



**LOUISIANA TECH**  
UNIVERSITY

**Early Childhood Education  
Program**  
FAMILY HANDBOOK

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# Louisiana Tech University Early Childhood Education Center

## WELCOME

Dear Family,

Welcome to the ECEC!

The ECEC is a research laboratory for students and faculty that provides a learning environment that supports children to develop skills necessary to construct their own knowledge and prepare them for their next school environment.

Our mission at the ECEC is to offer a high quality child care program while serving as a model for the community. The inclusion of academic and research components will ensure the provision of an optimum environment for the growth and development of children.

Now that your child is enrolled, and you have been provided with a parent handbook of our policies, procedures, and important information, we welcome you to our center! You have chosen the Louisiana Tech University Early Childhood Education Center for your child's preschool educational experience. We are an accredited and licensed center (see director for more information), so you can be assured your children are being educated in an environment that strives for the best in quality, and safety and well-being of each child. The center's learning approach reflects an emphasis on developing intelligence through social interaction, physical activity, and learning centers. We also acknowledge the theoretical and research-based belief, which demonstrates that children actively construct knowledge through their own action on the environment.

Thank you for choosing the Early Childhood Education Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Laura Chestnut

Director/Lead Teacher

Address: PO Box 3167, Ruston, LA 71272

Telephone Number: 318.257.4614

Fax Number: 318.257.4014

Email: [chestnut@latech.edu](mailto:chestnut@latech.edu)

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## ABOUT US

### *Philosophy*

The Early Childhood Education Center (ECEC) program is based on the theories of Jean Piaget, Eric Erikson, Arnold Gesell, J.A. Smith, & Leo Vygotsky and is developmental-interactionist in nature.

Piagetian theory reveals that learning is an active process in which children explore and interact with their environment and where children learn through concrete, hands-on experiences. The theory also supports the view that children develop in a fixed sequence of stages but at individual rates. Intellectual as the process of “sinking down taps into development is fostered by social interaction with peers and with adults who help children become autonomous through problem solving and decision making experiences. Thus, children are encouraged to explore their environment through a planned program that includes self-selected activities.

Ericksonian theory provides the basis for an environment to support young children and the building of their trust, autonomy and initiative. The Early Childhood Education Center’s daily schedule and physical environment are planned to promote independence or autonomy in children. Developmentally appropriate activities are planned to encourage children to think for themselves and to trust their judgment. Respect for the integrity of the children’s work is communicated by allowing their work to be the primary aesthetic focus in the classroom.

Gesellian theory provides the basis for the physical development of young children. Thus, in the Early Childhood Education Center curriculum, physical activities are sequenced from the simple to the complex throughout the year. Each activity is planned to allow for individual differences also.

J. A. Smith defines creativity our past experiences and putting these selected experiences together into new patterns, new ideas, or new products.” To enhance creativity in young children, the Early Childhood Education Center fosters self-expression in children by using self-expressive materials and activities such as clay, paint, and dance, by allowing children to express themselves through play, and by allowing children the freedom to express their thoughts verbally to peers and to adult facilitators.

Therefore, the curriculum of the Early Childhood Education Center is based on these basic assumptions.

1. Play is essential for all children and is the natural way children learn.
2. Children learn best through actual experiences and active involvement.
3. Children learn best in an accepting and non-threatening environment.
4. Even though children pass through identical stages each child is unique and individual differences must be respected and encouraged.
5. As educators we must be concerned with children’s total development- emotional, social, cognitive, physical, and creative. The emotional and social development is especially important because children must feel good about themselves and be able to get along with others.
6. Curriculum grows out of the personal interests of the children.
7. Children engage in decision-making.
8. Children’s verbal expressions are valued.
9. Teachers assume a facilitating role rather than a directive role.
10. Emphasis should be on the process rather than the product.
11. Experiences should enhance self-esteem.

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12. Activities should preserve and enhance understanding of cultural group norms.
  13. More than one solution is possible, and there are various levels of success possible.

### ***Mission***

The ECEC is a research laboratory for students and faculty that provides a learning environment that supports children to develop skills necessary to construct their own knowledge and prepare them for their next school environment. Our mission at the ECEC is to offer a high quality childcare program while serving as a model for the community. The inclusion of academic and research components will ensure the provision of an optimum environment for the growth and development of children.

### ***Certification***

Type III Center, Licensed by State of Louisiana (Inspection report is available on [louisianabelieves.com](http://louisianabelieves.com))

NAEYC Accreditation

Quality Rating Score: 5 stars

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best interest and responsibility of the child in our care.

### ***Hours of Operation***

Childcare services are provided from 7:45 AM to 5:15 PM Monday through Friday.

