

KIDS TIME LEARNING CENTER

37485 Ultima Plaza Blvd.
Prairieville, Louisiana 70769
225-673-2000

Children's Requirements for Entry

These records will be needed and signed to enroll your child at Kids Time Learning Center:

- *Child's Master Card
- *Emergency Medical Treatment
- *Child's Personal History
- *Third Party Release
- *Tuition Form
- *Non-Vehicular Excursion Policy
- *Parental Awareness of Recording
- *Release of Photography
- *Water Activities Form
- *Topical Application Form
- *Medication Authorization Release

Tuition

The financial status of the center must be stable to provide the services you expect and are entitled to. Tuition is an ongoing fee due and **payable in advance**. In a case of any absence that is not covered in any other section of this handbook, tuition must still be paid while the child is out. If tuition is not paid then re-enrollment will depend on space available and a new registration fee will be collected. Children will not be allowed to attend if accounts are not current.

Infants 6 weeks to 12 months:	\$150.00
Toddlers	\$140.00
Two yr. olds	\$125.00
Three to Five yr. olds	\$120.00
Five to 12 yr. olds	\$60.00
Summer Camp	\$100.00

We will require a \$100.00 registration fee upon entry to the center and annually thereafter. This is a non-refundable fee. A supply fee list will be given upon enrollment and periodically throughout the year to aid in the supplies for the daycare curriculum for the school year.

Summer Camp requires a \$200.00 registration fee upon entry to the center. This is a non-refundable fee. The fee includes all fieldtrips and two t-shirts.

All tuition payments are due the Friday preceding the week your child attends daycare. A late fee of \$5.00 per day will be added to your tuition if tuition is not paid by Monday at 5:00 p.m. Any tuition that is a week overdue will result in your child not returning to the center until arrangements have been made to pay it. If you would like to pay your tuition bi-weekly or monthly please make arrangements with the director. A 5% discount will be given for those who pay monthly and/or for families with siblings. If for any reason you are withdrawing your child from the center you are required to give a two week notice to us prior to leaving the center. Our classes are often at capacity and we would like the opportunity to fill your child's spot before you leave to help with the stability of the center.

* Children not picked up by 6:00 p.m. will be charged \$10.00 for the first 10 minutes and \$1.00 per minute for each additional minute (per child) that you are late.

Third Party Release

It is the policy of Kids Time Learning Center and the Louisiana Department of Social Services that parents are to fill out Third Party Release form with names of persons they will allow to pick up their children from the center. No child will be released to anyone who is not on the list. No verbal authorization is allowed. Names can be added or removed by the legal parent/guardian at any time while at the center.

Exclusion Policy

Any child who poses a significant health or safety risk to himself/herself or any staff member will be removed from the group and placed in a quiet area to cool down. A child will never be left unattended or out of the sight of several staff members. If a child does not cool down the parent will be notified to come pick up their child from the center at once.

Biting policy:

1. The bitten child will be comforted.
2. The biter will be removed from the situation.
3. The wound will be assessed and washed with soap and water, and then a cold compress applied if needed.
4. Both parents will be notified of the incident with appropriate forms.
5. Confidentiality of all children involved will be maintained.

6. The bitten area will be observed by both parents and staff for any signs of infections.

If the situation gets serious, the child will be shadowed by staff (10 minutes at a time without hindering their play or activities) and monitored to see why the biting is reoccurring.

Discipline Policy

Teachers at Kids Time Learning Center will set simple rules for children to follow inside and outside the building. These rules will be to protect children and staff at the center. If a child has to “sit” in the thinking chair he/she will be guided to better understand why his/her behavior was inappropriate. We strive to help children understand acceptable behavior on the child’s age level, intelligence and emotional composure. Discipline is a form of guidance that should be handled with dignity for the child. Children need patience and understanding to develop a sense of well-being. Severe discipline problems may result in a call to and/of conference with the parents. It is our policy that:

1. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
2. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children.
3. Derogatory remarks shall not be made in the presence of children about anyone.
4. No child or group of children shall be allowed to discipline another child.
5. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
6. Children asked to sit in the thinking chair will remain there for one minute per year of age. (Ex. Two years old = Two minutes in time out) per state regulations.
7. Any child causing excessive damage to the center or bodily harm to a child or staff member will be dismissed. Parent will be notified to come pick up the child immediately.
8. We reserve the right to dismiss any child for excessive violence or excessive disruption to the class or any other reason that management sees fit.

These are rules in compliance with State License Regulations and w are required to follow them.

