**Louisiana State University Early Learning Center**

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Family Handbook

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**\*\*\*Verification Form for Receipt of Handbook\*\*\***

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WELCOME to the Louisiana State University, Human Sciences Center, School of Allied Health Professions, Human Development Center, Early Learning Center (LSU HSC SAHP HDC ELC) or ***“Tiger Tots”.***

Congratulations! You have chosen a HIGH QUALITY early childhood program for your child.

What is a high-quality early childhood program?

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

In our program, you will see

* frequent, positive, warm interactions among teachers and children
* structured learning activities appropriate to children's age and development, such as reading stories, block building, painting, dress-up, and active outdoor play
* highly qualified and specially trained teachers and administrators
* ongoing professional development
* inclusive environments
* evidence of productive child and teacher interactions
* low child to adult ratios
* varied age-appropriate materials
* respect for cultural diversity
* a healthy and safe environment for adults and children
* nutritious meals and snacks
* consistent, two-way communication with families who are welcome visitors at all times
* a planned and implemented curriculum with learning objectives and goals
* an ongoing, systematic evaluation for development and growth

**HISTORY OF THE LSU EARLY LEARNING CENTER**

MARIA

**EDUCATIONAL PHILOSOPHY**

The Early Learning Center is the anchor program for re-establishing the Human Development Center’s (HDC) Early Learning area and affords HDC opportunities to provide

* High quality early care and education for families with children with and without disabilities
* Interdisciplinary training and clinical experiences for LSU, University of New Orleans and other universities in the Greater New Orleans area faculty, staff and students in Allied Health, Medicine , and Nursing.
* An inclusive, model demonstration site to serve as a resource to HDC’s efforts to provide continuing education, professional development and technical assistance to community Early Care and Education providers.
* An inclusive, model demonstration site that families of young children with and without disabilities can visit to observe and learn about recommended practices for young children
* A venue for LSU Health and Science Center faculty research and evaluation efforts

The LSUELC program seeks to enhance the development of each child. The learning environment, activities, and daily schedule foster social, emotional, physical, cognitive and creative development through experience-based, hands-on activities and play. A central goal is the promotion of all children’s self-confidence and the love of learning. By offering a means for families of young children with identified disabilities to observe and learn about features of high quality early care programs.

LSUELC provides a nurturing environment within which young children grow and develop. We view ourselves as an extension of each child’s family. As such, we strive to develop supportive relationships with families throughout their LSUELC involvement.

LSUELC enrolls children with differing social and ethnic backgrounds from the College of Allied Health and the LSU communities. We are committed to providing all children enrolled with a multicultural curriculum and experiences. Each classroom has many multicultural materials including books, musical instruments, dolls, play food, dress up clothes, and art materials.

**CURRICULUM**

**LEARNING EXPERIENCES AND GOALS**

Children are persistent, curious, creative, and active learners and each exhibits different learning styles. Thus, the younger the children are, the greater the variety of teaching methods and opportunities there should be. The learning environment should remain informal, have a language rich environment, teachers should be warm and nurturing, and encourage spontaneous play in which children engage in whatever appropriate play activities interest them. Teachers should use a variety of activities including children’s literature, indoor and outdoor play, art, music, movement, and creative dramatics to promote the individual, interpersonal and cognitive development of each child.

Children learn best by doing, and what they do best is play. We learn through play because it teaches children the joy of learning. We see play as the window that opens a child's mind, introducing them to the magic of speech, the wonder of imagination and the excitement of exploration. We use play to challenge a child's intellect, exercise their memory and practice their social skills. What they learn here while at play are lessons they carry with them for a lifetime. Look no further than the smiles on their faces to see how well play works.

The LSUELC will be using the Teaching Strategies Creative Curriculum for infants, toddlers and preschoolers. Research has proven that the best and most powerful way to improve a child’s outcome in an early learning center environment is through effective high quality teaching and engaging of the child’s interest. The Creative Curriculum is a forward-thinking, comprehensive, research-based proven curriculum resource. The program which consists of specific objectives for development and learning that are predictors of school success and are each aligned with the Louisiana Birth to Kindergarten learning standards. Teacher handbooks, learning modules, and daily materials help teachers of infants, toddlers and preschoolers to be their most effective, while still honoring their creativity and respecting their critical role in making learning exciting and relevant for every child.

**QUALITY TEACHING PRACTICES**

Louisiana Act 3 requires all early childcare centers to use the Classroom Assessment Scoring System (CLASS) to evaluate the quality of teacher-child interactions in center-based classrooms. The CLASS includes three categories that support children’s learning and development: Emotional support, Classroom Organization, and Instructional Support. In addition, Act 3 requires childcare centers to use Teaching Strategies Gold (TSG). TSG provides an ongoing assessment for evaluating specific goal mastery, while documenting the child’s progress and identifying the next sequential objective in the continuum. Developmentally appropriate, ongoing, observation-based assessment occurs while the teachers are observing children during regular, everyday activities on a continuous basis throughout the year. Unlike formal or standardized assessments, which offer a narrow picture of a child’s ability at a given moment, ongoing assessments offer a broad, more meaningful picture of development. Teachers will use electronic portfolios that offer a generous amount of storage, to upload, organize, and securely store photos, videos, and samples of children’s work.

The LSUELC will be using both the CLASS and TS- GOLD assessment and observation tools to ensure that interactions between the children and the teachers are the primary way of supporting the children’s development and learning, and that effective engaging interactions and environments are formed to promote a foundation for all learning in the classroom.

**SUPPORTIVE SERVICES CHILDREN WITH SPECIAL NEEDS**

At “Tiger Tots” our professional childcare staff knows every child is unique. Meeting the needs of individual children is something the LSUELC staff strives for daily. Teachers, children and parents all benefit when children can learn and play together. Including both children with and without disabilities in child care reflects our larger community where people with and without disabilities live, work, and play together.

Prior to enrollment the Director will meet with the child’s parents in order to determine the extent of the child’s needs. Identification of necessary accommodations will be made at this meeting.