### ***Holidays***

We are closed for certain holidays: Refer to provided School Calendar

### ***Admission & Enrollment***

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

Based on the availability and openings, our facility admits children from three to four years of age. Age eligibility for three or four year old participation is determined using the cut-off date for public school entrance (September 30). Along with the age requirements, children must be toilet-trained, defined as able to use the toilet and clean themselves without assistance.

Our process for introducing children to our program is parents must submit a Early Childhood Education Center Application. Upon receipt of this application, the child's name will be placed on the enrollment list for the year of anticipated enrollment. If parents address or telephone number changes during the time the child's application is on the enrollment list, parents have the responsibility to update the application by calling or writing the ECEC, PO Box 3167, Ruston, LA 71272. Once a child is accepted, he/she is eligible to continue in the program through their preschool senior group year. The program will strive to have gender and age balance.

Upon admission, each child enrolled must have a completed master card and copy of current

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immunization record prior to attending the center. All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

A supply fee is due at the time of enrollment. This fee is non-refundable.

All enrolled children participate with their parents in an orientation sequence prior to the first day of school. That sequence includes a pre-first day of school visit, parent orientation, and home visit. The process for introducing children to our program is children and families are invited to visit the preschool in a "Sneak Peak" event in the Spring prior to school beginning in the Fall. Families receive a tour of the school. A parent-only meeting is held in August. Teachers do home visits with each newly enrolled child. We also have staggered, small groups attending the first two days of school.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

The ECEC is under the licensing authority of the Louisiana Department of Education's Licensing Division. Licensing surveys/inspections, regulations, and information are available are available on their website.

### ***Inclusion***

Early Childhood Education Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, speak with the Director before enrollment so we can provide your child with the best learning experience.

### ***Non-Discrimination NAEYC 1.A.02***

At Early Childhood Education Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws, including breastfeeding. Educational programs are designed to meet the varying needs of all students. If translation services are needed for ESL families, contact will be made with the Director of International students to provide translation services for parent-teacher conferences, printed materials, and other communication. (NAEYC 7.B.02) (NAEYC 8.A.03)

### ***Parental Involvement NAEYC 1.A.01, NAEYC 7.B.01***

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. At least two opportunities will be offered per year.

### ***Confidentiality NAEYC 1.A.01. , NAEYC 4.E.07 , NAEYC 7.C.08, NAEYC 10.D.05***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Records are held in strict confidence.

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## Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	Master's Degree in Early Childhood Education	5 years
Graduate Assistant	Completed Bachelor's degree in Early Childhood Related	

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. **(NAEYC 6.A.0)**

**Consultants:** The ECEC shall maintain a contract that is signed by the provider and/or a representative of the agency providing services. The contract shall be dated and include verbiage that specifically outlines the provider's responsibility. **(NAEYC10.B.10)**

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Early Childhood Education Center.

### Child to Staff Ratios **(NAEYC 10.B.11)**

Children are supervised at all times. All caregivers receive breaks which reduce fatigue and help to ensure alertness. Each class is assigned teaching staff who have primary responsibility for working with that group of children. We attempt to maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
3 year-olds	7 to 1	14
4 year-olds	8 to 1	16

Source: National Resource Center for Health and Safety in Child Care and Early Education.

### Communication & Family Partnership **NAEYC 1.A.01**

During the preschool years, a strong link between home and school is important. Parental participation is an integral part of the center's program. Parental participation at the center includes school-sponsored meetings and open houses, committees, using the observation booth, and reading information posted daily on the parent bulletin board; all of which are as equally important as the child's attendance in school. The program is uniquely suited to parents who desire a high level of information about and participation in their child's preschool education.

**Daily Communications. NAEYC 1.A.01** Daily conversations with center staff will keep you informed about your child's activities and experiences at the center.



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**Parent Curriculum Sheets: NAEYC 1.A.01** Every Monday, parents will be emailed information about the week's activities. Trips, special events, items needed from home, etc. will be detailed on this sheet. Please read thoroughly to stay involved and informed!

**Bulletin Boards. NAEYC 1.A.01** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. The best way for parents to stay informed about what children are doing daily is to read the bulletin board when accompanying the child into the classroom. Parents are encouraged to do this daily.

**Newsletters. NAEYC 1.A.01** Weekly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk and emailed

**Email. NAEYC 1.A.01** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Parent Meetings: NAEYC 1.A.01** Several parent meetings are scheduled during the school year. The purpose of each meeting is to provide parents with information about the center's curriculum, children's work, and on occasion may also feature professional guest speakers to provide parents with information about early education and child rearing. Student staff members to facilitate attendance will provide childcare.

**Parent Resource Area. NAEYC 1.A.01** Our parent resource area provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

**Observation Booth: NAEYC 1.A.01** The observation booth at the center can be used to get a first-hand look at children as they are involved in daily learning activities. The booth provides parents with a unique and helpful opportunity to discreetly observe their child's interaction. Frequent use of the booth is strongly encouraged and is an optimum situation in which to gain information about the adjustment of individual children to the program.