Complaint Procedure

In the event that a parent has a complaint with Kids Time Learning Center, they are to report these complaints to:

Louisiana Department of Social Services Bureau of Licensing.
P.O. Box 3078
Baton Rouge, Louisiana 70821-3078
(225) 922-0015

Open Door Policy

Parents are welcome to visit our center at any time during regular hours of operation, as long as your child is enrolled at Kids Time Learning Center. We ask that all children arrive at the center by 9:30 a.m. The structured learning time takes place in the morning therefore in order for your child to get the most benefit from our curriculum it is important for them to arrive at or before this time. It also helps the children maintain a schedule which in turn makes the operation of the daycare go smoother. Only children with a doctor's excuse will be accepted in the center after 9:30 a.m.

Non-Discrimination Policy

In accordance with Federal law and U.S. Department of Agriculture policy, Kids Time Learning Center does not discriminate against any person(s) because of race, color, national origin, sex, age or disability. Any person(s) alleging discrimination has a right to file a complaint. To file a complaint write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. " This institution is an equal opportunity provider."

Mothers who breast feed their children are welcome to do so at Kids Time.

Confidentiality Policy

It is the policy of Kids Time to keep all records of children in a locked file cabinet at all times. The director and management personnel are the only people to have access to these files and 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.

Dress Code Policy

We require you to label ALL of the items that you bring to the daycare for your child to prevent it from being misplaced or going home with another child.

Shoes are very important. We at Kids Time Learning Center will do lots of running, jumping, climbing, exercise, etc. Only full enclosed shoes are allowed. (Ex. Tennis shoes and closed toe and heel sandals)

Emergency Procedure

When weather conditions prevail we will follow the public school closures. Please be prepared to come pick up your child as soon as possible if schools close early. If for any major reason Kids Time Learning Center has to evacuate the facility we will use our Non-Vehicular Excursion Policy and walk to All About Wood Imports Furniture Store (225-677-9981). This building is the first building to the right hand side of the driveway coming in to the Kids Time Learning Center parking lot. At this point we will call all parents to come pick up their child immediately.

Non-Vehicular Excursion Policy

As per Louisiana Department of Social Services policy 5329 all parents will sign a written parental authorization which shall include the name of child, type and location of activity, date and signature of parent. This policy is for children to be able take nature walks around campus, children going in parking lot to look at fire trucks, police cars, etc. Any field trip that we can do using our walking feet is included in this policy.

Rest Policy

It is mandated by Louisiana Department of Social Services that all children under the age of five (5) are to rest daily. As children awake a quiet activity will be given to keep them busy until other children awake. While awake children shall not remain in crib/baby bed, swings, high chair, carrier, play pen, etc for more than fifteen minutes.

No Smoking Policy

It is the policy of Kids Time Learning Center to have a no smoking policy. Please refrain from smoking when dropped off or picking up your child. Please do not throw your cigarette butts in the parking lot.

Miscellaneous Policies

Water Activities: We will only participate in water activities during the summer months. Details about the planned activities will be brought to your attention by your child's teacher. During the summer months we would ask that you apply sunscreen to your child prior to the arrival at the center and if necessary, we will reapply it for the afternoon.

PERSONAL ITEMS: Outside items such as toys, food and money are not allowed in the center. Children tend to be more aggressive and less likely to share with an item that they consider their own and it can cause unnecessary conflicts between the children in the center.

Recording and/or Photography Policy

Parents will need to sign a disclosure giving Kids Time Learning Center permission to put an article in the local newspaper for special activities or special visitors such as the Fire Department or Police Department during community helpers.

Parents will need to sign disclosure for recording or videotaping of children during birthday parties, Christmas programs, etc. If your child cannot be recorded, videotaped, photographed, or audio recorded parent will need to reflect this on consent form.

Birthday/ Holiday Parties

Parents may celebrate their child's birthday at Kids Time Learning Center. Parents may bring simple refreshments such as cake, punch and ice cream. Please do not bring personal gifts, balloons, and candles. They will not be allowed.

For Holidays, parents are allowed to send soft candy, cookies, chips, fruit, etc. Please have enough items for each child in your child's class.

Medication Policy

Kids Time Learning Center will only administer medication that is prescribed to be given more than 3 times per day and we will only administer it ONCE while the child is at the center. Medicating a child is a major responsibility and we encourage the parents to administer it at home whenever possible and practical. All medication shall be administered by director or assistant director only. The proper forms MUST be filled out daily and shall include:

1. Child's name
2. Name of the medication
3. Dates to be administered
4. Dosage
5. Time to be administered
6. Special instruction, if applicable
7. Side affects
8. Signature of parent and date of signature
9. Circumstances for administering "as needed" medication

All medication sent to the center shall be in it's original container, shall not have an expired date, and shall be clearly labeled with the child's name to ensure that medication is for individual use only.

