



# Policies & Procedures

8233 John LeBlanc Blvd.

Sorrento, LA 70778

225-675-0621

Melissa Tramonte, Owner/Director

Lydia Tramonte, Assistant Director

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## **Enrollment**

Enrollment will be done on an annual basis. Yearly enrollment will be from August 1<sup>st</sup> – July 31<sup>st</sup>.

The enrollment package must be completed and returned prior to admission. Birth Certificate and immunization record are also required.

## **Registration Fees**

There will be a \$50 annual registration fee. Registration fees will be collected the first week of August.

## **Hours of Operation**

The center's hours are from 6:00 a.m. through 6:00 p.m., Monday through Friday.

We observe and are closed on the following holidays.

December 31, 2021 – New Year's Day 2022	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve – close at 3:00

Should the holiday fall on a weekend, the center will close on the Friday and/or the Monday, whichever is common practice.

## **Full-Time Care**

Our fees are based on a flat weekly rate. Adjustments to the fees will not be made for days that the child is absent, regardless of reason. After your child has been enrolled for one year as a full-time student, you earn a week of Tuition Vacation. Vacation days must be taken consecutively, and child cannot attend daycare during this time. Tuition Vacation days cannot be accrued. There will be no exception to these rules.

### **Part-Time Care**

While children tend to adjust to daycare life by attending daily, we will offer Part-Time Care if there are open spots available. At any time that a full-time spot is required, children who are enrolled part-time will be offered to enroll as a full-time student. If full-time care is not required by your family, we will ask that you terminate enrollment to allow the family needing full-time care to secure care for their child.

### **Before and/or After School / Holiday / Summer Care**

Before and After program runs parallel with the school calendar, these enrollees are not required to attend any other out of school care program. However, full tuition is due during school closures or holidays if your child does not attend during these breaks.

If you enroll your child for care during any break/closure, tuition will be based on Full Time care. All reserved spots must be paid for, you are responsible for the tuition if your child doesn't attend. Once you enroll, that spot is reserved for your child.

### **Tuition**

Tuition rates are not posted. Tuition can be paid weekly or monthly. All tuition payments shall be made through BrightWheel. More information on BrightWheel and its role in our center will be provided separately.

### **State Assisted Child Care**

We do not accept childcare assistance currently. However, should this service be needed to support the community, we will take that into consideration.

### **Termination of Enrollment**

Should you choose to terminate your child's enrollment with Emery's Child Care, we require a two-week notice. Tuition is due during the notice period, should you decide to pull your child during the notice period. We also reserve the right to terminate service, a two-week notice will be provided.

## **Center Closures**

Should the need arise to close the center due to reasons beyond our control, tuition will be prorated to cover the monthly operating expenses of the center. If a center closure lasts for more than 2 weeks, Tuition Vacation will be cancelled for the remainder of the year.

## **Center Closures due to Covid**

Due to the guidelines regarding Covid exposures, tuition will not be charged in the event your child needs to quarantine due to an exposure of a positive staff member. However, tuition at the rate of \$100.00 per week will be charged if quarantine is required due to the exposure of a positive classmate. It is imperative that we all be vigilant and take precautions to avoid exposing classmates.

In addition, with recent updates in guidelines these types of closures are becoming less frequent.

## **Arrival and Departure**

Your child must be checked into the center by an adult.

We require all children be checked into the center by 8:30 A.M. Doors will be locked at this time. Late arrivals have the tendency to interfere with the daily routine and schedule of the center. Children will not be allowed to enter the center after this time unless a doctor's excuse is provided.

Children can only be released to an adult who has your permission to pick up your child. For the safety of our children, older siblings who may accompany you are not allowed to open the door to any daycare classroom. In addition, if someone other than yourself is picking up your child please notify them that they must enter the center. Children are not allowed to leave the facility with another minor.

***Children are not allowed to leave the center with an employee unless the employee is listed on the child's MasterCard. If any child leaves the center with an employee, Emery's is not liable for the child once it leaves the center. We are not licensed for transportation.***

An electronic tablet is located at the entrance of the center, please check your child/children out of the center for the day using your BrightWheel access code.

### **Late Pick-Up**

We understand that unforeseen issues may arise that may cause you to pick-up your child after 6:00 PM. If you cannot have your child picked-up by closing time, please give us a call. Habitual late pick-ups will result in extra fees.

### **Daily Schedule**

At Emery's, we create an environment and opportunities for children to build the necessary skills for proper development. Our activities are designed to enhance motor skills, pre-academic, self-help, music/art/story, social skills, and play.