**Family Visits. NAEYC 1.A.01** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

**Family Night. NAEYC 1.A.01** Family nights are scheduled throughout the year. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

**Conferences. NAEYC 1.A.01** Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

**Parent Advisory Council: NAEYC 1.A.01** Parent volunteers will serve on this council, which works hand-in-hand with the Director concerning the Early Childhood Education Center. The council is consulted about changes in policies and procedures and is responsible for planning various school activities. The usual meeting time is during the lunch hour (12:00 –1:00 p.m.) for the convenience of parents.

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### **Open Door Policy NAEYC 1.A.01**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### **Publicity**

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

### **Evaluations**

Families will be asked to fill out a written evaluation of the Early Childhood Education Center program. This shall be done annually in order to help center staff evaluate the quality of services being provided and to ensure the Early Childhood Education Center is meeting the needs of the community.

### **Complaint/Concern Procedure NAEYC 1.A.01, NAEYC 3.F.03, NAEYC 7.C.04**

The ECEC strives for harmony between families and school. Should a parent or university student have a concern, the director should be contacted immediately to discuss the concern. Parents should not attempt to discuss concerns with student interns. Every effort will be made by the ECEC staff to peacefully negotiate differences. (NAEYC 3.F.03)

Families and university students may file positive or negative complaints about this facility by emailing the Louisiana Department of Education at [LDELicensing@la.gov](mailto:LDELicensing@la.gov) or calling (225-242-9905).

## **CURRICULA & LEARNING**

### **Learning Environment**

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others. (NAEYC 2.A.04)

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## Curricula & Assessment

ECEC uses the Creative Curriculum environment paired with the Reggio Emilio approach to environment and project learning. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. TS Gold is used to assess student progress.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### Developmental Screening (NAEYC 4.A.02) NAEYC 4.B.01)(NAEYC 4.C.01)

ECEC uses the Teaching Strategies GOLD to document children's developmental progress. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants if needed. Developmental screening is conducted with written consent from the child's parent/guardian(s).

The center strongly believes in development of the whole child. Other measures of development used by ECEC are:

- *Social Emotional Screening* is required by the state of Louisiana. Parents fill out the initial screening (Early Childhood Emotional Screening by Gleason) and it is discussed with your child's teacher in a conference before October 31<sup>st</sup>. **NAEYC 4.B.03**
- *Developmental Stages of Handwriting*
  - [http://3.bp.blogspot.com/\\_XluoGASYxjk/TLs3X4MqaLI/AAAAAAAAAEs/nbn-PhkY7p4/s1600/stagesofwriting.jpg](http://3.bp.blogspot.com/_XluoGASYxjk/TLs3X4MqaLI/AAAAAAAAAEs/nbn-PhkY7p4/s1600/stagesofwriting.jpg)
- *Parten's Stages of Play*
  - [http://www.earlychildhoodnews.com/earlychildhood/article\\_view.aspx?ArticleID=618](http://www.earlychildhoodnews.com/earlychildhood/article_view.aspx?ArticleID=618)
- *Stages of Block Play*
  - <https://fairydustteaching.com/2011/03/developmental-stages-of-block-play/>
- *Lowenfeld's Developmental Stages of Art*
  - <http://www.d.umn.edu/~jbrutger/Lowenf.html>
- *Developmental Stages of Handwriting Grip*
  - <https://fairydustteaching.com/2010/12/stages-of-hand-grip-for-writing/>

ECEC works with Lions Club International and provides eye screenings for children.

During the school year, if it is suspected through screening and work samples that children have a delay in any cognitive, language, motor, health, or social emotional area, parents will be consulted and the ECEC will assist in referrals to other agencies for further testing.

### NAEYC 4.B.03

Information about screening and assessment is provided to parents by documentation in the child's portfolio. The portfolio is kept at the ECEC and is available for parents to view at any time. Information is shared with parents at Parent Teacher Conferences scheduled at the end of each quarter, and sooner if requested. **NAEYC 4.E. 02, 06, 07, NAEYC 7.B.03, 04**

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## ***Physical Play (Outdoors), Outings and Field Trips***

Weather permitting the ECEC conducts 120 minutes of supervised outdoor play and/or walking trips around the campus for all children. If weather prohibits this, indoor physical activities are offered. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package. We will never leave the schoolyard without you being notified.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. Permission slips for each trip must be signed by the child's parent/guardian.

For outdoor play and field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

## ***Transitions (NAEYC 10.B.14)***

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

**Transition from home to center:** Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

**Transition to kindergarten or other programs:** We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going kindergarten. The process for the child's departure shall also involve sharing and exchange of progress reports with other care providers for the child and the parents or legal guardian of the child within the realm of confidentiality guidelines.

