UL CHILD DEVELOPMENT CENTER

PARENT HANDBOOK

Revised
July 2024

Welcome to the UL Lafayette CDC

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

Young children are fascinating. They have energy, enthusiasm, a natural curiosity of the world around them and a real thirst for learning. At the CDC, we work to enhance these natural characteristics by providing care and education in a safe, nurturing, and stimulating child-centered environment. The ultimate outcome is to have our children become successful and confident.

The CDC creates a unique community for children, parents, student interns and others who utilize our services. We strive to support the values and behaviors of a caring learning environment that is inclusive and diverse.

The staff and I are available to discuss any needs, questions, or concerns that may arise. There are many resources in the community and on campus that may be of assistance to you and your child. We will gladly provide resources and/or referrals.

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 childcare and developmental programming, for the University community, through its commitment to exceed minimum state childcare.

Other special features:

1. A beautifully designed center with a state-of-the-art outdoor play area that combines equipment designed for specific gross motor development and a nature-based play area which encourages children's imagination.

2. A commercial style kitchen and highly nutritious child food program partially funded and inspected by the USDA Child Care Food Program.

3. Coordinate outside referrals and consultations with appropriate university and community resources for assessment and advice regarding special needs and concerns.

4. 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 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 division of the Office of the Vice President of Student Affairs.

Grievance Policy

The CDC structure is designed to assist parents with the needs and concerns that may arise during their enrollment at the CDC. Teachers are available to parents throughout the day. If a concern remains unresolved, 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.

The CDC integrates quality childcare 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 the CDC's diverse community is reflected in the curriculum, environment, parent/teacher/child interactions, 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. The CDC evolves to meet the growing needs of today's children and their families and will continue to provide research-based best practices.

General Policies

Times and Limits of Program Operations

The CDC begins operations on the day prior to the first day of classes at the beginning of the Fall and Spring semesters. Operations begin on the first day of classes for the summer semester. The CDC remains open through the last day of final exam.

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

Hours of Operation

The CDC is open from 7:15 am to 5:15 pm Monday through Thursday. On Friday the CDC is open from 7:15 am to 12:45 pm.

Parking

UL CDC is a zoned parking area. Parking is limited during peak drop-off and pick-up times. For the safety of our children and families, please do not leave your car idling with no one behind the wheel. Look both ways when crossing the parking lot and hold your child's hand.

Arrival and Departure

The CDC has an open-door policy and parents can drop off and pick up at anytime. However, we highly encourage parents to drop off their child between 715-830 to allow for breakfast and participation in all the planned morning activities. Arrival near or during naptime is discouraged.

Children must be picked up and out the door by closing time. Parents arriving after the closing time will be charged a late fee of $1/minute. There will be no exceptions. ***Our teachers have families/children of their own. When you are late, our teachers are late.***

After the third late pick-up, the parent may be referred to the Dean of Student's Office.

Parents **must** sign the child in and out on Brightwheel. Once a child is signed-out, the authorized pick-up person holds the responsibility of supervising the child while exiting the building.

Application for Enrollment

Those wishing to enroll their 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 (childdevelopmentcenter@louisiana.edu).

Eligibility Requirements

The following priority rank is used when determining eligibility:

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

Admission Policies

Children between the ages of twelve months through six years of age may be admitted into the program as long as there is availability. The CDC provides space for children in compliance with all rules and regulations required by the Louisiana Department of Education as a Type 3 Center. 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. 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
- Teachers
  - Toddler staff
  - Two-year old staff
  - Three-year old staff
  - Pre-K staff
  - Support Staff / Kitchen

Enrollment and Withdrawal Policies

Parents are required to pay a registration fee to secure their child's enrollment. A $25.00 "retainer fee" will be collected at the close of each semester to secure your child's spot for the next semester.

If the child is withdrawn or dropped before the end of the semester, the child will not be eligible to enroll at the center at the beginning of the following semester unless the child's name appears first on the waiting list. Withdrawal is automatic after a continuous absence/ no show for a period of two weeks or notification by the parent of withdrawal. 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 the summer semester are still permitted to enroll their child (ren) in the center for the summer as long as they are registered for the fall semester. Summer enrollment is also optional for children. A child does not have to be enrolled at the CDC for summer to be guaranteed their fall spot. So, parents can send their child for the fall and spring semesters only if desired.

Class Promotions

Class promotions may not occur immediately after a child has a birthday. It is more likely that your child will move up the following semester based on availability.

Supply Fee

A supply fee is charged per child at the beginning of the Fall and Spring semesters. The fee is: $20 for student and $25 for faculty/staff.

