



UNIVERSITY

OF

LOUISIANA
L a f a y e t t e™

UL CHILD DEVELOPMENT CENTER

PARENT HANDBOOK

Revised
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Welcome to the UL Lafayette CDC

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

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

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

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

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

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

Again welcome to the program.

UL Lafayette CDC Administration and Staff

Mission Statement

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

Philosophy

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

Other special features:

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

The CDC is currently licensed to serve 103 children ranging in age of 12 months through 6 years of age.

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

The CDC was founded in 1971 and is a non-academic department assigned for administrative purposes to the Office of the Vice President of Student Affairs.

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

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

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

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

General Policies

Times and Limits of Program Operations

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

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

Hours of Operation

The CDC is open from 7:15 a. m. to 5:15 p. m., Monday through Friday.

Parking

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

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

Please watch your child carefully for moving cars in the parking lot.

Arrival and Departure

Arrival time at the CDC is from 7:15 a.m. to 8:30 a.m. Parents are encouraged to ensure the arrival of their children prior to 8:30 a.m. so that the children arriving do not disrupt the activities of the other children that begin at 8:30 a.m. It is far more advantageous for your child to arrive before the planned daily activities begin because your child will be able to enjoy all the benefits of the daily activities instead of just a few. Departure time at the Center is between 3:30 p.m. and 5:15 p.m. Children departing before 3:30 p.m. will not have the opportunity to participate in all the daily activities.

Parents arriving after the closing time will be charged a penalty fee as follows. There will be no exceptions.

Penalty charges: \$1.00 per minute late.

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

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

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

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

Application for Enrollment

Any student, faculty, or staff member wishing to enroll his child in the Child Development Center must apply at the Center located at 160 East Lewis on the University campus. Inquiries may be made by mail (Post Office Box 4-3488 ULL, 70504) or telephone (337-482-5739) or e-mail (sbm9380@louisiana.edu).

Eligibility Requirements

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

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

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

Admission Policies

Children between the ages of twelve months through six years of age may be admitted into the program as stated by State Law. The CDC provides space for children in compliance with all Rules and Regulations Governing Minimum Requirements for License of all Louisiana Child Care Centers as required by the Louisiana Division of Licensing and Certification-Class A. Children are enrolled in the CDC in the order in which applications are received. When space is not available the name of the parent, phone number, and child's date of birth are secured and placed on a waiting list to be served on the basis of available space. Again priority ranking is applied by the following two waiting list rankings: Students and Faculty/Staff.

Administration/Staffing

The UL CDC is staffed by the following:

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

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

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

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

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

The CDC will allow maximum enrollment of children in the following age groups:

<u>Age of Child</u>	<u>Number of Children Enrolled</u>
12 months - 3 years	61 children
3 years - 6 years	42 children

Policies in Regard to Enrollment and Withdrawal

Parents are required to pay a registration fee in order to enroll their child. This fee provides the parent with the opportunity to allow their child to attend the CDC as long as the parent is a student or a member of the University community. The registration fee is: Students: \$30.00 per child and Faculty/Staff: \$35.00 per child. The fee is not refundable.

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

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

Class Promotions

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

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

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

When a child promotes at the start of a semester, without prior notice due to an unexpected opening coming available in the potential class, our goal is to provide the child with the most optimal opportunity. Therefore, we promote the child to not lose such an opportunity. With the event of such a case, your child's teacher will inform you and make every attempt to work with you, the child, and the new teacher to accommodate the promotion in as smooth a transition as possible.

Supply Fee

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

Continual Pre-Registration Policy

Parents who have child (ren) presently enrolled at the close of a semester and wish to continue enrollment in the upcoming semester will be assessed a fee of \$25.00 per family. This fee will act as a retainer fee for the child's registration at the Center. Once the upcoming semester begins the retainer fee will be applied toward that month's tuition.

Should a parent determine their child (ren) will not return to the Center in the upcoming semester the parent has up to two (2) weeks prior to the first day of the Center's reopening to notify the Director in order to have the \$25.00 retainer refunded. Notification may be made by telephone (337-482-5739) or mail (P.O. Box 4-3488 ULL, 70504-3488) or email sbm9380@louisiana.edu. There will be no exceptions. This policy also applies to the Summer provision in the preceding paragraph.