Modifications if necessary will be made in our childcare center environment for the child. Teachers will work with the child’s physician, Early Steps case manager, Medicaid insurance representatives and therapist and will make appropriate professional referrals when necessary. When a child is diagnosed as disabled, developmentally delayed, or emotionally disturbed, the staff will be made aware of the identified special needs of individual child and will be trained to follow through on specific individual family educational plans (IFEP).Accessibility in early childhood means the all children can interact with materials, activities, teachers, and peers to the fullest extent possible and with equal frequency and enjoyment. Under the federal law known as the Individuals with Disabilities Education Act, or IDEA, children with disabilities, beginning at six weeks of age, are offered the right to access early intervention and special education services. Part C of IDEA addresses early intervention services, which are services and supports made available to infants and toddlers with disabilities from birth to age three.

Tiger Tots will have Early Intervention services for infants and toddlers. These services are provided within a natural environment for the child and the services are family centered.

The Early Learning Center will create on site professional development activities and plans from specialists who will promote the development and learning of young children with disabilities in an inclusive setting while engaging and supporting families. These specialists may have roles as consultants, coaches or work within embedded instruction or integrated therapy models in the center.

**TEACHING FACULTY**

Each classroom at the LSUELC is staffed with one Lead teachers, one Associate teacher and student workers. Our Lead teachers have a B.A. in Early Childhood Education or a related educational field and a minimum of (3) years’ experience working with young children. Our Assistant teachers have a minimum of an Associate Degree in Early Childhood Education or related field and a minimum of (2) years working with young children All Early Learning teachers and Specialist are certified in Infant - Child CPR, First Aid, and Administration of Medication all are provided and highly encouraged to pursue further professional courses and opportunities to attend National conferences and workshop trainings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Program****Infants**Young Toddlers* | ***Age****6 weeks- 12 months* *13 months- 24 months* | ***Ratio****1:4**1:4* | ***Class Size****8**12* | ***Daily Teacher Count****(2) Teachers (2+) student worker**(2) Teachers (3+) student worker* |

**COLLEGE STUDENT OBSERVATIONS**

During the school year we have many LSU Allied Health, University of New Orleans and other local college students observing in our program. Students will be using the special two way mirror observational rooms located throughout the center. These students are taking Education, Psychology, Sociology and or Nursing courses which require observation and discussion lectures on early child development. All such college students will receive an orientation to the LSUELC’s philosophy, goals, learning activities, and discipline and confidentiality policies. Observation students are not allowed to supervise or have any contact with the children during center hours unless cleared with criminal background checks and in the presence of an ELC staff member at all times. Practicum Students who will be training for a semester in the center must adhere to all Department of Education and Louisiana licensing requirements for full time childcare employees and therefore must have a Fingerprint Criminal Background Check and staff application on file before beginning the program.

Tiger Tots will employee LSU students to become a part of our paid staff. Our student workers will support our teaching staff during the early morning, lunch time, and end of the day. The student workers will enable the teachers to provide more individual attention as well as to provide a great support system for the many different activities the children enjoy. Student workers must have the same documentation and criminal background check that is required by the State of Louisiana licensing.

**ADMISSION**

The LSU Child Care Center is open to all children ages 6 weeks through 24 months regardless of race, color, creed, sex, national origin, handicapping condition, and/or ancestry. In accordance with Federal law and U.S. Department of Agriculture policy, the LSU Child Care Center Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

The Center does not discriminate against children who are being breast-fed. Any person(s) alleging discrimination has a right to file a complaint within 180 days of alleged discriminatory action. All complaints should be forwarded immediately to:

***Department of Social Services***

***Bureau of Licensing***

***P.O. Box 3078***

***Baton Rouge, LA 70821-3078***

***(225) 922-0015***

**ELIGIBILITY**

The LSU Early Learning Center operates under the direction of the Human Development Center, and enrolls children 6 weeks to 24 months- (child must be 24 months on or before September 30th). Faculty and staff of the Human Development center and LSU Allied Health Professions are given first priority throughout the application and enrollment processes. All eligibility is on based on LSU affiliations, a match of the child’s age to the preferred start date, and the date the application is received.

**APPLICATION PROCESS**

To apply for admission at the LSU Early Learning Center *“Tiger Tots”,* an Enrollment application *must be* completed, signed and received with a non –refundable $**50.00** processing fee. Applications are available at the LSUHDC website: [www.lsuhsc.edu](http://www.lsuhsc.edu) – Early Learning Center Applications for enrollment are considered on a first-come, first-serve basis and are date stamped when received at the Early Learning Center. Therefore, the application and the $**50.00** fee should be submitted as early as possible. Delay in submission may create a longer wait for enrollment.

Mail or hand deliver completed application and fee Cashiers or personal check, or money order only payable to LSU Health Sciences Center to:

**LSU Early Learning Center**

**HDC Business Office/ Room 456**

**P.O. Box SP4 -460**

**New Orleans, LA 70112**

***\*Please note that completion of the application and payment of the non –refundable application fee does not guarantee admission into the Center\****

**ENROLLMENT PROCESS**

When a position in a classroom becomes available, a member of the Early Learning Center administrative team will contact the family via phone and e-mail to offer a space. The family will be given 48 hours (2 work days) to accept or decline the space. This short time frame is intentional so that families on the waiting list have the shortest wait possible. If the space is accepted, the Center will send a letter of Confirmation for enrollment, the child’s start date, and the family’s orientation day schedule. The Confirmation letter will indicate the due date of the **$175** non-refundable Registration fee and the first month’s tuition.

If full payment of the Registration fee and first month’s tuition is not received by the due date indicated on the offer letter, a member of the Early Learning Center administrative team will attempt to contact the family by phone and e-mail. If the family is unable to be reached within 48 hours (2 work days) after the registration payment due date has passed, the space will be offered to the next family on the list and the child will be placed at the end of the waitlist. Repeated unsuccessful attempts to make contact with the family will result in the child’s name being permanently deleted from the waiting list. If a family is offered a space for enrollment within the Early Learning Center and the space is declined, the Early Learning Center will provide written notification and/or e-mail confirming that the child was removed from the waiting list.

 **WAITLIST**

There is a very high demand for our services. We regret that we are unable to serve all families applying for care on a specified date; therefore a waiting list is compiled until an opening is available. Openings within the center typically occur as a result of:

·-A currently enrolled family providing written notice of a child’s last day of attendance

- Children promoting to other classrooms within the center.

 -Most openings typically occur at the end of a semester, but on occasion opens do occur in the middle of the semester.

After one year if a family is still on the waitlist, a member of the ELC staff will establish contact to learn if the family is still interested and update any important information.