Continual Pre-Registration Policy

Parents who have child (ren) presently enrolled at the close of a semester and wish to continue enrollment for 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. **This fee is nonrefundable.**

Parents as Partners

Parents are the first and most important teachers in their children's life and we encourage parents to participate in their child's experiences at the CDC. Parents and educators 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.

Parental Involvement Policy: We offer a variety of opportunities for parents to be involved in their child's education and classroom experience. Listed below are a few examples of events.

1. **Open House – Parent Conferences**
Each fall, open house is held at the CDC to introduce parents to their child's classroom environment, policies, and activities. Open house is a casual, informal setting allowing you to see the meaningful experiences children encounter and participate in each day.
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**
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 Lafayette community resources are presented to the parents in an on-site information booth. Any topics of interest may be shared by dropping a request in to the office.
4. **Evaluations**
All families will be asked to assist us in evaluating and assessing our program each year by completing a comprehensive questionnaire. In addition, throughout the year short surveys will be sent out assessing the various events, activities that the Center has hosted and your satisfaction. Survey results enable us to maintain our standards and gives you a voice to express your level of satisfaction. We appreciate your serious consideration of the program evaluation and ask that you complete and return it in a timely manner.
5**. Parent-teacher Conferences-**
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 packet, which will be reviewed with you at the conference. To share any concerns, extra conferences can be conducted upon request.
6. **Special Events**
Events are scheduled throughout the semesters and parents are strongly encouraged to attend. We also realize the importance of extended families and love to have them participate. A few additional events are homecoming parade, Mardi Gras parade, Winter Wonderland, Spring Fling, and our annual Book Fairs.

Daily Conferences

It would be an ideal parent-teacher relationship if communication occurs daily. 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 program. By 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 through a holistic approach while building social and cognitive skills in a preschool setting.

Social-emotional, sensory, motor, perceptual, and language are introduced through materials and carefully planned lessons and activities. 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.

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Program Philosophy and Practices

Center Philosophy

The early childhood education 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. We strive to meet the early learning guidelines set forth by the Louisiana Department of Education.

Early learning guidelines are a framework for high-quality practices for all who care for children birth thru age five. The guidelines are indicators of what children at certain ages should be “working on.” They contain ideas for caregivers about arranging the environment and suggest interactions and communications that best support this development.

How children approach learning depends on their individual temperament traits and their learned behaviors and attitudes. They may approach new situations easily or need to withdraw and assess the situation. They may have a great deal of persistence or tend to give up easily. They may be easily distracted or have keen concentration. Children may learn through their parents or through early care and education experiences that learning is fun or a chore. The experiences we provide for children in our care will help to shape their behaviors and attitudes.

These standards are intended to be a guide for teaching young children. They are not intended to be a curriculum or a checklist. All the individual areas of the standards are equally important and should be integrated into all the activities of the day. Also, the standards are not intended to limit any child’s progress. The individual needs of each child

must be met daily. Lesson plans are developed with Creative Curriculum and Frog Street. Both curriculums are rated as top tier by the Department of Education and align beautifully with the early learning standards.

Educational research has consistently proven that there is a strong correlation between the quality of early childhood experience and later academic success. Therefore, it is imperative that Louisiana's early childhood education programs provide children with the foundational experiences needed for them to become successful learners.

The Link to School Readiness

The link between school readiness and high-quality care for infants and toddlers is evident in every developmental domain and in every content area. Caregiver practices and center policies help determine whether children will leave their program with the proper foundation. "*Educational research has consistently proven that there is a strong correlation between the quality of early childhood experience and later academic success"* (former State Superintendent of Education, Cecil J. Picard, 2003). The key is quality. Early learning guidelines provide teachers/caregivers with strategies that reflect that high quality and offer connections to true school readiness.

School readiness is often defined within only a few dimensions of development. True readiness for school should include a foundation of social and emotional competence and a curiosity to continually seek out "what, why, and how." True readiness is not a measurable set of criteria but a foundation for later learning built on rich experiences.

High-quality, relationship-based programs avoid "early-learner-burnout" by providing opportunities for child-directed play and exploration as opposed to all teacher-directed lessons and projects. Expectations for behaviors are based on relationships, modeling, caregiver knowledge, and the arrangement of the physical environment. Knowledge of individual temperaments allows for teacher to provide hands-on opportunities for all.

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 many routines: mealtimes, nap, teacher structured learning experiences, free choice playtime, outdoor play, and effective transitions between these activities.

