

# Policies & Procedures

## *Cribs To Crayons Child Care, LLC*

985-252-6000

*Director: Brooke Aucoin-Templet*

*Cell: 985-519-0841*

*Owner: Melissa Tramonte*

*Cell: 985-513-2225*

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## *Emery's Child Care & Preschool*

225-675-0621

*Owner/Director: Melissa Tramonte*

*Cell: 985-513-2225*

*Assistant Director: Lydia Tramonte*

985-513-9268

June, 2025

### **Enrollment**

Enrollment will be made 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 Fee**

Annual enrollment fee of \$75.00 per family will be collected yearly. Enrollment fees are due by a determined date.

### **Hours of Operation**

The center's hours are from 6:00 a.m. through 5:30 p.m., Monday through Friday.

While we observe most Federal holidays, an inconclusive list is below:

New Year's Day	Thanksgiving Day
Mardi Gras	Day After Thanksgiving
Good Friday	Christmas – December 25th
Memorial Day	Day after Christmas- December 26th
Independence Day – July 4th	New Year's Eve – close at 3:00
Labor Day	<b><i>One Week Vacation Closure of Center During Summer- TBD</i></b>

Holiday closures will be posted on the front door of the center, days in advance.

Should any of the above-mentioned holidays fall on a weekend, the center will close on Friday and/or 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 the 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, children cannot attend daycare during this time. Tuition Vacation days cannot be accrued. There will be no exception to these rules.

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

Before and After programs run 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. No attendance, with unpaid tuition will result in termination of enrollment.

### **Tuition**

Tuition rates are not posted, please ask for rate. Tuition can be paid weekly bi-weekly or monthly. Our preferred method of tuition payments is BrightWheel, cash and personal check are also acceptable. More information on BrightWheel and its role in our center will be provided separately.

Weekly tuition payments are due on Tuesday of every week. If tuition isn't paid by the following day the child will not be able to attend until payment is made. Any deviations must be approved by management.

Monthly tuition payments are due on the Monday of the first full week of the month.

Accounts with outstanding balances that are overdue by more than one week will result in termination of enrollment. All accounts must be settled by close of business on Monday to ensure continued attendance for the remainder of the week.

An NSF fee of \$25 will be charged for all failed payments if they are not settled by Friday of the given week.

## **State Assisted Child Care**

We are a Type III center, and now accept CCAP (state assistance program). The information you will need for regarding our center is below:

### ***Cribs To Crayons Child Care, LLC***

Provider #020258982

3103 Lee Drive, Pierre Part, LA 70339

Director: Brooke Aucoin-Templet

Phone #985-252-6000

### ***Emery's Child Care & Preschool***

Provider #020265867

8233 John LeBlanc Blvd., Sorrento, LA 70778

Director: Melissa Tramonte

Phone #225-675-0621

Apply at **[www.louisianabelieves.com](http://www.louisianabelieves.com)**

Click: Early Childhood, then Child Care Assistance Program for Families

Parents are responsible for tuition until the application is approved. Parents are also responsible for any tuition balance that is not paid by the state, ***the state does not always pay full tuition.***

Both centers also accept tuition assistance from their respective Network Agency, if there are any programs available.

Cribs To Crayons – Assumption Parish Early Start Network, Rachel Dugas

Emery's – Ascension Parish Ready Start Network, **[ascensionearlychildhood.org](http://ascensionearlychildhood.org)**

## **Termination of Enrollment**

Should you choose to terminate your child's enrollment with Cribs To Crayons or 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 unless termination is a result of unsafe behavior or any violation of this manual.

### **Defamation**

Negative, rude, or unfounded comments regarding the center or its employees on social media by any family member of an enrolled child will result in immediate termination of enrollment. If you should have any concerns or feel your concerns were not addressed properly by an

Assistant Director or Director, please feel free to contact me at any time. (Melissa /985-513-2225).

### **Disrespectfulness**

As respect should always be given towards parents/guardians by center staff, that same respect is reciprocal. Any disrespect from parents/guardians towards daycare staff will also result in immediate termination of family enrollment.

### **Behavior**

Any child exhibiting excessive aggression towards peers or teachers will be sent home. A child who is sent home twice within a week will face a two-day suspension. If a child is suspended more than twice, their enrollment will be terminated.

### **Center Closures**

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

### **Arrival and Departure**

Drop off and pick-up will take place in the daycare lobby or classroom door. Drop off at classroom door should be brief as to not draw the teacher's attention away from her group.

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

***We require all children to be checked into the center by 8:30 A.M. Doors will be locked at 8:35 A.M.***

***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 you 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, neither Cribs To Crayons nor Emery's are 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.

Those families who receive tuition assistance from LDOE must check their children in and out of the center on the designated tablet also provided at the center entrance.

### **Late Pick-Up**

*We understand that unforeseen issues may arise that may cause you to pick up your child after 5:30 PM. If you cannot have your child picked up by closing time, please give us a call. Late pick-up fees of \$1.00 per minute will apply after the second occasion.*

### **Daily Schedule**

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 with 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 1 hour 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 programing 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	Staff Cleaning & End of Day Check

***\*\*Depending on the age group of the children, early nap and wake-up times may result in a second afternoon snack being served.***

### **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 regularly 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, walls, 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, Cribs To Crayons will follow instructions from the Assumption Parish Office of Emergency Preparedness, Emery's will follow instructions issued by the Ascension Parish Office of Emergency Preparedness. We will also follow Assumption & Ascension Parish School Boards with closures due to extreme weather conditions. The exception to these types of closures is only when freezing temperatures have caused damage to schools, and schools are forced to close. In extreme weather conditions that do not affect the safe traveling of students and staff, the center will open.

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 the 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 and DCFS.

### **Minor Injuries**

If a child has a minor injury during childcare hours, the provider will tend to the injured child as necessary 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 for undiagnosed medical conditions, your child should not attend daycare for that day.**
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. We reserve the right to send children home for the day if aggressive behaviors towards other children are observed.
- 3. Temperature greater than 100.3 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. If your child has been in contact with family members who are sick, please do not bring your child to daycare. We have our own germs to contend with, we don't need any more!**
9. Yellow or green discharge from the eyes or nose. (generally, indicates infection)
10. Any nasal discharge or persistent coughing not addressed by physician.
11. Exposure to Covid-19, CDC guidelines will be followed.
12. 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 on 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.

Special care plans include and/are not limited to diagnosed allergies. To draw focus, children with diagnosed allergies must have an up-to-date plan of action signed by a parent/guardian. Epi pens must be left on site, we also cannot keep expired meds on site.

### **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 snacks are 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 for the consequences of 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, the child will be removed from the situation and a redirection / distraction approach will be taken. Should the child bite **more than twice in a day**, the child will be sent home for the remainder of the day for the safety of the other children.

Children two years of age and older who have repeated problems with biting 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 Cribs To Crayons and 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.

Note: A copy of this document is available in the BrightWheel Paperwork tab.

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## Agreement to Policies and Procedures

Revised June 2025

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.)*