Please refer to our medication policy attached to the medication authorization form book for more details and address any questions to the director or assistant director.

Incidents, injuries, and accidents shall be documented. Documentation shall include: name of child, date and time of incident, location of where incident took place, description of how incident occurred, part of body involved, and actions taken. Documentation of all incidents/injuries/accidents shall include time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations.

1. Blood not contained in an adhesive strip
2. Head injury
3. Human bite, which breaks the skin
4. Any animal bite
5. An impaled object
6. Broken or dislodged teeth
7. Any injury requiring professional medical attention

Documentation of illnesses and/or unusual behavior shall be maintained. Documentation

shall include child's name, type/description of illness or unusual behavior, date and time of onset and actions taken, time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

1. Allergic reaction
2. Skin changes e.g. rash, spots, swelling, etc.
3. Unusual breathing
4. Dehydration
5. **Any temperature reading over 100.0 oral, 101.00 rectal, 100.0 auxiliary**
6. Any illness requiring professional medical attention
7. **Two or more out of diaper bowel movements**
8. **Any vomiting**

Any child exhibiting the symptoms in bold shall be required to remain out of the center for a 24 hour period following the last occurrence.

Child Abuse

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with LA R.S. 14:403 to the local child protection agency.

Upon arrival at the center, each child shall be observed for possible signs of illness, infections, bruises, injuries, physical conditions, etc. When noted, results including an explanation from parent and/or child shall be documented.

Reporting policy and Procedure

The Federal Register dated January 18, 1997 states, "all child care providers must report child abuse and neglect in accordance with the provisions of applicable state or local law." In addition, Public Law 93-247, the Child Abuse Prevention and Treatment Act, mandates that all early childhood centers follow the child abuse and neglect laws in their respective states.

Accordingly, Kids Time Learning Center shall adhere to the standards and regulations as set forth in Louisiana R.S. 14.403, Abuse of Children. Staff shall use all of its resources to prevent or stop any condition damaging to the health, moral or emotional well being of the child.

Transportation

When arriving at Kids Time L.L.C. the child must be escorted to his/her teacher/staff. Please do not drop your child off and expect him/her to know where to go. We cannot be responsible for your child until the teacher is aware of his/her arrival. Encourage your child to walk in the center. This helps with separation anxiety. Parents will need to sign their child in and out of the building on arrival/departure sheet.

Kids Time Learning Center does not transport children anywhere for any reason.

Food

1. In accordance with the Louisiana State Standards for the Licensing of Child Care Centers, it is not permissible for children to bring their own food to the center with the following exceptions:
 - * Bottled formula for infants will be supplied by the parents and must be labeled. Please use plastic bottles for formula, glass will break and cause a safety hazard.
 - *Baby Food for infants will be supplied by the parents and must be labeled
 - *Children on therapeutic diets prescribed by a physician may bring their own food for meals and snacks if a written request is received by the director and kept on file.
2. Please do not bring your child into the center to finish his/her breakfast. This is not acceptable according to state law. We at Kids Time will serve breakfast for 8:00 a.m. - 8:30 a.m. daily, lunch will be served at 11:00 a.m.-12:00 p.m., and an afternoon snack will be served at 2:30 p.m.
3. Food substitutes cannot be made for individual children except with documented medical reasons.
4. Menus will be posted monthly on bulletin board.
5. All infants shall be held while being bottle fed. An infant or any child who can hold their own bottle will not be placed in a crib, on a mat, cot, etc. with the bottle unless written permission is obtained from the parent.

Immunization

All children must have an up-to-date immunization record from his/her physician. This is due at time of registration and must be updated as required by law.

CPR/Pediatric First Aid

All staff members of Kids Time will be certified in infant/child/adult CPR and Pediatric First Aid as needed.

Holiday Closings

1. NEW YEARS DAY
2. MARDI GRAS DAY
3. GOOD FRIDAY
4. MEMORIAL DAY
5. 4TH OF JULY
6. LABOR DAY
7. THANKSGIVING DAY AND THE FRIDAY AFTER
8. CHRISTMAS EVE
9. CHRISTMAS DAY
10. NEW YEARS EVE

***HOLIDAY CLOSING ARE SUBJECT TO CHANGE DEPENDING ON THE DAY OF THE WEEK IN WHICH THE HOLIDAY FALLS.**

*** TUITION IS DUE DURING HOLIDAY WEEKS, WHETHER YOUR CHILD ATTENDS DAYCARE OR NOT!**

Our policy and procedures are subject to change and/or new policies can be added at any time. Should any changes be made you will be notified.

Again it's our pleasure to serve you and your child. We look forward to working with you and your child.

Tonya Lurry-Owner
Stephanie Ivey-Director