**Format for the transition plan:**

The ECEC shall have a format and timeline for the process of developing a transition plan to be followed when each child leaves the facility. The plan shall include the following components:

- Review and final preparation of the child's records;
- A child and family needs assessment;
- Identification of potential childcare, educational, or programmatic arrangements.

## ***Electronic Media***

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 20 minutes per week per child. Internet access is not provided for children's hands-on use.

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## Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We do not celebrate with large parties to celebrate any holiday. We do, however, respectfully honor celebrations in every religion and culture by using them as a learning tool for tolerance and understanding.

Birthday Celebrations:

Birthday Policy:

- Birthday party invitations may be distributed at school only if all students in the class are invited.
- The ECEC is aware that all families do not celebrate birthdays. Arrangements will be made by the Director to accommodate the needs and wishes of these families.
- Upon the event of a birthday, simple refreshments may be brought into the center, however only under prior consent of the director.
- Snack treats provided for parties must be commercially made. The Louisiana Health Code prohibits homemade items. All allergy conditions of students must be considered. No allergens may be brought into the center. No latex balloons are allowed in the ECEC.

## Rest Time

After lunch, all children participate in a quiet rest time of 1 ½ to 2 hours. The center will provide a cot. **Children will need to bring a small blanket to cover with and a small pillow to leave at school.** Children are not required to sleep and may be given quiet activities.

Naptime for any child under the age of five is important for two reasons. One, their body is growing at such a tremendous pace it needs the rest time during the day. Two, a child's mind is absorbing so much information all morning long that it, too, needs the quiet time to catch up. During sleep, information is filed away into "folders" of the brain. Children of this age need 10 to 12 hours of sleep per day.

## Toilet Training

Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Unless a child has a physical or cognitive disadvantage, it is expected they be fully potty trained upon entry to the ECEC.

## GUIDANCE

### General Procedure **NAEYC 1.B.09, 1.B.10**

ECEC is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure

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that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children.

### **Challenging Behavior**

Children are guided to treat each other and adults with self control and kindness.

Each student at **ECEC** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

**Biting:** The child that has been bitten will be attended to first. The aggressor will be talked to and re-directed. Parents of all children involved will be notified. Should a child have repeated incidences of biting, a behavior modification plan will be established. Repeated incidences could result in enrollment termination. School must be safe for all children.

### **Behavior Management Policy**

Children shall not be subjected to any of the following:

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

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## ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **TUITION AND FEES**

### ***Payment***

Upon acceptance of a position at the ECEC, a parent is obligated to payment of the full nine-month school year's tuition. Tuition is based solely on the cost of maintaining the program in a manner consistent with the standards of professional organizations in the field of early childhood education to ensure high quality.

Tuition refunds are issued at the discretion of the Director and in the event of illness or relocation of the family.

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*. A non-refundable registration fee is due annually and this fee will not be pro-rated.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

### ***Returned Checks/Rejected Transaction Charges***

All returned checks or credit card transactions will be charged a fee. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

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### ***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$2 per minute will be assessed beginning at 5:15 PM and will be due upon arrival.

### ***Special Activity Fees***

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### ***Additional Fees/ Credits***

A non-refundable enrollment/ registration fee is due annually upon initial enrollment.

## **ATTENDANCE & WITHDRAWAL**

### ***Absence***

If your child is going to be absent or arrive after 8:30 AM, please call us at 318-257-4614. We will be concerned about your child if we do not hear from you.

### ***Withdrawal***

A written notice, two weeks in advance, is required by the center when a child is being withdrawn.

### ***Transfer of Records***

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced by texts, on local radio stations or television. If the university closes, so does the ECEC.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

The ECEC opens at 7:45 AM. Parents are expected to accompany their children and sign them in. Please feel free to play on the playground if you arrive early.

ECEC closes at 5:15 PM. Please allow enough time to arrive, sign your child out, and leave by closing time. It is extremely important that children be picked up on time at the close of each day's session. Time prior to sessions, between sessions, and following sessions is routinely used by the lead teacher for conferences with college students, committee participation, and



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attendance at other meetings. Staff cannot be available to stay with children beyond school hours due to such commitments.

If an emergency prevents prompt pickup, parents must contact the director by phone (257-4614) so that arrangements can be made for someone to stay with the child until he or she can be picked up. Chronic tardiness by parents picking up children may result in removal of the child from enrollment. **NAEYC 10.D.06.e**

Parents are expected to accompany children into the classroom each day, and to come into the classroom to pick children up at the close of each day's session. This provides a daily opportunity for parents and teacher to exchange important information. **NAEYC 10.D.06.a**

At arrival, parent/designee will sign an arrival form after the child washes his/her hands. At departure, parent or pickup designee will sign departure form.