**ORIENTATION VISIT**

A week before your child’s first official start date the Director will meet with both the parent(s) and the child to orientate them on Center policies. Teachers will be introduced, classrooms will be toured, and important enrollment documents will be collected. The child and parent may be allowed to participate with other children already enrolled in the Center for a period of about one hour.

When your child is ready to begin daily care with us, it is very important that you plan to spend some time the first week in the mornings with your child at the center. Most children need a gradual introduction to a new program. Even if your child is accustomed to being separated from you, please make time in your schedule to help him/ her adjust to our environment. Children need time to become independent, and as time passes they will. The short time spent preparing them will help make their adjustment a successful one.

**TUITION**

Tuition is **$1,100** per month. Tuition is billed monthly. Faculty and staff will have tuition deducted through payroll. Non-faculty must pay tuition by the 5th day of the month for the subsequent month. Late payment will be accepted until the 15th of the month. A $ 25.oo per day late fee will be applied to tuition received after the 15th of the month.

**SUPPLY FEE**

 Once a year (on enrollment anniversary date) the center will charge a **$100.00** non-refundable supply fee to each family to help cover the cost of providing your child’s classroom with new learning tools. During this time the child’s records and forms will be updated if necessary.

**CENTER HOLIDAY CLOSURE**

All official LSU campus holidays will be observed. In addition, the program will close for one week in the summer and late fall, these closures will allow time for teacher and staff Professional Development and maintenance of the facility. Parents will be given a yearly and monthly calendar noting all official center closure dates.

**ATTENDANCE POLICY**

 LSUELC is a full time facility, therefore the operating costs remain constant year round, no deduction of fees is made for non- attendance due to illness or any other absence . Families pay tuition on a monthly basis. LSUELC recognizes the financial hardship that can be presented by paying for a child care space that you are not using, however, LSUELC operational costs remain constant whether your child is in attendance or not. Please recognize that the LSUELC waiting list is quite long and that there are families waiting to start at any time with any schedule, so the only way to guarantee your child’s space upon return from an extended leave is to pay for that space during the absence.

**CHILD’S CUBBY**

Each child is provided a special space to put their belongings, these cubbies are to be used for bedding, coats, extra clothing, and art works. Items should neither be removed nor placed in a cubby other than that belonging to one’s own child. Please check your child’s cubby daily for teacher notes and center communication.

**WHAT TO SEND AND NOT SEND TO THE CENTER**

Parents are responsible for supplying the following:

*For ALL children:*

(2) Complete change of clothes – including socks. Please ensure that these clothes are appropriate for the time of year and each item labeled with child’s name. A few family photos to personalize classroom

*Infants – 6 weeks – 12 months:*

Diapers, Wipes, (weekly supply or more), (2) bibs, (2) new empty bottles, a light blanket, (1) Sippy-cup. Parents of infants not on solid food are responsible for all daily meals including ready-made bottles; baby cereal and baby jar foods.

Blankets will be taken home every Friday (or as needed) to be laundered. These items must be brought back to the center every Monday and placed in the child’s cubby

*Toddlers – 13 – 24 months:*

Diapers or pull – ups, Wipes (weekly supply or more), (2) Sippy cups, (2) full front bibs (plastic AND cloth), (1) cot size sleeping mat with/ or without pillow, light blanket

Sheets and blankets will be taken home every Friday (or as needed) to be laundered. These items must be brought back to the center every Monday and placed in the child’s cubby.

YOUR CHILD SHOULD NOT BRING OR WEAR

• TOYS

• CANDY – FOOD

• JEWELRY (except small earrings)

**CHILDREN’S CLOTHING**

Please dress your child in clothing that is child manageable and will not be a hindrance in play activities. We encourage exploration, discovery and sensory play (such as paints, and other messy items), and ask that you dress your child in easily washed items that they don’t need to worry about staining. Children do wear paint smocks during art/sensory activities, however sometimes clothing still gets dirty. Children should wear a closed toe shoe or tennis shoes, please **no** sandals, Crocks, clogs, or flip flops, so they are not hindered when climbing or running outside.

**PERSONAL BELONGINGS**

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious. Soft toys are also allowed during naptime and kept in the child’s cubby. A book or cassette to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others. Please remember to label all personal items. LSU is not responsible for personal items brought from home.

**ARRIVAL and DEPARTURE**

**ARRIVAL**

LSUELC hours of operation are **Monday through Friday 7:30 a.m-5:00 p.m**. Children will not be admitted before 7:30 a.m. The center encourages children to arrive before **9:00** **a.m**. This is to ensure that children have time to make an easy transition to the group. Children who arrive after this time frequently have a more difficult time participating in morning activities and settling in for naptime after lunch. On those rare occasions when you cannot avoid arriving before 9:00 a.m. or have a scheduled doctor’s appointment, please call the center before 9:00 a.m. to notify the center of your anticipated time of arrival to ensure proper lunch count.

LSUELC requires that every child be escorted into and out of the building every day. For the safety of your child and to follow state licensing requirements, children **must** be signed in and out each day on the Daily Attendance Logs. There are two sign in/sign out sheets, one will be positioned in the front foyer, and the other is located in each classroom near the entry door. The sign-in sheets are used for attendance and to account for all children present in the event of fire or other evacuation.

Some helpful tips for making the morning go more easily: It’s important to set aside time in your morning routine so that the morning drop-off is relaxed rather than rushed. Always remember to say goodbye to your children, and remind them that you love them and will return to pick them up in the afternoon.

**DEPARTURE**

The center closes at **5:00 pm**. A parent or guardian must sign the child in and out on the “Daily Attendance Log” with required information (time and adult’s name, written legibly) upon arrival and departure from the Center in conjunction with state law. Please remember to sign your child out. This is done using the sign-out sheets located in the front foyer and the classroom entry. It is the responsibility of the parents to comply with the suggested arrival and departure time periods.

All children should be collected by the center’s closing time every day. If for some reason you will not arrive by closing time to pick up your child, please call the center as soon as possible to let the staff know you are running late. We cannot accommodate schedules that require child’s care past our closing times. ***Emergencies should be the exception rather than the rule.***

A late fee of $10.00 after 5pm and $2.00 per minute after that time will be assessed. Late fees are billed and automatically added to the next month’s tuition bill. Continual late pick up could result in dismissal from center.

Teachers love to briefly discuss a special moment from your child’s day with you upon departure however sometimes this not always possible. Therefore you should check your child’s cubby or mail pouch daily for important information and communication notes regarding your child’s day.