The retainer fee (\$25.00) is applied to the last month's tuition of the preceding semester and is due payable by the last designated date of that semester for continued enrollment of your child to be assured.

Parents as Partners

Parents are the first and most important teachers of their children and as such are encouraged to participate fully in their preschool experience and early education. Parents and schools who work together and share common goals create a community in which children feel valued and significant. We strive to create and maintain a

community of this kind by encouraging parents to participate in the program in any way that is comfortable and manageable for their family.

Parents are welcomed to visit the program at any time. Parents may also become involved by sharing their talents, being a guest reader, volunteering your free time as a helper, or donating items. Parent workshops are also offered throughout the academic year and attendance is encouraged. These workshops are planned to help parents deal with the many issues facing families today.

1. Open House – Parent Conferences

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

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

2. Parent Resource Room

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

3. Parent Education Forums

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

4. Parent Committees/Host Members

Host Parents and committee members provide an opportunity for parents to give input and is an important link between University administration, Center administration, and programming. Host Parents and Special Event Committees aid in planning special programs such as International Family Day, Intergenerational Day, Week of Young Child, and other holiday type activities.

5. Evaluations

All families will be asked to assist us in evaluating and assessing our program each year by completing a comprehensive questionnaire. In addition, throughout the year short surveys will be sent out assessing the various events, activities that the Center has hosted and your satisfaction. Your fulfillment of this request enables us to maintain our standards, and gives you a voice to express your level of satisfaction with your child's school. We appreciate your serious consideration of the program evaluation, and ask that you complete and return it in a timely manner.

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

Daily Conferences

It is strongly suggested that parents confer with their child's teacher at least once each month per semester. However, it would be an ideal parent-teacher relationship if parents would confer once per week. Please speak with your child's teacher each day for a progress report and information concerning the child's activities of the day. Daily contact between parent and teacher is an essential component of a high quality educare program. Sharing information concerning your child's activities and welfare, we can together work toward meeting your child's developmental needs in partnership.

Philosophy of Learning

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

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

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

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

Parents may gain invaluable insights and techniques from the expertise of the staff and we do encourage parents to feel free to ask questions or express any concerns they may have, and encourage parents to participate in on-going activities planned by your child's teacher. We encourage such communications so that the child may gain the most from his/her earliest school experiences and hopefully this will continue as the child pursues his/her educational future.

Program Philosophy and Practices

Center Philosophy

The child "educating" philosophy at the CDC supports a whole-child concept of development based on the premise one cannot educate without offering care and protection and one cannot provide care and protection without also educating young

children in a group setting. This philosophic basis is implemented through an eclectic developmental approach to early childhood education. Teachers draw on theoretical works of Piaget, Erickson, Montessori, and others to implement developmentally appropriate practices and to promote the healthy growth of the whole child by meeting his/her emotional, social, intellectual, physical, and emerging cultural needs.

Our child development program is based on the assumption that a child's growth is a sequential process and that children pass through predictable stages of development in all areas within age range. Together, the staff plan over all program goals and objectives and curriculum units intended to meet the children's individual developmental needs. We nurture, facilitate, and assess each child's pattern of development in all the functional areas, respecting the individuality and particular potential of all children enrolled at the CDC. Some characteristics we believe to be important for teachers to help children acquire within a group setting are:

Self-esteem: a sense of identity, self-respect, and confidence.

Competence: in body and mind, as a sense of mastery, problem solving, and conflict resolution, a sense of reasoning and responsibility.

Autonomy/Independence: ability to make choices and help ones' self.

Personal & Interpersonal Strengths: ability to communicate with and be sensitive to others; to get along with others.

Appreciation for Diversity: a sense of understanding and respect for differences.

Creativity & Innovation: a sense of confidence and growth, and desire to learn.

Openness: a sense of trust and honesty.

Awareness of Change: a sense of inner strength.