Everyone is asked to enter and exit the building through the door facing Louisiana Avenue. Playground dropoff is available from the south parking lot; children still need to be signed in/out.

### ***Cell Phone Usage***

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after one hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child.

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## PERSONAL BELONGINGS

### *What to Bring*

- at least one change of seasonal clothes, socks and shoes. Place in a ziplock-type bag with your child's name on the outside
- small blanket and pillow for nap

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### *Cubbies*

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

### *Lost & Found*

If your child has lost items or you have found an item on the premises, please report to the Director.

### *Toys from Home*

We request that you do not allow your child to bring toys from home into the center.

## NUTRITION

### *Foods Brought from Home*

We request that you do not bring food from home into the center.

*Children may not enter the ECEC with unfinished food or drink such as for breakfast or snack.*

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

### *Nutrition Guidelines: Food Prepared for or at the Center*

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. (NAEYC 5.B.02.a) (NAEYC 5.B.01)

The Louisiana Tech Early Childhood Education Center aims to provide children with nutritious snacks and meals, while establishing good eating habits that nurture healthy development and promote life-long well being. Staff and families shall work together to exchange information regarding family eating patterns, introduction of new foods, food intolerances and preferences,

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special dietary requirements for each child, and the feeding requirements of infants, toddlers, and children with special needs.

Nutritious morning and afternoon snacks are provided for each child. Meal patterns, food components, and serving sizes shall be in accordance with the guidelines as set forth by the United States Department of Agriculture. The ECEC also works with a registered dietician on staff in the in the Department of Nutrition of the College of Human Ecology on the campus. The dietician assists the school in creating a rotating schedule of food and healthy snacks. The dietician assists the ECEC in meeting the USDA guidelines for food preparation, service, and storage by giving instruction for servers to follow.

Food storage and handling procedures that the ECEC adheres to are outlined in the Louisiana Public Health and Safety Code. Liquids and food hotter than 110 degrees Fahrenheit are kept out of the reach of children. Foods requiring refrigeration are kept cold until served (5.B.02.c). Food will never be used as punishment or reward. Each child shall be encouraged, but not forced to eat or taste his or her food. Sufficient time shall be allowed for each child to eat. As developmentally appropriate, opportunity will be provided for the involvement of children in food-related activities. Due to safety precautions, the following list of foods are not served: spoonfuls of peanut butter, popcorn, nuts, wieners, raw vegetables, pretzels, raw peas, or grapes. Any food must be small enough for children to swallow without getting choked. (NAEYC 5.B.14.a)

### **Food Allergies**

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Prior to enrollment, parents are responsible for notifying the center Director/Teacher with any known allergies or food restrictions pertaining to their child. This allows staff to take every precaution necessary to ensure enrolled children's safety. When a child requires a special diet for health reasons, a written statement from a medical authority must be on file. If the modified diet is for religious reasons, a written statement to that effect shall be on file. If food is brought from home, the food must be labeled with the child's name and date that it entered the ECEC (5.B.02.b). If the food is not sufficient to satisfy a child's hunger, the ECEC will offer supplement. (5.B.02.d)

Children can bring food for sharing with others in the center for special occasions but parents must notify the ECEC Director in advance.

There should be no food brought into the center that could knowingly cause and anaphylactic reaction in any child.

All food brought to share must either be whole fruits or commercially prepared packaged food in factory-sealed containers. (5.B.02.e)

### **Meal Time NAEYC 3.D.12**

At meal/snack time the dining table is set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Adults sit with children to eat to encourage good manners and social habits. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Menus are

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posted for viewing by parents/caregivers. A caregiver who is trained in first-aid for choking is present at all meals.

## HEALTH

### *Medical and Dental Emergencies (NAEYC 10.D.09, 10.D.10)*

Staff shall be trained in CPR and First Aid in accordance with the Louisiana Department of Social Services. Emergency Medical Services shall be called immediately if:

- a. a life is at risk or there is risk of permanent injury
- b. a child is acting strangely or not alert
- c. a child has difficulty breathing or is unable to speak
- d. a child's skin or lips look blue, purple, or gray
- e. a child has rhythmic jerking of arms and legs and loss of consciousness
- f. a child is unconscious
- g. a child is less and less responsive
- h. a child has any of the following after a head injury: decrease in alertness, confusion, headache, vomiting, irritability, or difficulty walking.
- I. a child has severe pain
- J. a child has a cut or burn that is large, deep, and/or won't stop bleeding
- k. a child is vomiting blood
- l. a child has a severe stiff neck, headache, and fever
- m. a child is significantly dehydrated: sunken eyes, lethargic, not urinating
- n. any other situation the Director/ Director's Designee feels warrants medical attention

After EMS has been contacted, the ECEC will contact the child's legal guardian. All children will be transported to Northern Louisiana Medical Center. **NAEYC D.09.c**

**NAEYC D.09.c** For situations that do not require ambulance transport, the procedure is as follows. Legal guardian of the child will be contacted. If the guardian cannot be reached, the director or designee will bring the child to the hospital. The following situations will require the child to obtain medical attention in one hour:

- a. Fever in any child who looks more than mildly ill.
- b. a large volume of blood in stools
- c. a wound that requires stitches
- d. any medical condition specifically outlined in a child's care plan requiring parental notification
- e. any other medical condition that appears urgent to the Director

For Dental Emergencies, the ECEC will contact the dentist listed in the child's master folder and ask for recommendation. After the dentist has been contacted, the ECEC will contact the child's legal guardian.

