

The Cubhouse Early Learning Center Mission Statement:

Our Mission is to provide a safe environment in which children can grow to their potential emotionally, intellectually, socially, and physically. We believe that each child is individually unique and special. They all have individual needs that need to be nurtured by caring and loving caregivers in their lives and by the environment in which a child must develop. We hope to successfully develop a child by the stages needed as they should properly develop.

Our educational program is designed to help children develop skills that are important in the early years of life. To help them in this way, we provide a safe and sound environment that is equipped and staffed with knowledgeable, caring, and loving teachers. The teachers plan developmentally appropriate daily activities that help the children become successful achievers who have initiative, independence, and a good self esteem for themselves.

We are striving to develop in your child the awareness and acceptance of other people. We want them to be eager learners and to help prepare for the road ahead of them in life. They will experience a well-rounded balance of learning activities. Our state approved curriculum, Frog Street Press, offers your child many opportunities to develop important skills needed to help them be successful in school. Getting a child ready for school involves many pieces that include families, schools, and the community. Therefore, curriculum is only one part of the puzzle. Your child's teacher is a crucial part of your child's education. We will use our curriculum and content to meet your child's individual needs and interest.

The following handbook will help you understand how we operate and how you can help us achieve this goal with your child. Your cooperation makes things go smooth and involvement is very important.

Daily Schedule of Activities - In meeting our educational goals, we have designed a program that is both consistent and flexible. Predictable routines help your child feel secure and increase his or her confidence. Each day includes both teacher-organized and child-initiated activities, indoor and outdoor activities, active and quiet periods and group and individual play. Specific daily schedules are posted in each classroom. Daily activities are designed to provide appropriate experiences in the following early childhood development areas.

Social Development-

- ★ Getting along in groups
- ★ Learning responsible behavior (such as sharing)
- ★ Respecting ethic/cultural/age/sexual differences
- ★ Expressing feelings appropriately

Cognitive Development-

- ★ Providing experience with math and science
- ★ Promoting children's curiosity about the world by encouraging observation
- ★ Building reading and writing skills
- ★ Fostering imagination and creativity

Language Skills-

- ★ Listening, speaking, following directions
- ★ Children learning numbers, relational concepts and classification skills leading to problem solving

Physical Development-

- ★ Developing large and small muscle skills
- ★ Increasing body awareness
- ★ Improving eye-hand coordination and perceptual skills
- ★ Exploring rhythm and movement

Emotional Development-

- ★ Promoting positive self image
- ★ Fostering cooperation
- ★ Developing independence, initiative and trust
- ★ Experiencing art, music, drama and dance

Non-Discrimination Policy- This center advertises for children in the public media, in order to make openings made known to all. Discrimination by childcare centers on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry or whether the child is being breastfed is prohibited.

Admissions Policy- Prior to Admissions a pre-enrollment application must be submitted to the director. An evaluation of our enrollment is done and in consultation with the parent, we shall determine the individual needs of each child to ensure the child's needs can be adequately met by the center's program and facility.

If the child is accepted, we will forward you a registration doc, and ask you to finalize enrollment. This gives us your family information. We will place the child in the developmentally appropriate aged class. Classes are filled on a first come first serve basis. If a class is full the child will be placed on a waiting list and called as soon as space is available. **No spots are reserved without the registration fee of \$100.00 and the first week of Tuition** being paid for each child. This must be paid within 24 hours of being contacted that we have an opening available for the child. If not paid, we will proceed to the next child on the list.

Fees and Tuition (see green tuition policy form for more details)

Tuition is figured as a weekly fee. It is **paid in advance BEFORE** Monday morning care is given. **No Refunds are given** due to illness, vacation, closed holidays, bad weather or government closures. **You are responsible for payment until you fill out a Dis-Enrollment form with the DIRECTOR of child's dismissal of program.** You are responsible for a **2 week DROP notice** to the director when dropping from enrollment. You will be responsible for tuition if the child drops without notice. Notification can be emailed to director at lakeshoreelc@att.net

Curriculum fees of \$50.00 are paid in addition to tuition in the fall and summer during enrollment at our center. This fee helps with seasonal curriculum and replenish indoor/outdoor seasonal items used by the children.

In the event that tuition payments are later than Tuesday 9 am you will be charged a \$20.00 late fee per day late. If not paid within one week the child will be refused admission to the center, and further action will be taken against the parent whom the child was enrolled.