**PARKING**

Parents may park in the lot directly in front of the center. The lot can be accessed from S. Prieur or S. Johnson Street. The lot is on a key coded entry system. Every month families will be given a new entry code to access the parking lot. Please keep the code confidential. Do not give out the entry code to others who are not authorized to pick up your child. The lot will be accessible from 7:00 a.m. to 5:30 p.m. weekdays. Due to limited parking slots, parking is limited to 20 minutes. If you have an extended conversation or after-class visit scheduled, please try to schedule them during non-peak parking periods, or park your vehicle somewhere other than the lot. This helps ensure a smoother flow of traffic. All unauthorized cars will be towed at owner’s expense and may result in termination of parking pass.

All children must be escorted from the parking lot into their classrooms by a responsible adult (18 years or older) upon arrival, and escorted (hand in hand or closely supervised) in the same manner at departure. Parents are not to leave vehicles running and unattended.

**BUILDING ACCESS**

The doors to the Human Development Center are kept locked at all times in order to limit access and to keep children from exiting ahead of teachers/parents. The front vestibule has a scanner that will, when a registered LSU ID badge is swiped, release the magnetic lock on the inner doors. Please do not allow unknown people to follow you into the building.

**CENTER ACCESS**

All entrance doors to the Childcare Center must be accessed by an LSU photo identification badge. These badges have a specific electronic security code that only Early Learning Staff and LSU secure clearance employees have access. Parents will be scanned in each morning by an ELC staff member located in the main foyer.

**AUTHORIZATION FOR CHILD’S RELEASE**

**AUTHORIZED PICK UP FORM**

If someone other than the parent is to pick up a child from LSUELC due to an emergency or sickness, a written parental consent must be provided prior to the pickup. This may be done by including the name of the persons on the Authorized Pick Up form during the enrollment process. This list should be kept current and should include persons who are not the child’s parents, and should only include the names of the people you want to have access to your child. No child will be released without this written authorization from the parent. Parents may revise their Authorized Pick Up information at any time.

**AUTHORIZED PICK UP PROCEDURE**

In the event of a sudden illness, severe weather or an immediate threat emergency the center will automatically try to reach the child’s parent’s first, if after three (3) attempts a parent cannot be reached the first emergency contact will be called. Please adhere to the following policies:

1. List at least three (3) contacts that live within 40 minutes of the LSUELC on the Authorized Pick Up form

2. Your contacts should know that they have been recorded on the Authorized Pick – Up card and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

* A photo ID is required.
* The center does not provide car seats for transportation.

3. Upon arrival they may call the center office (??????) and someone will let them into the building.

 **EMERGENCY RELEASE PICK UP**

Occasionally, there may be times or situations that occur when a parent or the authorized pick up person(s) may not be available. The parent or guardian must notify the center in writing no later than that day’s morning drop off by completing an Emergency Release Pick Up form which can be obtained at the LSUELC office/front desk.

**Phone calls will not be accepted for UNAUTHORIZED pick- up unless the family passcode and security answers are also given for validation at the time of the call.**

Anyone picking up a child must be at least 18 years of age and will be required to show picture identification.

If any person, who the LSUELC staff suspects is intoxicated or impaired, insists on removing a child from the center, the staff will immediately report the incident to LSU campus security and or local police agency.

Note: Even with an Authorized Release, if the teachers or staff are unfamiliar or in doubt with the person picking up your child from the center, a phone call to the parent may be made for validation of passcode and security questions

**PASSCODE AND SECURITY QUESTION**

To ensure the safe and proper release of each child to an Unauthorized or Emergency Pick up, every family will select a Security passcode to use for validation of release. This passcode which consist of a security question and a (5) digit code will be accessible only to the ELC Director and Assistant Director.

**CUSTODY**

The LSUELC opts to avoid involvement in access disputes of children, but if it does happen, we uphold the protection and best interests of the child first. LSUELC has no legal authority to refuse the release of a child to either parent except in the case of a legally served court order. *A copy of a signed court order stating custodial assignment must be in a child file to refuse release to a parent.* Any additional information or questions in regard to these and related matters should be promptly discussed with the Director.

**CELL PHONE USAGE**

Our classrooms are a cell phone-free environment for all adults, including staff, lab students and parents. We ask parents not to use cell phones at arrival or departure times in order to maximize opportunities for parent-child and staff-parent communication. This allows the teachers to share critical daily information about children without the distraction or interruption of cell phones. A parent’s undivided attention at arrival and departure is also a great way to build children’s sense of importance and family attachment. Your cooperation with our cell-phone free policy is GREATLY appreciated. `

**NUTRITION**

**MEALS AND SNACKS**

LSUELC is very concerned about the food children eat and adheres to a food program that consists of snacks and lunches that are low in sugar, are whole grain, and contain limited preservatives. Fresh fruit is served daily and all juices served are unsweetened, 100% fruit juice. A wide variety of crackers, bread, and cereal products are served for mid- morning and afternoon snacks. Weekly menus, including meals and snacks, are posted on the Parent Board. For children eating meals provided by the center serving times are as follows:

\*\*Morning Snack – 8:30 am, Lunch - will begin at 11:00am, Afternoon Snack - 2:30pm\*\*

*For infants:* until the child is able to eat the meals provided by the Center, parents are required to supply formula or breast milk and baby food. When your child is making the transition to table food, we will offer appropriate selections from the daily menu. All bottles should be brought to the center *“ready to feed*”. Bottles will be refrigerated and warmed by water no microwaves will be used for warming bottles. Empty bottles will be rinsed and placed in the child’s diaper bag daily. The center encourages breast feeding and has a designated area especially designed for those mothers who choose to come to the center and feed their child.

*Toddlers:* Meals are served family style with children being encouraged, not forced, to eat. We encourage children to taste each item being served. During snack time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat.

The major meal of the center is served at lunch. Meals are catered by LSU Dining Services. Each lunch consists of a meat or protein product, vegetable, grain, and fresh fruit (apple, oranges, bananas, or pears) and whole or 2% milk. A nutritious mid-morning and mid- afternoon snack will be provided with water or juice. Water will be available throughout the day and with each meal.

The LSUELC serves meals in family style dining. In family style dining, all food is placed in child size serving bowls on the table and children are encouraged to serve themselves or serve themselves with help from an adult. The teachers sit at the table with the children.