Availability of developmentally appropriate materials promotes independence, curiosity, and spontaneous learning experiences. Included in the program throughout the year: one to one, small group, large group, indoor, outdoor, quiet and noisy activities, and special events. Learning interest areas in the classroom include dramatic play, blocks, books, large muscle, sensory motor, and science, cozy area, manipulatives. Creative play can provide pleasure and knowledge at the same time, and we always foster these experiences.

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 early childhood practices. 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 to learn 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. These routines and limits are frequently discussed and defined with the children. Consistency and 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 children and peers.

The CDC staff strives to provide immediate and directly related consequences for a child's unacceptable behavior. This is accomplished by setting a limit of accepted behavior, defining consequences if behavior expectations are not met and following through with immediate consequence related to unacceptable behavior. Consequences never include deprivation of rest, food, or toileting or any form of physical response. 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.

Behavior Management Policy

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

When discipline measures are necessary, we take the following steps:
1. talk with the child and redirect the child to another activity or state the expected positive behavior.
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-positive encouragement.
2. analyze the situation to see if the environment can be changed.
3. emphasize the positive rather than the negative by telling the child the correct thing to do rather than the "don'ts" and "no".
4. give choices whenever possible.
5. verbally let children know ahead of time when a transition will occur.

6. have as few rules as possible that are easy to understand and follow.
7. plan ahead and anticipate situations.
8. make the day interesting and avoid fatigue or boredom, which leads to misbehavior.

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

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

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

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

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

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

Time Out

Licensing regulations on time-out is as follows:
Children who need a time out should be supervised at all times. Before being reintroduced to the group, the caregiver should get down to the child's eye level and explain positive behavior options. Time out shall not be used for children under age 2. Time out shall always take place within sight of staff and time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

At the Child Development Center time out is rarely ever used. If the teacher removes the child from a situation, the child and teacher will have a conversation that includes positive choices and positive behaviors.

Food Program

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

Nutrition is a major factor in the physical, social, mental, and emotional development of children. The CDC offers an opportunity to establish nutritionally sound eating habits as well as an understanding of the relationship between food, health, and growth. Our goal

is to be 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 though cooking projects, stories, free play and on the spot learning. Meal times can provide education on 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 menu cycles are posted weekly for your review.***

The Board of Health does not allow any food products to be brought into the center. However, an exception is granted for dietary restrictions, allergies, and for special occasions such as birthday and holiday parties. Any food that will be shared with children must be purchased/prepared in a commercially licensed kitchen. 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

Birthdays at this age are very exciting. The CDC looks forward to participating in this special occasion. The CDC and the State Board of Health have some guidelines for the safety of the children.

1. All baked items must be purchased from a licensed kitchen; no home baked items are allowed.
2. We also ask that individual drinks or paper cups and disposable utensils be used to make cleanup more manageable for you and the staff.
3. Parties are to be held after snack time, please speak with your child's teacher for ideal time.
4. The UL CDC is a **Peanut Free Zone.** Please inform the bakery that no peanut products are allowed.
5. **A list of approved birthday items can be found in the office.**

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. Security/comfort items such as a blanket or a "luvy" are welcomed for nap time.

Policies Regarding Fees

Registration Fees

A registration fee is charged upon enrollment of the child into the Center and is not refundable.

Tuition

The fees charged by the CDC are based on a budget designed to ensure the solvent operation of the center in its capacity as a non-profit, tax-exempt agency, and high-quality program. Yearly increases may be implemented as necessary.
Tuition charges are billed on the first day of each billing month.

Supply Fee

A supply fee of - Students: $20.00 per child; Faculty/Staff: $25.00 per child.

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. (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.

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. **It is the parent's responsibility to ensure their child is picked up before closure. Our staff have families/children that must be also picked up on time.**

Provisions for Holidays, Illnesses, and Emergency Closings

Parents are not charged for official university holidays. Parents are charged for days missed by the child for any reason. 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 will close if the University closes for severe weather conditions, power outages, etc. Closing information is broadcast on ENS system, TV, website, social media, radio stations. If the center must close, all parents must pick up their children from the Center within 15-30 minutes of the University closing. The late fee policy will apply. ***Please visit our website to see a detail Emergency Preparedness plan. Tuition will not be decreased as a result of an emergency closing.***

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 for the child to put on and take 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, and flip-flops are not acceptable shoes. Tennis shoes are considered safe and acceptable. Please direct any questions or concerns to office personnel.

2. Clothing should be loose enough to allow freedom of movement.

3. Clothing should be made of material that are washable.

4. Clothing should allow for 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 in the classroom cubbies. A crib sheet is optional and can be used to cover the mat and keep the child dry and warm.

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 easy to put on and take off for diapering or potty training.

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. Sippy cups must be labeled with the child's name, and it is kept in the classroom to provide drinking water throughout the day.