If you fail to understand our policy please talk to the director. **If you fail to pay you will be turned over to our collection agency.** This will be done within 30 days after your absenteeism and I do contact you about fees and late fees due from day 1 of payments due. This is not a bill you overlook, we take this serious and will take action if you do not pay for the care your child receives from our center or you do not abide by the financial agreement. **TAX CREDIT documents will not be given out if past years balance is greater than \$0.00. Balances must be paid in order to receive tax credit forms.**

Calendar Year- We are open year round for child care. Our structured curriculum is followed by the Louisiana Dept. of Education. Our center closes on New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving day and Friday after, Christmas Eve and Day. We also take a few professional development days for our staff to get educational training and these days will be announced at the beginning of the year. The exact days will be posted on the parent board in the office. For more information on Holidays contact our office for specific days. Weather days are followed by the Ouachita Parish Closings, in some events WE MAY OPEN, BUT WATCH FOR ANNOUNCEMENTS FIA FACEBOOK Procure App.

Arrival and Departure of Children- Every child **must be checked in for the morning and out in the evening** on the KOISK located at the front of each building or the parents phone via procure app. This attendance record is required by the State of Louisiana. School Age children will be signed in for after school and you sign them out for the day. **ALL FAMILY AND FRIENDS MUST BE REGISTERED- NO SHARING THE PIN NUMBERS!** Each person has unique codes to provide the utmost safety for your child departing. **FIRST TIME VISITORS/FAMILY/FRIENDS MUST CHECK INTO THE OFFICE AND PROVIDE AN ID FOR PICK UP.**

Arrival time for children on a daily basis is no earlier than 6:30 am and **preferably** by 8:30 am so they will receive a healthy breakfast and be ready to learn. ****WE WILL NOT ACCEPT CHILDREN AFTER 9:30AM****

All **lunch counts are done at 9:30am.** We **RECOMMEND** the children to be here by **8:30** so that they can get in a full day and have a good nap when that time arrives. Late arrivals and/or late sleepers do not nap and usually cause a disturbance for those that are resting. **Please do not bring your children in after 9:30AM UNLESS you have doctors excuse or other approved late arrival with director.**

LATE PICK UP- AFTER 6PM....If a child is left after 6:00 pm \$10 for the first minute and \$1 a minute after 6:02pm will be assessed when the child is picked up and is to be paid immediately to the staff staying late.

Continuation of after 6 PM pick up can result in child protection services to be called to report neglect on your part.

Children shall never be left without direct transfer to an adult. Children must be brought to the appropriate classroom. When departing **always check your child's cubby for notes or communication slips from teachers.** **Anyone new or whom the staff does not recognize will be asked to show a driver's license to identify the person picking up the child.** This is for the safety of your child. PLEASE tell your families to show their ID without the staff asking this saves time. Please notify your child's teacher and director of anyone different than the usual picking your child up.

Arriving and Departing Parking Lot Safety- At any time the children leave the building with you they should be holding your hand, because the road is very close. Parents are required to bring their children inside the building, and pick them up inside each day. Remember, to clock in and out. **NO child shall go out of the building without you! Please watch your children entering and exiting the building.**

Parental Access Policy- The center is open year round Monday thru Friday 6:30 am to 6:00 pm. We have an open door policy so that you may visit anytime as long as your child is enrolled at the center. **WE CAN NOT LET VISITORS COME BY AND STAY ON CAMPUS to visit with children.** **All visitors must sign in at the office** and check in with the director AND must be accompanied by a staff member at all times.

Dress Code- Children are active in the center. They will be using expressive materials including paint (which may not wash out), water, sand, mud, etc. In addition they will be involved in climbing and running activities. Please dress your child in comfortable, appropriate clothing and sturdy shoes (**NO FLIP FLOPS**). If you are concerned about your child's clothing, please send a change of clothing. **We do require a change of clothes at the center AT ALL TIMES.** The child's name needs to be labeled in all removable clothing such as coats, hats, rain jackets, etc.

Food- All children in attendance will be offered the same meals with no physical segregation of, or other discrimination against, any child because of race, color, national origin, gender, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to USDA, Director; Office of civil rights; Room 326-W; Whitten BLDG; 14th and Independence Ave, SW; Washington, D.C. 20250-9410. or Call (202)720-5964.

Meals- We provide a nutritious breakfast at 8:30, Lunch at 11:00 and Snack at 2:00. **Please do not send children in with breakfast after 8:30,** it hinders our schedule and learning times, they need to have eaten before arriving. School Age will have snack at 3:30 during school days. Menu is posted in the office for you to view. We rotate a weekly menu, just ask us which week we are on if you need to check out the menu for the day. Please have children here by 8:30am for breakfast and NO later than 9:30am for lunch. We prepare by how many children are here at 9:30. Water is available throughout the day.

Transitioning of Children between groups- Children are transitioned between groups in the center to ensure that individual developmental needs are met and NOT strictly according to chronological age. The classroom placement of children is determined by administration, based on a number of factors, one of which is parent input regarding their child's needs. Conferences may be scheduled prior to all transitions to discuss the child's readiness for transitioning and to familiarize the parents with day to day routines in the child's new group. On occasion, staff may recommend that outside assessment be made to obtain a clearer description of the child's development and appropriate program content to meet the child's particular needs. Such assessments will only be done with parental consent. Assessment reports will be shared with parents, but otherwise will be kept confidential. If an assessment is done at parent discretion, the center will request a copy so that we can better meet the child's needs.