Our days consist of indoor and outdoor play, teacher-directed learning activities, sensory play, music, art, story-time, and circle time.

*Physical activity for children under age two shall be provided, time and space for age-appropriate physical activity for a minimum of 60 minutes per day. Children aged two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.*

*Electronic Devices including but not limited to television, movies, games, videos, computers and handheld electronic devices, shall adhere to the following limitation:*

- a. Electronic device activities for children under the age of two are prohibited*
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.*

*Computer Practices, computers with internet access are not available to children.*

*Programs, Movies and Video Games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, are prohibited in the presence of children. All programming content must be suitable for the youngest child present in the group. "PG" programming shall not be shown to children under the age of 5. "PG" programming shall only be viewed by children aged 5 and above and shall require written and parental authorization. Any program with a rating more restrictive than "PG" is prohibited. Video games shall be suited for the youngest child with access to games.*

*“E10” rated games shall be permitted for children ages 10 and older. “T” and “M” rated games are prohibited.*

# Daily Schedule

6:00 AM – 8:30 AM	Morning Sign-In / Free Play
8:30 AM – 8:45 AM	Breakfast Time
8:45 AM – 9:00 AM	Diaper Changes / Restroom Break
9:00 AM – 10:00 AM	Centers (Teacher Lead Activities)
10:00 AM – 10:45 AM	Outside or Free Play (Weather Determined)
10:45 AM – 11:00 AM	Clean Up Before Lunch
11:00 AM – 11:45 AM	Lunch Time
11:45 AM – 12:00 PM	Diaper Changes / Restroom Break
12:00 PM – 2:15 PM	Nap / Quiet Time
2:15 PM – 2:30 PM	Diaper Changes / Restroom Break
2:30 PM – 3:00 PM	Snack Time
3:00 PM – 4:00 PM	Daily Review (Age Appropriate)
4:00 PM – 5:30 PM	Outside or Free Play (Weather Determined)
5:30 PM – 6:00 PM	All children are required to be in the building

### **Sleep / Rest**

Infants shall be allowed to sleep according to their individual schedules. Children over the age of 1 shall have daily rest time of at least 75 minutes. Children ages 4 and over shall be given the opportunity for quiet time. Quiet time is described as the child will be laying on their mat, resting.

### **Clothing**

Please dress your child in clothing that will be appropriate for the childcare setting. We may get dirty! We ask that you please provide an extra set of clothing that will stay at daycare. All children must wear shoes, so please put something comfortable and stable on their feet.

### **Items From Home**

Please refrain from letting your child bring in toys from home. If they're unhappy with you taking it away at drop off, they'll be unhappy with us. So please don't make us be the bad guys!

### **Health Care / Safety Plan**

As a licensed childcare facility, 100% of our staff is required to maintain training in 1<sup>st</sup> Aid and CPR. We will also conduct fire and tornado drills as required by the state.

### **Employment / Provisional Employment**

All employees must pass a fingerprinted criminal background check as required by the Louisiana Department of Education. Although it is our intention not to hire anyone without being approved prior to their first day of employment, and provisional employment must take place to maintain the staff required to operate, the director will monitor the status of the provisional employee's CBC daily. The employee will be terminated immediately and will be escorted out of the building should clearance be revoked due to a criminal history in the provisional employee's record.



## **Infection Control**

As most parents are aware, when you enroll your child into a childcare setting you can almost guarantee your child is going to pick up some sort of illness that is spread from child to child. Every effort is made to minimize germs that can be spread, by regular sanitizing and teaching healthy habits to children.

- ✓ Hand washing is done after using the bathroom, before and after meals, and after playing outside.
- ✓ A bleach/water solution is made daily to wash all eating surfaces, chairs, large toys, wall, etc.
- ✓ The diapering area is sanitized after every use.
- ✓ Blankets are stored individually and are washed weekly, or otherwise needed.
- ✓ Toys are sanitized daily, or as needed.
- ✓ Communicable diseases will be reported to the health department and notices will be given be given to parents.

## **Crisis / Disaster Plan**

In the event of a crisis or disaster in our area, Emery's will follow instructions issued by the Ascension Parish Office of Emergency Preparedness. We will also follow the Ascension Parish School Board with closures due to extreme weather conditions. The exception to these types of closures is only when freezing temperatures have caused damages to schools, and schools are forced to close.

We will use BrightWheel and Facebook as means of getting important information out to you quickly. Please be sure to have access to at least one, if not both.