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All of the above procedures will be followed if staff needs emergency medical or dental assistance as well.

### **Immunizations (NAEYC 5.A.01)**

Prior to entrance, every child must have a form filled out indicating that the child has had the required immunizations. This is required by the Louisiana Department of Health and Hospitals (NAEYC 5.A.05). Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). We are notified by the Department of Health for updates of the recommended immunization schedule. Louisiana regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### ***Hand washing for Illness Prevention and Sanitary Conditions (NAEYC 5.A.09)***

Hand washing is an important defense against the spread of disease. Children will be asked to wash his/her hands upon arrival at school, after using the bathroom, preparing for snacks, and other necessary times. Adults are required to wash hands in the same manner.

All staff, volunteers, and children shall follow this procedure for hand washing at the following times:

- Upon arrival for the day or when moving from one child care group to another;
- Before and after:
  - Eating, handling food, or feeding a child
  - Giving medication
  - Playing in water that is used by more than one person.
- After:
  - Using the toilet or helping a child use a toilet;
  - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores;
  - Handling uncooked food, especially raw meat and poultry;
  - Handling pets and other animals;
  - Playing in sandboxes;
  - Cleaning or handling the garbage.

Hand Washing Procedure:

- a. Children and staff members shall wash their hands using the following method:
- b. Check to be sure a clean, disposable paper (or single-use cloth) towel is available.
- c. Turn on warm water, no less than 60 degrees F and no more than 120 degrees F, to a comfortable temperature.
- d. Moisten hands with water and apply liquid soap to hands.
- e. Rub hands together vigorously until a soapy lather appears, and continue for at least 10 seconds. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and back of hands.
- f. Rinse hands under running water, no less than 60 degrees F and no more than 120 degrees F, until they are free of soap and dirt. Leave the water running while drying hands.
- g. Dry hands with the clean, disposable paper or single use cloth towel.
- h. If taps do not shut off automatically, turn taps off with a disposable paper or single use cloth towel.
- i. Throw the disposable paper towel into a lined trash container; or place single-use cloth towels in the laundry hamper; or hang individually labeled cloth towels to dry. Use hand

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lotion to prevent chapping of hands, if desired.

Assisting children with hand washing:

A child who can stand shall either use a child-size sink or stand on a safety step at a height at which the child's hands can hang freely under the running water. After assisting the child with hand washing, the staff member shall wash his or her own hands.

If a child is unable to stand and is too heavy to hold safely to wash the hands at the sink, caregivers shall use the following method:

- a. Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap. Then discard the towel.
- b. Wipe the child's hands with a clean, wet, paper towel until the hands are free of soap. Then discard the towel.
- c. Dry the child's hands with a clean paper towel.

### **Allergy Prevention (NAEYC 5.C.04)**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### **Medications**

The staff person administering medication shall be trained in medication administration. Training shall be obtained every two years.

The general policy of the Early Childhood Education Center is that the staff does not administer medication. The school will administer "rescue" medication such as epi-pens for allergic reactions, asthma medications, medication for other special circumstances. When administering medicine, the ECEC will follow rules set forth by the Louisiana Department of Social Services Code 5321. All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

**Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

No medication of any type, prescription, non-prescription, and special medical procedure shall be administered by center staff unless authorized in writing by the parent. Authorization shall include:

- o child's name
- o name of medication
- o dates to be administered
- o dosage
- o time to be administered
- o special instructions

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- side effects
  - signature of parent and date of signature
  - circumstances for administering “as needed” medication

Medication or medicinal procedures to be provided as needed or maintenance prescription shall be updated as changes occur or at least every three months by the parents.

All medications sent to the center shall be in its original container, shall not have an expiration date, and be clearly labeled with the child’s name

The provider shall follow any special directions as indicated on the medication bottle

If medication label reads “to consult physician” a written physician authorization with child’s name, date, medication name and dosage must be on file in order to administer the medication in addition to the parental authorization.