Parental Involvement Policy -Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day. Parents are informed of the activities of each class by **PROCARE CONNECT App** app, social media, newsletters, calendars, or note **PROCARE CONNECT App** Daily Notes may be sent home infants about what they did that day. Need notes are sent when a child is low on supplies such as diapers, wipes, etc. If you have any questions you may call your child's teacher or write us a note.

Any concerns or problems you may have need to be directed to the Director only. A problem with a staff member needs to be made known to the director for correction or observation. Please talk to your child's teacher about your child's needs or concerns, but if you cannot get a resolution to the problem, contact the director. Please do not discuss problems with staff

members that are not about your child; this puts them in an awkward position. Please limit what you share with the staff, keep conversations limited to your child's concerns and needs.

Confidentiality of students records- Student's records are open only to your child's teacher, the director, an authorized state employee or the child's parent or legal guardian. Photography of children can be made for inside daycare use. If we decide to put photos of any children outside the center you will be notified with a permission slip and consent must be given for us to use your child's photo. Staff are responsible for confidentiality of children's information. No staff is authorized to give out information about a child or family.

Behavior Management policy- Acceptable behavior is encouraged in the classroom by giving positive verbal rewards. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self control. For a child not cooperating in a group listening situation, the child may be seated in Time- Out in the teachers designated area of the classroom and reminded of acceptable behavior. If problems continue the parents are written a note of concern to discuss what may be going on and what may be helpful in motivating your child to have acceptable behavior. Suggestions by the director or teacher may be given also.

****We do expect children by age 2, 3, and 4 year olds to be able to sit and listen to the teacher or be able to focus on class activities set by the teacher according to developmental ages.**

The Cubhouse ELC behavior management policy shall prohibit children from being subject to any of the following:

- physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures 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 of children in the presence of children;
- the threat of a prohibited action even if there is no intent to follow through with the threat;
- being disciplined by another child;
- being bullied by another child;
- being deprived of food or beverages;
- being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime;

Time Out

- Time out shall not be used for children under age 2
- A time out shall take place within sight of staff
- The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Biting Policy- Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common in children 12 months- 3 years of age. We have a policy in place that addresses the actions of the staff will take if a biting incident occurs. There are many reasons biting may occur, teething, overly tired, hungry, frustrated or lack of language skills to speak what they are needing. If biting should occur, the teacher will interrupt with a firm "NO...we don't bite people!" The bitten child will be comforted first, then the biter will be removed to time-out or to a satisfying activity if under the age of 2. The wound will be assessed and cleansed and documented. Both parents will be notified. If skin is broken the parent will be notified immediately by the teacher.

DISMISSAL OF A CHILD BY DIRECTOR: may occur when the following is or has taken place-

- Continuous behavior that is not accepted in the classroom, to the teacher or director.
- Any tempers and behaviors that is not improved after notification to parents.
- Absenteeism from center, without notification to director within 2 weeks.
- Payments not made as tuition policy states

- Any decisions made by the director can and will be enforced for dismissal of a child.

Water Play – We will occasionally have water play- such as water tables. NO wading pools or swimming will be done on the premises.

Electronic Devices Policy (1509)- all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- Electronic device activities for children under age two are prohibited
- Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day
- Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Programs, Movies and Video Games Policy

- 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, shall not be permitted in the presence of children.
- All television, video, DVD, or other programming shall be suitable for the youngest child present.
- “PG” programming or its television equivalent shall not be shown to children under age 5.
- “PG” programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- Any programming with a rating more restrictive than “PG” is prohibited.
- All video games shall be suitable for the youngest child with access to the games.
- “E10+” rated games shall be permitted for children ages 10 years and older.
- “T” and “M” rated games are prohibited.

Children’s Health- In order for your child to get the most of his/her day, he/she needs to be in good health. Do not bring your child if he/she cannot participate fully in the indoor and outdoor programs. Children shall be kept at home when they are ill, have a temperature, or have other signs of illness. **We cannot keep a child inside while others go outdoors for daily gross motor.**

Physical activity-(1511) ****Children must be dressed for outdoor play daily, Tennis shoes are best****

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

Immunizations – Each child is required to have **on File a Record of Immunizations**. If a family declines immunizations a letter from the physician’s office must be on file.