## **Pesticide Policy**

Our facility and grounds are treated as needed for insect control. Spraying of the facility will be done at the close of business, and never when children are present.

### **Serious Injuries or Illness**

Parents will be notified in the event of a serious injury or illness. If the center is unable to contact the parent immediately, 911 will be called and the child will be taken to nearest facility able to handle the situation if needed. A qualified staff member will remain with the child until a parent arrives. An incident / injury report will be completed and prompt reporting to LDOE if required.

### **Minor Injuries**

If a child has a minor injury during childcare hours, the provider will tend to the child and notify the parent using BrightWheel, as a practice of contactless procedures in place per state guidelines. If you are contacted for a minor injury, please respond acknowledging that you have seen the report.

### **Guidelines For Illness**

Please do not bring your child to daycare if he / she has any of the following symptoms:

- 1. If you feel the need to medicate your child prior to drop-off, please contact us with symptoms that are present in the child for clearance to attend.**
2. If he/she is in a foul mood, this generally means they are not feeling well. Kids who do not feel well are more aggressive towards other children.
- 3. Temperature greater than 100 degrees. Must be fever free for 24 hours without fever reducing medication before returning.**
4. Unusual or lethargic behavior
5. Unusual, unexplained rash or contagious rash.
6. Vomiting of any kind in children over one year of age.
7. Diarrhea, three or more watery stools within the last 24 hours. **Children may be sent home with stools that are uncontained and foul smelling.**
8. Yellow or green discharge from the eyes or nose. (generally, indicates infection)
9. Any nasal discharge or persistent coughing not addressed by physician.
10. Exposure to Covid-19, CDC guideline will be followed.
11. Nits or lice.

**If any of these symptoms are observed at daycare you will be notified, your child will have to be picked up immediately. In addition, the child cannot attend daycare for 24 hours. Children**

**whose symptoms require a doctor's visit may not return to daycare without a doctor's release. The release must indicate the date in which the child is able to return to daycare.**

### **Procedures for Medication**

A. Written authorization. No medication or special medical procedure shall be administered to a child unless authorized in writing by the parent. Such authorization shall include:

1. Name of child.
2. Drug name and strength.
3. Date(s) to be administered.
4. Directions for use, including the route (oral, topical), dosage, frequency, time, and schedule and special instructions, if any. It is not acceptable to note "as indicated on bottle"; and
5. Signature of parent and date of signature.

B. Required Container/Packaging

1. For prescription medication to be administered at the center, the center shall maintain the original pharmacy container with the complete pharmacy label.
2. For non-prescription medication to be administered, the center shall maintain the original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear directions for use.

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

D. If a non-prescription medication label reads "consult a physician," the early learning center shall also maintain a written authorization from a licensed health care provider for the child to take the medicine.

E. Aerosol. All aerosol medications shall be delivered to the center in pre-measured dosages.

F. Topical. The center shall not apply topical ointments, sprays or creams without a written authorization signed and dated by the parent.

G. Self-Administration. Children shall not administer their own medications without written authorization from the parent and such children shall administer medication in the presence of a staff person.

H. Records. Medication administration records shall be maintained for all children regardless of who administers the medication. Records shall include the following:

1. Name of the child and medication name and dosage administered.
2. Date and time medication administered.
3. Documentation of telephone contact with parent prior to giving “as needed” medication.
4. Signature of person administering medication or witnessing the child administering own medication.
5. Signature of person completing the form; and
6. When a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by either the parent or a staff member.

I. Authorization for “as needed” prescription and non-prescription medication shall be updated as necessary or at least every three months by the parent and shall include circumstances for administering “as needed” medication and any applicable special instructions.

J. Medical Procedures. Children that require medical procedures such as tube feeding shall have specific instructions from a health care provider as part of the overall care plan for the child.

1. Administration of feedings or medications through a tube-feeding apparatus shall be performed by a staff member trained and authorized by the parent or individual designated by the parent.
2. Parental authorization and training shall be documented and shall include the name of child, date of training, name of staff trained, signature of staff trained, and signature of parent.
3. Documentation of feedings and medications administered shall include the name of child, date, time, what was administered, and signature of administering staff member.

### **K. Emergency Medications**

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:

- a. method of administration.
- b. symptoms that indicate the need for the medication.
- c. actions to take once symptoms occur.
- d. description of how to use the medication; and
- e. signature of parent and date of signature.