Medication administration records shall be maintained verifying that the medication was given according to parent’s authorization, which includes:

- date
- time
- dosage administered
- signature of staff member giving medication
- phone contact (date and time) with the parent prior to giving “as needed” medication

When parents administer medication to their own child on the childcare premises, the following information shall be documented:

- date
- child’s name
- time administered
- medication name
- dosage administered
- name of person administering medicine

**Non-prescription medications** require written permission and instructions signed by the child’s primary care physician. The written permission must include your child’s name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

**Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parents, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Prescription and over-the counter medications, poisons, cleaning supplies harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful or that it should be kept out of the reach of children shall be locked away from and inaccessible to children. Whether it is a cabinet or an entire room, the storage area shall be locked. [5327 A](#).

Refrigerated medication shall be stored in a secure container to prevent access by children and



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avoid contamination of food. [5327 B](#)

### ***Communicable Diseases***

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

Parents are asked to check children each morning for any signs of colds, rashes, fever, and other symptoms of illness. If these signs, or any other indications of the child not being well, are apparent, or if the child's condition could limit in any way his/her ability to participate fully in the usual activities, we ask that the child remain at home. This is important for the protection of all of the children and in recognition of the fact that the Center is not in a position to provide adequate care or modified activities for children who are not well.

Parents are asked to report their child's exposures to communicable diseases outside the center to the lead teacher, so that other parents can be alerted to look for symptoms, which may appear.

Hand washing is an important defense against the spread of disease at the ECEC. Your child will be asked to wash his/her hands upon arrival at school, after using the bathroom, preparing for snacks, and other necessary times.

Toys used by children in a preschool setting often become soiled by body secretions. The toys are removed from circulation and placed in a sterilization tub. The toys are cleaned with an appropriate bleach solution or washed in the sanitizing mode in the dishwasher to assure proper sterilization. [\(NAEYC 5.C.03\)](#)

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First Aid supplies shall be kept onsite and easily accessible to employees but out of the reach of children. (5327) First Aid Kits are checked on the first working day of each month to assure they are fully equipped. Items in the kits are replaced as they are used up. There is a first aid kit located in the classroom bathroom. There is also a first aid kit available to take on field trips.

(NAEYC 9.C.10)

Louisiana Health Regulation #21:010-7 states the childcare center director shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two day course for Meningococcal disease or 4 day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.

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

If a child complains of illness and/or if the director feels the child is ill and contagious, the child will be isolated from the other children to prevent to the spread of illness. The child will be taken into the director's office and given a mat to lay or sit on until a parent or designated person can be contacted to pick the child up. The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or suffers an accident while in care. The child will not be left alone at any time.

## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

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## ***Extreme Weather and Outdoor Play***

Outdoor play will occur every day (a minimum of one hour) unless there is weather warning. Tornado drills are practiced, especially during the spring. Additionally, outdoor play will be cancelled should air quality rating be 50 or below. (NAEYC 10.D.02) (NAEYC 9.03)

## ***Furnishings and Equipment***

A working telephone capable of incoming and outgoing calls shall be readily available at all times. Coin operated and cell phones are not acceptable for this purpose.

Appropriate emergency numbers must be posted on or near the telephones.

The number for Poison Control must be posted on or near the phone.

All equipment and materials shall be appropriate to the needs and ages of the children enrolled.

All play equipment and materials shall be appropriate and in good repair. (NAEYC 9.A.13)

Play equipment of sufficient quantity and variety for indoor and outdoor use encouraging physical play and quiet/play activities which is appropriate to the needs and ages of the children shall be provided.

Low, open shelves, bins, or other open containers shall be in easy reach of the children for storage of play materials in each play area.

Individual, labeled space shall be available for each child's personal belongings.

Chairs and table space of suitable size shall be available for each child.

Trampolines are prohibited.

Toy chests with attached lids are also prohibited.

## ***Pesticide/Herbicide Policy (NAEYC 9.D.08)***

The ECEC follows the Louisiana Tech University Policy that all Pesticides/Herbicides, other than what is used on the Louisiana Tech Farm, are contracted out to a third party. The only pesticides/ herbicides that are used to treat inside and outside the Early Childhood Education Center are those administered by said third party. The ECEC is treated monthly for insects and rodents. All spraying and treatment is done when there are no children present.

## ***Communal Water-Play***

Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

## ***Injuries***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

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## ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

## ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

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## **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. Staff is not required to report suspected abuse or neglect to ECEC authorities prior reporting it to the Child Protection State Hotline. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. The state hotline number is 855 4LA-KIDS (855-452-5437).