Allergies and Allergic Reactions- **If your child has an allergy or an allergic reaction to any food or drug, please make certain the child care center is kept informed. All food allergies must be written for our (cook) Nutrition Specialist will know to make substitutions for the meals we serve.**

Exclusion of Sick Children- No child is to be brought to the center ill, with fever, or with a rash. We will send the child home and they must be excluded until check by a doctor and approval by the director to return. When called to pick up a child the parent has **1 hour to pick up the child**. Remember they are spreading germs at that point a fever has developed. Any child with fever of 100 will be sent home and can return **24 hours after being FREE of the fever with out having medication**. Doctor’s excuse must be presented if you return before 24 hours to prove your child is not contagious. Diarrhea must be contained in the child’s diaper and we do send home a child after 2 loose bowels out of the diaper. If we

have any signs of illnesses spreading we will be more cautious of the illness and call once the onset has occurred. We will post any illnesses that you need to know about so that you can watch for symptoms. We can not always catch everything, but you can help us monitor your child.

Vomiting will require a 48 hour period with no symptoms to return back to the center to make sure the child is over the illness.

DO NOT SEND A CHILD BACK UNTIL ALL SYMPTOMS ARE GONE WITH ANY ILLNESS!!

Seeking Medical or Emergency plan- the child's parent, guardian, or authorized person shall be notified immediately in the event of serious accident, illness requiring emergency care. First Aid will be administered by qualified staff. An ouch report and incident report will be documented and you will be notified. If you have any questions about any accident please notify the teacher or director and we will try to explain the incident.

Allergies and Allergic Reactions- If your child has an allergy or an allergic reaction to any food or drug, please make certain the child care center is kept informed. All food allergies must be written for our (cook) Nutrition Specialist will know to make substitutions for the meals we serve.

Medication- Medication is a HUGE responsibility for us to do. In order for us to administer medicine the state law requires that we have appropriate documents filled out and on file at the center. You must follow the State guidelines in order for us to administer them to your child. Director has forms available for you to fill out. All medications sent to center must be sent in the 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.

If medication reads "Consult a Physician" a written Physicians authorization is needed with the child's name, date, medication name, and dosage must be on file in order for us to administer the medication in addition to the parents authorization form we provide.

Topical Medications shall also have a form fill out to give consent for us to administer.

*We can not give medications that are once a day or twice a day- YOU are capable of a morning dose and/or evening dosage.

*We can not give the first dosage of a medication.

Non-Vehicular Excursions- Consent must be given for any off premises activity not using a vehicle.

Transportation- Our center assumes additional responsibility and liability when doing transportation with the children. We will provide transportation for field trips and school pick up ONLY! **Field Trips** will require parental authorization every time we go.

Emergency Preparedness and Evacuation- If the case we must leave our center for any reason we will evacuate to Lakeshore Elementary 1st, Lakeshore Baptist is 2nd option, if we must go further than our area, we will go to Calvary Baptist Church 1155 Hwy 594 across from State Police Troop F.

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 1-855-4LA-KIDS (1-855-452-5437)

Disclosure of Information- Our center is regulated by the State of Louisiana Department of Education, division of licensing. We are also regulated by Department of Health and the state fire marshal. You can find online licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website.

Grievance Procedure: (Complaint Process within Center) Although the Center makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about particular events, situations, or staff. In this event, parents are encouraged to talk to their child's teacher as a first point of contact. If you have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact Mrs. Tafta Miller, Executive Director. The director will then schedule a meeting as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director's inquiry and action taken.

Again, our goal is high quality child care and we encourage parents to bring their concerns to us so that we can work together to ensure that quality care.

Monitoring policy for provisionally employed staff members: All staff hired at our center are checked with a federal background check. If staff are hired and eligible for employment they are good to work at our center, but if a staff is hired and the background comes back ineligible they are terminated immediately. When staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes, they are monitored while on the premises until they become eligible. Staff will be monitored while on campus every 30 minutes by an eligible staff person.

Complaint Policy: All complaints should be brought to the director's attention immediately. We are monitored by the State of Louisiana you may call or write if you have a **significant, unresolved** licensing complaint within the center. ONLY unresolved complaints on campus may be forwarded to:

Dept. of Education, Division of Licensing
P.O. Box 4249
Baton Rouge, LA 70821
Call 1-225-342-9905
Email:LDELicensing@la.gov

Things to do:

- 1) Download the [PROCARE CONNECT App](#) once we send you the email from Pre-registration



PLEASE RETURN THE FOLLOWING FORMS BEFORE YOUR CHILD CAN BE ENROLLED WITH OUR CENTER:

- CHILD ENROLLMENT FORM
- UPDATED SHOT RECORD
- **SIGNED GREEN TUITION AGREEMENT**
- REGISTRATION FEE \$100.00 EACH CHILD PAID VIA PROCARE APP
- FIRST WEEKS TUITION PAID VIA PROCARE APP
- SUPPLIES DUE ON FIRST DAY OF ATTENDANCE
- CHILD AND ADULT FOOD PROGRAM SHEET WITH INCOME VERIFICATION