Recognition of emotions: ability to enjoy and have fun.

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

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

Availability of developmentally appropriate materials promotes independent, curiosity, and spontaneous learning experiences. Other types of balanced daily routine learning activities included in the program throughout the year are - one to one, small group, large group, indoor, outdoor, quiet and noisy activities, and special events. Some fixed

learning interests areas in the classroom are dramatic play, blocks, books, large muscle, sensory motor, and science. Creativity play can provide pleasure and knowledge at the same time and we foster such opportunities.

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

Child Guidance and Discipline

CDC philosophy of child guidance and discipline embodies the belief that it takes an individual many years to learn appropriate ways to express strong emotions and interact appropriately with others. Young children are just beginning these difficult personal and social skills. Knowing that children can learn by repetition, teachers maintain daily routines and set clear limits with each group, thus teaching children to internalize these skills, but also providing for the safety of all children, as well as promoting the development of each child's self-help, self-control skills. These routines and limits are frequently discussed and defined with the children. Consistency, or knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment. A developmentally appropriate curriculum results in good discipline. The CDC's daily scheduling, curriculum planning, classroom arrangements, developmentally appropriate activities, and staffing patterns are designed to be preventive as they promote a positive and enjoyable learning experience that encourages respectful relationships between adults and peers.

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

Behavior Management Policy

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

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

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

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

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

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

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

Food Program

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

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

Board of Health does not allow any food products to be brought into the Center at anytime. Breakfasts are not allowed to be brought in by the parents, as stated by Board of Health. However, an exception that is granted is for special occasions such as

birthday and holiday parties. The exception does require that the food products be commercially purchased. Please discuss with your child's teacher your plans for bringing in food to share with others. Please note--If your child has food restrictions due to medical or religious reasons, please see the Director.

Birthday Parties

Each birthday at this age is most exciting for you and your child. The CDC looks forward to participating in this special occasion. The CDC and the State Board of Health has some guidelines for the safety of the children. All baked items must be purchased from a "licensed" kitchen, no home baked items are allowed. We also ask that individual drinks or paper cups are used as well as plastic spoons to make cleanup more manageable for you and the staff. Parties are to be held after snack time, please speak with your child's teacher in regard to times. Feel free to stop by the administrative office if we can be of any assistance.

Toys

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

Toys that resemble weapons are not acceptable at the CDC.

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

Policies Regarding Fees

Tuition

The fees charged by the CDC are based on a budget approved by the Chief Administrator of the Center. The rate is designed to ensure the solvent operation of the Center in its capacity as a non-profit, tax exempt agency.

Supply Fee

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

Continual Pre-Registration Fee

A retainer of \$25.00 per family is assessed at the end of each semester for each child's continued enrollment. At the beginning of the following semester the retainer is applied to the month's tuition. If enrollment changes are in order the parent must notify the

Director no later than two weeks prior to the Center's reopening if a refund is desired. If notification is not made prior to the deadline the retainer is not refunded. There will be no exceptions. (The policy is detailed on page 5 in the section "Continual Pre-Registration Policy").

Late Departure Fee

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

Penalty charges: \$1.00 per minute late.

In addition, after the third late pick-up, per semester, the parent will be referred to the Dean of Student's Office. (Details may be found on page 2 in the section "Arrival and Departure").

Payment Plan

First payment is due upon enrollment of the child. Thereafter, all subsequent payments are due on the first of the month. Absolutely no exceptions. If payments are not made on time the child will not be permitted to return to the Center.

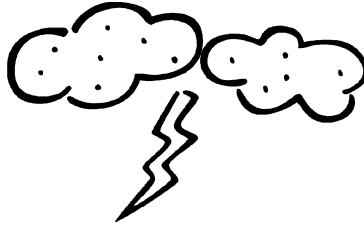
Provisions for Holidays, Illnesses, and Emergency Closings

Tuition Charges

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

Emergency Closings

The CDC closes on the same schedule as the University in the event of severe weather conditions, power outages, etc. Closing information is broadcast on radio stations, television, and during classes, in the event it is during the day. If the Center closes during the day, all parents must pick up their children from the Center within one hour of the University closing. The late fee policy will apply after the one-hour time limit.