Children and care givers enjoy quiet conversations and a relaxed meal together. Children learn and practice many social skills, such as taking turns, passing food to others, saying please and thank you, and helping to set the table.

**DIETARY RESTRICTIONS**

According to Louisiana licensing laws, children may only be served food purchased or prepared by the child care center. The center makes exceptions for children with allergies, children who are vegetarians, and for children who have dietary restrictions for religious reasons. Parents who bring food into the Center are responsible for its safety. The food parents bring in must be in its original package or a closed sealed container, clearly labeled with the date food was prepared, food name, how to serve (hot-cold), child's full name and intended use (i.e. lunch substitute). Outdated foods, or food suspected to be spoiled, will never be served.

**NOTE***: Parents of children who require a special diet due to medical reasons, allergic reactions, or religious beliefs must provide the Center with a written request to be kept on file stating why the child has the restrictions.*

**MEDICATION AND ILLNESS**

**PROCEDURES FOR ADMINISTRATION OF MEDICATION**

Occasionally, children will need to receive medication while at the Center. In order for the Center to assume that responsibility, the following guidelines must be followed:

**These are state regulations; no exceptions can be made.**

LSUELC may only administer medication that is in the original container bearing the original label with the Child’s name, prescription number, date, physician’s name, and directions for use.

A Medication Authorization Form must be filled out completely on a daily basis for each medication that is to be administered by staff.

***Prescribed medication***, a Medication Authorization Form must be completed, the medicine 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.

***Non-prescription medication***, a Medication Authorization Form must be completed on a daily basis. Also a written authorized form signed by the child’s doctor indicating his recommend use, date(s) of usage, possible side effects, child’s name, and physician’s contact information will be kept on file. Any over the counter medication brought to the Center must be in its original unopened container and must be accompanied by a list of possible side effects.

All medications and forms are kept in the front office and will be sent home daily.

**PARENT ADMINISTERING MEDICATION AT CENTER**

If your schedule allows, you may wish to come during the day and give the scheduled medication yourself to the child, parents must still fill out a medication administration form and list the possible side effects. Please allow at least (30) minutes after administering the medication of observation of your child at the center.

*NO FEVER REDUCING MEDICATIONS SHALL BE GIVEN AT THE CENTER at ANYTIME*

**TOPICAL OINTMENT AND SKIN APPLICATION FORM**

The center will apply diaper ointment or topical lotions for those children who are prescribe to use daily. The Topical Ointment Application Form is solely for the purpose of Diaper Ointments, skin creams and sunscreen. Please refer to the other Medication Forms for any other Medications that need to be administered. During summer months water play days will require sunscreen application parents should apply a child's Diaper Ointment, Skin Cream and or sunscreen before arriving at the center in the morning. A new topical ointment form will need to be filled out quarterly or as needed. Discontinuation of application will occur if a new form is not filed.

**IMMUNIZATION**

Licensing regulations require that all children be immunized for certain diseases and that the Center maintain an immunization record (State of Louisiana Universal Certificate of Immunization 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.

**PHYSIAN’S STATEMENT OF GOOD HEALTH & IMMUNIZATIONS**

The City Health Department requires that the center has documentation of the immunizations for each child enrolled. At the time of initial enrollment, and every enrollment anniversary thereafter, your pediatrician will be required to complete a “Physician’s Statement” detailing your child’s immunization history and statement of good health. A new Physician’s Statement and updated immunization records must be submitted to the center every year.

**IMMUNIZATION EXEMPTIONS**

If a child cannot have an immunization at the specified time or for religious reasons, a Medical Exemption form must be signed and dated from the child’s physician and kept in the child’s file. This exemption will allow your child to continue enrollment at the Center.

**HEALTH AND SAFETY**

**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 and document for possible symptoms of contagious illnesses, bumps, bruises, insect bites or other injuries. If noted, an explanation may be asked for from the parent or child. This is required by Department of Child and Family Services.

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

**SUDDEN ILLNESS**

 Any child who becomes suddenly ill at the center will be cared for as well as possible to ensure his/her comfort. A parent will be called to come and pick up the child immediately. If the parent is unable to pick up the child expeditiously the next person on the Authorized Pick up form will be contacted. The child will be kept in an available room separate from the other children directly supervised by a primary staff or Director. A doctor’s release will be 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 100-101 degrees Fahrenheit, or higher, the child should remain out of the Center an entire school day (24 hours ) after being sent home and / or until fever-free or symptom free including diarrhea without the aid of any medications. No child will be re - admitted before the 24 hours isolation period.

**EXCLUSION FOR CONTAGION**

It is important for the parent to inform the Center as soon as a contagious illness or disease is detected and the child is not at the Center during the child’s illness. 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.

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

**GUIDELINES FOR ILLNESS/SYMPTON EXCLUSION**

Listed below are criteria for EXCLUDING ill or infected children from the Center.

•Teething is not a reason for exclusion. Teething can cause low-grade fever (*under 101*), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described below.

**MOST COMMON ILLNESS**

* SIGNS OF POSSIBLE SEVERE ILLNESS, including unusual lethargy, irritability, persistent crying, difficult breathing
* FEVER, defined by the child’s age as follows:

Infants younger than 4 months 100F axillary

4-24 month olds 101F axillary

24-48 month olds 101F axillary

Typically, temperatures rise in the afternoon, therefore, the “one full day” provision is meant to ensure that a child has experienced one "nearly well" day before returning to the Center.

 *(24) hours fever free without aid of fever reducing medication.*

* SEVERE COLDS: Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child’s ability to eat, sleep or play. No colored drainage, child is able to actively participate in daily activities
* DIARRHEA: Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. *EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.*

A child should be free from diarrhea for a complete 24 hours before returning to the center

* VOMITING: Vomiting is a reason for exclusion. *EXPLANATION – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.*

*As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before the child returns to the center.*

* RASHES: Extreme rashes must be physician diagnosed for a child to be in the center. Over the counter diaper ointments or skin creams without a physician note will not be administered in the case of an extreme rash.

Blood, oozing or extreme discomfort of the child even with medication will require at least a minimum (2) day exclusion from the center.