If a staff member is accused of malicious abuse or neglect of a child enrolled in the program, a report will be filed with the appropriate legal authorities. The ECEC Director must inform supervisors in the direct chain of command. The incident will be thoroughly investigated by the ECE, Louisiana Tech, and law/legal authorities. All confidential precautions must be taken to protect the staff and children involved. Also, staff who report suspicions are immune from any sort of discrimination, retaliation or disciplinary actions unless the report is proven to be of malicious intent. (NAEYC 10.D.03)

## **Physical Space**

Construction, remodeling, or alterations of structures shall be done in such a manner as to prevent hazards or unsafe conditions (fumes, dust, safety hazards). 5327 C

A safety plug cover shall protect unused electrical outlets. 5327G

Strings and cords (such as those found on window coverings) shall not be within the reach of children. 5327 H

All areas in the center used by the children and staff shall be lighted in such a way to allow visual supervision of the children at all times. 5327 K

The center and yard shall be free of hazards. 5327 L

The ECEC shall prohibit the use of alcohol, tobacco, and the use of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) on the premises of the child care premises. 5327 M

The provider will post "The Safety Box" newsletter issued by the Office of the Attorney General as required by Chapter 55 of Title 46 of the LRS 46:2701-2711. 5327 N

The entire center shall be checked after the last child departs to ensure that no child is left unattended at the center. Documentation shall include date, time, and signature of staff conducting the visual check. 5327 P

Surfaces that come in contact with potentially infectious body fluids must be disposable or made of material that can be sanitized. (NAEYC 5.C.02)

Staff use barriers (gloves) and techniques to minimize contact of mucous membranes or openings in skin with potentially infectious body fluids and that reduce the spread of infectious

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disease. (NAEYC 5.C.02)

When spills of bodily fluids occur, staff clean them up immediately with detergent, Clorox solution, and follow with water rinse. (NAEYC 5.C.02)

Staff wash rugs weekly or more often, if needed. (NAEYC 5.C.02)

Staff dispose of contaminated materials and diapers in a plastic bag that is tied securely on top and placed in a closed container. (NAEYC 5.C.02)

## EMERGENCIES

In the unlikely event of an emergency evacuation, children will be relocated to an emergency evacuation site as dictated by the civil authorities. Parents/Guardians will need to listen to local radio stations for direction. The official evacuation site for the ECEC is Thomas Assembly Center.

### *Lost or Missing Child* (NAEYC 3.C.04)

Teachers must ensure that children are never left unattended for any reason, and are fully responsible for the safety and well-being of all children in their care at all times. In addition, teachers must ensure that no adult (including self) is ever alone with a child behind closed doors. Teachers may never leave children alone in the presence of observation students.

While on duty with a group of children, childcare staff shall devote their entire time in supervision of the children, in meeting the needs of the children, and in participation with them in their activities.

Individuals who do not serve a purpose related to the care of the children and/or hinder supervision of the children shall not be present in the center.

When children are outdoors at the ECEC, they must remain in full view of the teachers. Children are allowed on the playground but not permitted to go in the north play yard without being accompanied by an adult.

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within three minutes, the family and the police will be notified.

### *Fire Safety*

Fire Drills shall be conducted at least once per month at various times of the day. [5327 O](#)

Our center is fully equipped with an automated fire alarms system.

The fire evacuation plan is reviewed with the children and staff on a monthly basis.

Procedure:

1. The fire alarm signal (fire move to the door).
2. The first person to reach any door should keep the door open until all people have cleared the room.
3. Walk rapidly BUT do not push or run or scream.

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4. Move as quickly to the arranged meeting place.

Early Childhood Education Center designated area to meet: the parking lot behind the building

5. EVERYONE will be required to leave the building during a fire drill.

The person in charge during the fire drill will:

- a. Time the drill (time of first signal until everyone is out of the building.)
- b. Make sure all exits are clear enough for everyone to exit.
- c. Make sure that roll book is carried out of building.
- d. Fill out Fire Drill Form when drill is completed.
- e. If necessary call fire department at 9-911.

### ***Tornado Drills:***

Tornado Drills will be practiced monthly at various times of the day. No alarm will sound in the school. The command "TAKE COVER" will be issued verbally. As soon as the command is sounded you must take immediate action. These actions may save your life and the children's life.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **CENTER POLICIES**

Codes in red indicate the National Association for the Education of Young Children (NAEYC) Accreditation Performance Criteria. A full listing and explanation of these codes can be found at [http://www.naeyc.org/accreditation/naeyc\\_accred/draft\\_standards/crit/completecriteria.html](http://www.naeyc.org/accreditation/naeyc_accred/draft_standards/crit/completecriteria.html).

Codes in blue indicate the Louisiana Department of Social Services Licensing Class A Minimum Standards. A full listing and explanation of these codes can be found at [www.louisianabelives.com](http://www.louisianabelives.com)

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## FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

### Advisors:

- Parent Advisory Committee – meets twice a year to review progress toward annual goals.
- Classroom Representative – serves as a liaison between classroom parents and teachers
- Home and School Committee – meets monthly to plan family events and fundraisers

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night

**Classroom Activities:** Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Family Teacher conferences