Policies Regarding Clothing

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

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

1. Clothing should be simple enough in order to enable the child to put clothing on and take clothing off without the assistance of the teacher. The CDC, as directed by the University Environmental Health and Safety Director, does **not** allow children to participate in the program wearing shoes that are not “closed toe”. Therefore, sandals, flip-flops, etc are not acceptable shoe wear in the program. Tennis shoes, closed toe slip on shoes, etc are acceptable. Please direct any questions or concerns to the Administrative Office. It is the objective of the program to assure the safety and enriched participation of your child in all center activities.
2. Clothing should fit loosely in order to allow freedom of movement.
3. Clothing should be made of material that is washable. This enables the child to engage in creative play without fear of getting his clothing soiled.
4. Clothing should also be designed to allow the child to participate in outdoor play.
5. Children must have a blanket that can remain at the Center for the entire week. It is the responsibility of the parents to bring the blankets home on Fridays for cleaning and returned on Mondays. Blankets must fit completely contained in small cubbies.

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

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

1. At least ten (10) disposable diapers. Diapers may be brought by the box and the child’s teacher will notify the parent when diapers are requiring replenishment.
2. Clothing should be simple enough in order to enable the child to put clothing on and take clothing off with little assistance of the teacher, especially with children potty

training or early 2 year olds. Your child's teacher can provide more information and guidance with this matter.

2. A "sippy" cup is needed for toddlers and young 2 year olds who are not yet experienced with open-face cups. Please check with your child's teacher for more information.

3. Children must have a blanket that can remain at the Center for the entire week. It is the responsibility of the parent to bring the blankets home on Fridays for cleaning and be returned on Mondays. Blankets must fit completely contained in small cubbies.

Extra Clothing

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

Marking of Clothing

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

Policies Regarding Health

Immunization Record

Each child must have a completed "Child-Care-Preschool Certificate of Immunization" on file as required by State Licensing. In the state of Louisiana, children over 15 months are required to have the chickenpox vaccine.

Health Inspection

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

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

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

Exclusion for Contagion

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

A doctor's release is required for re - admittance of a child after all contagious illnesses or diseases except such as the common cold. In the event of viral illnesses (vomiting, diarrhea, etc.) or in the case of fever 101F or higher, the child must remain out of the Center for twenty-four hours after the ceasing of all given signs according to Office of Public Health.

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

First Aid

Simple injuries will be treated by the Staff of the CDC. Serious injuries will be dealt with in the following manner: Parents will be notified first; if parent cannot be reached, the person listed on the Master Card will be contacted. If merited, paramedics (Acadian Ambulance) will be contacted.

Medication

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

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

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



Other Policies and Procedures

Licensing

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

As a licensed Center we encourage parents to contact this department with any compliments, recommendations, questions, concerns, complaints, etc. This may be done by contacting:

Department of Social Services
Licensing Section
P. O. Box 3078
Baton Rouge, LA 70821-3078
(225) 922-0015
(225) 922-0014 – fax

The complaint may be made by telephone or in writing should you have unresolved, significant licensing complaints.

Non Discrimination Policy

Discrimination by child care providers on the basis of race, color, creed, sex, national origin, handicapping conditions, ancestry or whether the child is being breastfed is prohibited.

Abuse and Neglect

The CDC is required by law to report all suspected abuse/neglect of children in the program to proper state authorities in accordance with LA RS14:1403. All staff members of the Center will abide by this regulation. Child Protection Agency (337) 262-5244.

Open Door Policy

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

Transportation

The CDC does not provide any form of transportation.

Photographing

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

Confidentiality

The CDC does maintain a strict confidentiality code with regard to children’s records. Records shall be the property of the Center, and the Director as custodian, shall secure records against loss, tampering, or unauthorized use. Employees of the Center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.

Water Activities

The CDC does not participate in any form of water activities, such as wading pools, swimming pools, slip n slides, etc. Occasionally, the CDC will participate in sand/water table activities.