* FEVER BLISTERS AND MOUTH SORES, with drooling Until the sores are dried
* PURULENT CONJUNCTIVITIS (PINK EYE) defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye, Exclude until discharge from the eyes has stopped and or 24 hours under doctors prescribed medication

**ILLNESS CONTINUE**

* INFESTATION (e.g., scabies, head lice), until 24 hours after treatment was begun.
* IMPETIGO, until 24 hours after treatment was begun.
* STREPTOCOCCAL PHARYNGITIS, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours.
* PINWORM, until 24 hours after treatment was begun.
* RINGWORM, until 24 hours after treatment was begun
* CHICKEN POX, until 6 days after onset of rash or until all lesions have dried and crusted.
* RUBELLA, until 7 days after the rash appears
* HEAD LICE, the child does not need to be sent home immediately if head lice are detected. However, treatment should be given immediately and the child may return to the center when no signs of active lice are detected

**RETURN AFTER AN ILLNESS**

Children need to remain home for 24 hours without symptoms before returning to the program, i.e., the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home Friday, he/she may return Monday), unless the center receives a note from the child’s medical provider stating that the child is not contagious and may return to the center before required the 24 hour period. Please make sure that your child is

* symptom free and feels well enough to participate in normal center activities including going outside
* is not excessively congested, can eat regularly and sleep comfortably.
* Temperature is normal (e.g. below 98.5 axially, 101 orally) without medication.
* Bowel movements are normal. When a child returns after a diarrhea bout, it is a provisional return; if a child experiences another bout of diarrhea, he or she must be picked up immediately. If a child’s diarrhea is not infectious (caused by food, an allergy and or medication or teething), a doctor’s note is required for the child to participate in the program.
* Child has kept down breast milk, formula or solid foods and has not vomited for one full

day.

* Rash or skin infection is dry, completely scabbed over and no longer draining. If a child’s

rash has been diagnosed by your doctor and is determined not to be contagious, your child

may return to the program with a doctor’s note.

* One or more treatments for lice have been administered.
* Medication has been administered for one full day for conjunctivitis or other bacterial infections.

\*\* All clearance Notes and Prescriptions must be issued by the child’s pediatrician\*\*

**HYGEINE**

Hand washing is very important it is the single most important thing we can all do to keep our children healthy. We encourage all of the staff, parents, and children to follow good hand washing procedures effective in the prevention of spreading illness. The staff sings songs and activities to teach children the proper hand washing procedures. All staff are trained and required to wash their hands upon entering a room, after wiping noses, before and after diaper change, before and after handling of food, giving medications and assisting children with toileting. The staff also knows to perform proper hand washing after any contact with potentially infectious materials such as nasal discharge especially bleeding, vomit, feces, wounds, infected eyes and after contact with animals.

\*\*Upon arrival into the classroom parents are asked to assist their child with washing their hands before engaging in classroom activities. \*\*\*

**CLEANING AND SANITIZING**

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs. The LSUELC staff is taught how to properly clean and disinfect all the areas in which the children use

Using regular household bleach and water solution is one of the most effective and easy way to remove or kill germs found on surfaces in child care. The center uses bleach and water solution in several ways:

•Dipping the object into a sink or pan filled with the bleach and water solution then letting the item air dry.

•Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.

•Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.

**ACCIDENT / INCIDENT REPORTS**

 If your child is involved in a simple mishap that requires any type of attention or first aid you will be notified with an accident OR incident report. The report will state what happened, where it happened, type of first aid given and what action was taken. The staff member prepares the report as soon as the first aid is administered and the child is comforted. These reports will be kept on file for up to one year. Parents will be required to sign an accident report whenever a child receives first aid treatment at the center. A signed copy is given to the parent for their files.

If a more serious accident should occur at the center which would require immediate medical attention:

1. 911 and campus police are dispatched
2. A parent is immediately called and notified of situation
3. The child via EMS ambulance will be transported to Children’s Hospital with the center Director and the child’s medical history form
4. Office of Child and Family Services notified.

**OUTSIDE PLAYTIME**

Children’s outside playtime should not be seasonal. Children need to run, jump, hop, slide and yell all year long. The children will be going outside daily unless the temperature falls below 40 degrees, or temperatures in excess of 100 degrees or higher and or inclement weather. Outside playtime will be at the discretion of the Director and teachers when necessary.

The climbing structure on the playgrounds provide opportunities for gross motor development. To ensure safety, playground foaming is underneath the climbing structures. This bounce back rubber surface is recommended to cushion falls while jumping to the ground. The structures are designed for young children. Children ages ten and older and adults are asked to refrain from playing on the structures.

The children wash their hands regularly throughout their day including after coming inside after outside play, before eating snacks and lunch and after using the bathroom or diaper changing. Even though they are washing up regularly, by the end of the day we often have soiled, but happy children. We appreciate your understanding of the importance of outside play to young children’s growth and development.

**SUNSCREEN/INSECT REPELLENT**

During the summer months, parents are encouraged to apply sunscreen and insect repellent on their children before they arrive at the center in the morning. Teachers are not allowed to apply sunscreen if a Topical Ointment Form has not been signed.

**BEHAVIOR GUIDANCE AND MANAGEMENT**

**Guidance Redirection**

It is our belief that each child should have ample opportunity to learn our routines and expectations for their behavior. We strive to provide a very positive and nurturing environment for the children. Classroom rules are stated in a positive fashion. Each room has a special cozy corner for children to work out their feelings of anger, frustration or sadness. Redirection is used at the center.

Redirection means providing an explanation of an appropriate behavior while removing the child from a situation and engaging the child in a quiet activity (such as a puzzle or book) then reinforcing a more acceptable behavior.

Our Staff Will:

* Use a soft and reassuring voice.
* Set a positive example with modeling appropriate behavior.
* Establish clearly stated classroom rules.
* Redirect the children to an alternate activity when a conflict arises.
* Use natural consequences to help children become responsible for their behavior.
* Encourage the children to work through their problems and help them to identify solutions and to use words to solve them.
* Treat all children with respect and kindness at all times.

The following methods of discipline are **prohibited** at the Center:

 No child shall be subject to physical or 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 members of children in care or about the children themselves. Children should not have active play time with held as punishment. Time out if necessary will take place within the site of the caregiver (one minute per each year of age, time out will not be used for anyone under the age of two)

Any method of behavior or guidance maintenance that violates the spirit of this standard, even though it may not be specifically mentioned as prohibited shall not be used.

