutritious snacks served at the LSUA Children's Center. The LSUA Children's Center participates in the Child and Adult Care Food Program (CACFP) administered by the United State Department of Agriculture. All meals served to children under the CACFP are served free regardless of race, color, national origin, gender, age, or disability. The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities.

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

If a child has special dietary needs, food allergies or other special conditions requiring attention, parents need to advise the Director and teachers immediately. Center policy is to accommodate children with special dietary needs or allergies as much as possible. Substitutions will be mad if readily available. Parents will be asked to provide foods or snacks when suitable substitutions cannot be made. Menus are available to parents and can be found posted at the Center.

# GUIDANCE

## Child Guidance

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

Positive, guiding communication with each child is our primary practice to help children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively in classroom activities. Teachers "model" language and appropriate ways for children to express their feelings and emotions. All children are encouraged to "use words" to explain what they want, what they need, and how they feel. Appropriate and positive behaviors are recognized and reaffirmed daily. A teacher's response problem, redirecting the child's activity, or using clear, firm words to instruct the child about more positive ways to express himself/herself. Our efforts in guiding children will focus on showing children appropriate behavior. If it is necessary to use time-out with a child in order to maintain the wellbeing and safety of the child and the group, the teacher of the child will have a conference with the parent(s) of the child.

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

Sometimes a child does not adjust to the childcare environment or a child's repeated behavior interferes with the daily activities of the Center. In such cases, the parent(s) must be available to meet with the Center staff to attempt to resolve the difficulty. Once the problem has

been identified and discussed with the parent(s), the Center reserves the right to request the child leave the program if there is no improvement in the child's behavior.

We will not tolerate swearing or biased language. If your child uses such language, you will be informed and asked to discourage the behavior. It is the staff's philosophy that every day is a new day. Teacher and child together, start each day with a clean slate. The worth of a child is not contingent on his/her behavior. Rather, the focus of guidance is on redirecting behaviors and allowing the child's self-respect to remain intact.

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

## **Discipline**

The purpose of all "discipline" at the LSUA Children's Center is to help children become increasingly self-managing and socially responsible. Positive, not-punitive methods are used in the pursuit of this goal. Discipline is directed toward improving the child's understanding of social expectations, developing appropriate ways of behaving in given situations, and understanding causes and effects of the feelings and actions experience.

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

## **Prohibited Disciplinary Methods**

The following methods of discipline are prohibited at the Center:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family member of children in care or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.
- No child or group of children shall be allowed to discipline another child
- When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons

## **PARENT PARTICIPATION**

### **Parent Involvement**

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

Parents who have a child enrolled in the program are encouraged to visit the program anytime during the hours of operation. Through observation, parents can gain a deeper understanding of their child and the program. Some parents have special talents, skills, or experiences that they can share with their children. All parents are encouraged to join us

for daily Story Time, either as a reader or listener. All parents are welcome to visit, phone or send notes whenever they deem necessary.

## **Open House**

In the Fall there will be an Open House for the Center. This is an opportunity for parents, grandparents, siblings, and other family to visit their child's Center and classroom and learn more about the specific plans for the upcoming school year. This also gives the Center staff a chance to meet family and friends that may be picking up or dropping off your child. Center and classroom routines will be explained. This will also give parents a chance to get to know other parents.

## **Parent Education**

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

## **Family Social Events**

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

## **Confidentiality**

Children are a huge source of enjoyment and provide a constant supply of great stories. As you and your child attend LSUA, you will become familiar with other children and families, and wish to share stories about your child and his/her friends. Please maintain confidentiality of identity when discussing other children in the center. We expect the same of parents and others using the center that we do of our staff; that conversations outside of the Center do not identify Children and families to others.