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 in the classroom cubbies. A crib sheet is optional and can be used to cover the mat and keep the child dry and warm.

Extra Clothing

At least 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. As seasons change, please provide each child with an extra change of clothing that is weather appropriate.

Labeling of Clothing

All extra clothes and nap items must be marked for identification: indelible marker, embroidery, or name tags can 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 Department of Health and Hospitals.
All immunization records are required to have an expiration date printed on the record. If a child is late on immunization a note from the child's physician must show date child will receive immunizations and reason.

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 any bug bites or boo-boos, contagious illness, or disease. Parents are requested to examine their child daily to detect a contagious illness or disease.

Exclusion for Contagion

Group care provides a wealth of experiences for a child, including encountering germs. The UL CDC takes great care to ensure that the staff and families adhere to all policies and procedures for infection control, hand washing and cleaning of the environment.

Parents must wash child's hands upon entrance into the classroom.

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 may be required for re-admittance of a child after a contagious illness. In the event of symptoms (vomiting, rash, diarrhea, etc.) or fever one hundred degrees (axillary) or higher, the child must remain out of the center. The child cannot attend until they have had 24 hours of no symptoms with no medication such as fever reducers.

Please refer to the Exclusion Criteria document given at registration.
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First Aid

The staff of the CDC will treat simple injuries with soap and water and Band-Aids. Parents will be notified for minor injuries. If a serious/life threatening illness and or injury occurs, paramedics (Acadian Ambulance) will be contacted before parents.

Medication Policy

- 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, except Emergency Medications**
- **Please see attached revisions regarding our medication policy.**

Other Policies and Procedures

Licensing

The CDC is a type-3 center licensed by the Louisiana Department of Education. The Center always strives to uphold the highest standards as a quality early childhood program.

Disclosure of Information Policy provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's. Contact information is listed below:

Department of Education
Division of Licensing
PO Box 4249
Baton Rouge, La. 70821
Fax Number: 225-342-2498
Telephone Number: 225-342-9905
www.louisianabelieves.com

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

Nondiscrimination Statement effective July 2024:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

Child Abuse and Neglect Policy

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-800-4LA-KIDS (1-855-452-5437)

Open Door Policy/Parental Access Policy

The CDC has an open-door policy. Parents are invited to visit the center anytime during regular hours of operation and when children are present.

Transportation

The CDC does not provide any form of transportation.

Photo/Video Policy

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 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 release forms.

Confidentiality

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

Water Activities

The CDC does not participate in any form of water activities, such as wading pools or swimming pools. The CDC does however participate in water-play activities such as sand/water table activities with occasional summer time sprinkler fun. ***Parents are required to sign a permission form upon enrolling for water-play activities.***

Electronic Devices Policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and handheld electronic devices must adhere to the

Department of Licensing regulations. The regulations outlined in the Louisiana Early Learning Center Licensing Regulations is as follows:

a. Electronic device activities for children under the age of 2 are prohibited.

b. Time allowed for electronic device activities for children age 2 and above shall not exceed 2 hours per day.

The UL CDC does not allow children to use handheld electronic devices. Staff members are allowed to show pictures, listen to music or children may listen to a story from a handheld electronic device, but even this is very limited.

Computer Policy

The UL CDC does not have computers for use by the children.

Programs, Movies and Video Game Policy

The UL CDC does not commonly use tv, videos, or films in the classroom. Very rarely, the older age group may be allowed to watch a short educational clip. (Example: If we are studying silkworm, a short clip of the moth emerging from the cocoon may be shown. The UL CDC does not allow video games of any type**.**

Monitoring Policy for Provisionally Employed Staff Members

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

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

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

1. A provisionally employed staff member may be counted in child to staff ratios.
2. Provisionally employed staff members will be monitored by lead teacher assigned to that classroom and administrative staff. *These staff members must currently have a satisfactory criminal background check.*
3. A monitor or monitors, will be assigned to a provisionally employed staff each day.
4. A monitor must be physically present at the center at all times.
5. Monitors must remain within close enough physical proximity of their designated provisionally employed staff to be able to intervene at any time if needed.
6. Monitor shall perform at least one visual observation of each designated provisionally employed staff member every 30 minutes.

7. A center may designate one monitor for up to a maximum of five provisionally employed staff at any given time.
8. A least one monitor must be physically present at all times in any room during naptimes if a provisionally employed staff is present.
9. Our center shall have a log with written documentation of the monitoring of each provisionally employed staff, monitor assigned and times of the visual observations.
10. **All parents upon enrollment will sign a sheet stating they have received this policy.**