**BITING POLICY AND GUIDELINES**

Every family will be given upon enrollment the Early Learning Center’s biting policy and procedure document. The LSUELC teachers and staff work very hard to ensure that every child is safe and comfortable, and will take extraordinary measures to help a child overcome the "biting habit." The staff’s job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use or encourage techniques to alarm, hurt, or frighten children when biting occurs.

Children biting in the Center will be treated very seriously.

IMMEDIATELY

1. First Aid will be given to the bitten child.
2. A child that bites will be reminded that “biting hurts” and will help the victim in which he/she has bitten.
3. An incident report will be written for the child bitten and the biter.
4. If the bite breaks the skin, the victim’s and the biter’s parents will be notified immediately.

 Extreme circumstances of repeated acts of aggression and broken skin bites may require the biter to be picked up immediately from the Center. The child may return only after a prevention plan meeting has been held between the Director, the child’s parents, and the child’s teachers to discuss redirection measures.

Documentation will be kept on file in the incident reports to determine if there is a pattern to the biting or biting situation.

**PARENT AND FAMILY INVOLVEMENT**

**OPEN DOOR POLICY**

Parents are welcome at any time and at all times to observe in our program. Unscheduled visits by a custodial parent or guardian shall be permitted at any time. As required by Louisiana State Licensing and Regulations, parents are notified of all significant occurrences or problems which affect their child. This includes, but is not limited to changes in the daily routine, presence of substitute teachers in the classrooms, accidents, injuries, first aid, disciplinary action taken and possible exposure to communicable diseases (e.g. chicken pox, strep throat).

**COMMUNICATION WITH PARENTS**

Communication is essential as we work together to meet the needs of your child. Please call or email, if you have any questions. We need and welcome your input. Should you observe any area or piece of equipment that needs maintenance or repair, please alert the Director. If you have any questions concerning Center policy or practices teachers are available for on-going communication during arrival and departure times. The center will provided daily notes and newsletters. A parent bulletin board and current events information area is located at the front entrance.

**PARENT HELPERS and VOLUNTEERS**

Many parents (mom or dad or both, or grandma or grandpa) ask to volunteer to help in their child’s classroom. This is a great time to be involved with your child at school and meet their friends, and the experience the various developmental activities that take place during the day.

 Parents who have a special hobby, interest or talent are encouraged to share their talent or interest with their child's class during their visit. Parents are also invited to help in the activity rooms as special guest readers, activity set-up / or break down and to help wash toys

We have a wonderful opportunity at LSUELC to have families and teaching staff share their cultures in our classrooms and curriculum. This helps the children at LSUELC to establish a respect for differences and similarities early in their lives. As a staff and community, LSUELC will also promote diversity and respect for cultural differences through workshops, parent education and curriculum development. We hope you will find ways to bring your unique family culture into classroom curriculum through creative snack and/or activities that have importance to your family. Teachers welcome your ideas for sharing your culture with the classroom.

Anyone volunteering in the classrooms **must** have a state of Louisiana fingerprint background check on file in the center office. All volunteer days and hours must be approved by the Director. Casual clothing is recommended, and we request that no siblings accompany parents on these days.

 NOTE: If your child is not ready for separation at the end of your visit or not comfortable yet with you helping other children in activities, another classroom other than your child’s might be better suited for volunteering.

**OUTSIDE EMPLOYMENT OF CENTER EMPLOYEES**

Occasionally parents may ask teachers for babysitting or transporting of a child to the center. LSUELC does not encourage this practice and assumes no responsibility for employees or student workers after their scheduled work hours.

**EMERGENCY DRILLS**

NOTE: During All LSU Early Learning Center emergency drills and evacuations an LSU campus police officer will be dispatched and on site

**FIRE**

Staff are prepared to deal with a variety of emergency situations. During all circumstances, teachers will remain calm and stay with the children. Fire drills are practiced each month. Once a month, an announced or unannounced fire drill is conducted. The child care staff have an established Evacuation and Fire Drill Procedure. This procedure is posted on the Parent Board for your review. At least once a year, an inspector from the City of New Orleans Fire Prevention Division performs a non –scheduled fire drill to ensure that correct procedures are followed, and that the staff is aware of their duties; including evacuation procedures for children with special needs and or medical concerns.

**WEATHER RELATED DRILLS**

Tornado/evacuation drills are practiced during the months of March, April, May and June. The center staff monitors weather warning reports via the LSU text alert system, on the internet and radio during times of inclement weather to remain aware of changing conditions. In the case of a weather related emergency, such as a tornado warning, children will be evacuated to the designated shelter for the building, the main auditorium. In cases of structural damage to the building, staff will follow the directions of the Incident Commander and LSU University Police. Staff will follow procedures outlined in the LSUHDC Safety Manual. The center’s Evacuation Pack which includes emergency supplies, food and water and daily essentials for infants, toddlers and preschoolers will be taken during evacuations.

**EMERGENCY EVACUATION**

 An emergency evacuation happens during:

* A severe weather related situation (tornado warning)
* Building structural collapse
* Fire
* Hazardous chemical spill
* Life threating situation

**EMERGENCY ALERT SYSTEM**

In the event of an emergency situation, LSU Health Sciences Center—New Orleans administration has the capability to transmit pertinent information through the mediums of websites, phone trees, e-mail, text messaging, and digital signage to the entire spectrum of students, faculty and staff. Mass emails are sent to LSUHSC-NO faculty, staff and student email addresses as another method of informing our users.

The ELC recommends that all parents opt-in to receive text messaging and/or email alerts through the LSU e2Campus subscription. If you would like to sign up to receive emergency alerts from LSUHSC-NO, please follow the Text/Email Alerts link located in the Emergency Alert System page at LSU Health New Orleans

**EMERGENCY EVACUATION PROCESS**

The LSUELC’s procedures for emergency situation are as follows:

Upon the sounding of the alarm, all primary and support staff members are responsible for the children in their group. All staff members will ensure that all children are calmly led out of the center. Unless otherwise directed by Emergency personal all children are evacuated by cribs, wagons, strollers or hand to hand walking. The Lead teacher is responsible for ensuring that the sign-in/out sheets are collected in their rooms and taken to relocation site. The Director is responsible for the general coordination of the evacuation, ensuring that all the children are evacuated in a safe and organized manner. This means that the Director and the First Floor leader shall double check to make sure that all children are accounted for before leaving to the emergency re-location site. The Director will also ensure that the relevant authorities are contacted and that the office’s set of emergency information is collected.