2. Medication administration records for emergency medication shall be maintained and include the following:

- a. symptoms that indicated the need for the medication.
- b. actions taken once symptoms occurred.

- c. description of how medication was administered.
- d. signature of administering staff member; and
- e. phone contact with the parent after administering emergency medication.

### **Health Care Plans**

Children with special health care needs will need to have a written health care plan in place. The health care form will need to be completed by the parent and approved by the child's physician and must be completed every 6 months. If we must react to a special health issue, 911 will be utilized if we cannot contact a parent with the need for special instructions.

### **Photo / Webcam Policy**

We have created a FaceBook page, from time to time we may post pictures of children during special events. Authorization forms are included in our registration packet for this policy.

### **Meals and Snacks**

A balanced diet and planned nutritional meals and snacks are provided for all children twelve months and older. Breakfast is served by 8:30 am. Lunch is served by 11:00 am. Afternoon snack is served by 2:30 pm. Snacks will be provided to after school students upon their arrival at the center.

***Children are not allowed to bring food or drink into the center. Food and drinks brought in cause two major issues, 1.) We have children with food allergies, crumbs can be deadly! 2.) Other children want their food too!*** The only exception to this rule is that your child requires a special diet. If this is the case, a written statement from a medical authority shall be required to be on file.

Menu will be posted.

## **Discipline vs Punishment**

Discipline involves the guidance that is given to children which helps them develop control over their own actions. Punishment is a penalty that is imposed on children when they do not obey the rules.

The main goal of discipline involves helping children develop self-control. For example, you want children to avoid hitting each other because they realize that it hurts, not because they are afraid, they will be punished. Discipline shall be based on an understanding of the individual needs of each child and their stage of development. Discipline shall be directed toward teaching the child acceptable behavior. The following forms of punishment are prohibited.

- a. Physical or corporal punishment which includes but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme weather conditions, physical pain, putting anything in the mouth of a child, requiring exercise, or placing a child in an uncomfortable position.
- b. Verbal abuse.
- c. The threat of a prohibited action even if there is no intent to follow through with threat.
- d. Being disciplined by another child.
- e. Being deprived of food or beverages.
- f. Being restrained by devices such as highchairs or feeding tables for disciplinary purposes.
- g. Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Inappropriate behavior will be dealt with as follows:

- Talking to the child, giving the child an opportunity to redirect
- Remove privileges if necessary
- Time-out, for children 2 and over. Length of time out is based on the age of the child, one minute per year of age.
- Communication with the parent, verbal or by incident reports.
- Extreme or continued misbehavior may result in the child being sent home for the remainder of the day.

As the years progress, we feel children have no regard to consequence for improper behavior. Children are becoming verbally and physically abusive to their caregivers. What may be appropriate or acceptable at home may not be tolerated at daycare. Part of our job is to help you raise your child/children to be respectful of adults and friends.

While we do attempt to diffuse these episodes, children who habitually show aggression towards staff members or classmates will be suspended or enrollment terminated.

### **Biting**

Yikes! This is a very painful subject for all involved, the teacher, parents of the bitten, parents of the biter, and let's not forget the child who was on the receiving end of the bite. Biting does happen and for some children can be a normal stage of development.

There are many reasons why some children bite. Most of the biting is due to teething among children under two. Other common reasons among toddlers are independence, trying to control a situation and frustration.

If a child is under the age of two and has a tendency towards biting or aggressive behavior in general and attempts are made to harm another child, the child will be removed from the situation and a redirection / distraction approach will be taken.

Children who have repeated problems with biting or aggressive behavior are subject to having their enrollment terminated for the safety and well-being of the other children in their classroom.

### **Center Responsibilities**

The center will provide written receipts as requested and a year-end total for tax purposes.

The center is required by law to report any signs of child abuse and will do so promptly to Child Protective Services. Disclosure of any such phone call may be withheld only at the recommendation of CPS.

## **Parent Involvement**

We at Emery's encourage you to become actively involved in your child's childcare experience. You have full access to the center during childcare hours.

It is a requirement of the state for the center to offer two events per year in which parents/grandparents are invited to attend. These events will be posted at that time.



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## Agreement to Policies and Procedures

4/2022

I acknowledge that I have been given a Policies and Procedures handbook.

I also acknowledge that I have read and fully understand the policies and procedures as written.

Child(ren) Name:

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Print Parent/Guardian Name:

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Parent/Guardian Signature:

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Date:

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*(Please return this page to the center, as it will become part of your child(ren)'s enrollment documentation.)*