In the case there is a fire or danger to the Human Development Center (Early Learning Center) the children will be systematically evacuated to a safe area on the grounds of the LSU Downtown campus:

**LSU Lions Clinic 2020 South Gravier Street main entrance.**

If the entire LSU Downtown Campus has to be evacuated due to a hazardous situation, chemical spill, building collapse, or other dangers threatening the safety of occupants, the staff and children will be moved to the pre-designated relocation site at least two miles from the center:

**LSU Stanislaus Hall 450 South Claiborne Avenue New Orleans, LA 70112**

There will also be a notice posted on both HDC parking lot Gates which will provide any additional information on the relocation site.

The Center’s Emergency Plan and Evacuation procedures are located on the Parent Board. The plan includes all relevant information pertaining to emergency procedures and relocation sites

**CLOSURE DUE TO WEATHER**

As a department of the Louisiana State University, the Early Learning Center will close when the LSU school of Allied Health is closed due to weather emergencies. Please consult the LSU school of Allied Health website [www.lsuhsc.edu](http://www.lsuhsc.edu) or call campus police 504.568.8999. If it becomes necessary to close the center during center hours, you will be notified by phone, text message and or email if possible to ensure you will be able to pick up your child immediately. If you cannot be reached, one of the person(s) listed as an Authorized pick-up will be notified. During severe weather alerts, please try to keep a line of communication open with the center.

**LICENSING INFORMATION**

The LSU Early Learning Center is licensed by the Department of Children and Family Services (DCFS) as a Class “A” Child Day Care Center. The Center strives at all times to uphold the highest standards as a quality early childhood program in and above accordance with licensor requirements.

Class “A” regulations and information on licensed child care facilities are available online at the DCFS web site: www.DCFS.louisiana.gov. Licensing surveys are available online and also available upon request to DCFS at the address below. As a licensed center, we encourage parents with any compliments, questions, concerns, recommendations, complaints, etc. to contact DCFS.

**Department of Children and Family Services**

**Bureau of Licensing**

**P.O. Box 3078**

**Baton Rouge, LA 70821-3078**

**Phone (225) 342-9905, or Fax (225) 342-9690**

The 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.

**CONFIDENTIALLTY POLICY**

The only information center administration and teachers will share with parents, is information concerning their child. Conversations about other children, parents, co-workers, and supervisors are unprofessional and will not be accepted. All children’s files are housed in a locked cabinet in the Director’s office. Only authorized staff and state officials have access to the files.

**BIRTHDAYS**

Each birthday is very exciting for everyone especially here at Tiger Tots. Teachers will gladly assist celebrating your child’s birthday with their classmates. The State Board of Health has some guidelines for the safety of the all the children. All food drinks, and baked items must be purchased from a “licensed” kitchen and be brought to the center in its original sealed or tied package. NO HOME baked items are allowed. Celebrations must be held after afternoon nap and 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 asked to refrain from distributing invitations to private birthday parties via the Center unless the child’s entire class is invited.

**HOLIDAY CELEBRATIONS**

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

**WATER ACTIVITIES**

Occasionally, teachers will incorporate water play activities into the curriculum. These activities are used to explore, enhance social skills and encourage fun social cooperation. Splish and Splash play days will take place in the summer months using sand and water play tables, large plastic tubs and spray bottles. Swim suits, water shoes and towels should be labeled and taken home after water play days. Parents are encouraged to put sunscreen on their child before coming to the center. All water activities in a depth of over two (2) feet of water are not allowed.

**ALCOHOL AND TOBACCO PROHIBITED**

LSUELC prohibits the use of alcohol and the use or possession of unauthorized potentially toxic substances, firearms, pellet, or BB guns (loaded or unloaded) in the center, the playground or on any center sponsored field trip or event. The Prohibited use of tobacco in any form in indoor areas of the center, the playground or on any center-sponsored field trip or event.

**PHOTOGRAPHY POLICY**

All parents are asked to sign a written consent form stating whether or not permission is given to the teachers to take photographs of the children for Center or evaluation purposes **ONLY**. The LSUELC will be using the TS-GOLD assessment which uses electronic portfolios in which teachers upload, organize, and secure store photos, videos, and samples of children’s work.

**SOCIAL NETWORKING PHOTOS AND PERSONAL IDENTIFICATION POSTING**

There are times when parents wish to post photos of a child at play in the Center on a social networking site to share with others. Teachers, staff and observation students are never given permission to post photos of the children in the center. Parents may choose to post photos of their own child at play in the Center, but to respect the privacy and confidentiality of other enrolled children; parents are not at liberty to post photos of other LSUELC children on social networking sites, even if those children are photographed during play with their own child. No one is allowed to post identities or personal information regarding children, teachers or parents on any social networking site.

**DISCONTINUING SERVICES TO A CHILD**

In the event that the Center staff determines that this early care and education arrangement is not in the best interests of your child and/or the other children, the Center reserves the right to give two weeks’ 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:

* Non-payment of fees by parent or guardian
* 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 property or so disruptive that the education of other students is significantly impaired
* Verbal, mental or physical abuse of center staff by a child or parent
* Chronic lateness in picking up child
* Abuse of other LSU campus policies

**OUR COMMITTMENT**

An important part of our responsibility to staff and families of the LSU community is to create a stable, enriching environment and ensure long-term viability of the Center by establishing and following responsible fiscal and operational policies.

Please keep this copy of our handbook for your easy reference to Center policies and procedures. This is also a great tool to refer to when you need to know about daily routines and procedures. Read the information and policies carefully. If the information given here seems overwhelming, please feel free to drop by the center office at any time we will gladly answer any questions or concerns.

**Verification Form for Receipt of Family Handbook**

Please complete the following which confirms you have received and read the Family handbook. After completing this page, DETACH AND DELIVER TO THE CENTER DIRECTOR at the address provided at the bottom of this page. You may also scan or email to: tbaqu1@lsuhsc.edu

**Please type or print**

Child's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_\_\_

If applicable, second child's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_

Parent- Guardian's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Understanding that my child (ren) has been accepted for enrollment, I verify that I have received the Family Handbook of the LSU Early Learning Center. I have read, and agree to abide by, the policies, procedures and practices outlined throughout the document.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please detach this page and deliver to:

*LSU Early Learning Center*

*Terri Baquet, Director*

*411 S. Prieur St.*

*New Orleans, LA 70112*