



**ST. PAUL  
EARLY LEARNING CENTER**

# Parent Handbook

## 2021

## **MISSION**

St. Paul's Early Childhood Program our mission is to provide the highest quality childcare in a nurturing supportive environment by addressing each child as a unique creation of God. We will support their development by providing rich learning experiences to address their social, emotional, cognitive, and motor skills. This will be accomplished by adhering to the Louisiana Department of Education Standards for Early Childhood and by hiring teachers with specialized training according to Louisiana Pathways Child Care Career Development System, thereby providing a measurable standard of quality.

## **GOALS**

Our primary goal is for the children to succeed at the next academic level when they have completed the preschool program. We strive to provide an environment that will encourage children to become lifelong learners with positive academic attitudes. At St. Paul's Early Learning Center each child will:

- \* Develop his or her unique gifts
- \* Have an opportunity to participate in a faith-based and developmentally appropriate learning environment
- \* Be prepared for the next level of education
- \* Experience the joy of learning
- \* Grow in understanding and practice of respect for the dignity of every human being

## **POLICIES**

### **ADMISSION**

Admission of children shall include a Center tour and an interview with the parent or guardian to secure necessary information about the child. This information shall include but not limited to; immunization record, emergency information, a list of people approved to pick up the child, and any court documents establishing custody and/or parental rights. Upon acceptance to the Early Learning Center, the parent or guardian must pay a registration fee, and complete required forms.

## **NON-DISCRIMINATION**

St. Paul's Early Childhood Program welcomes any child without regard to race, color, religion, sex, national origin, handicapping condition or ancestry.

## **DISCLOSURE OF INFORMATION**

St. Paul Early Learning Center respects the confidentiality of the families it serves. St. Paul employees will keep information confidential as long as no one's life, health, or safety are at stake. Parents will be notified promptly of concerns relating to students' life, health, or safety. All St. Paul employees are mandated reporters as required by state law.

## **CHILD ABUSE**

Any suspected abuse and/or neglect of a child will be reported in accordance with Louisiana Revised Statute 14:403 CPS 1-855-452-5437

## **COMPLAINT PROCEDURE**

In the event a parent or guardian has concerns about the school or their child, we recommend the following steps for solving problems:

1. Make an appointment to speak with the child's teacher or supervisor about the issue. Many issues can be resolved at this level and are often the result of miscommunication or misunderstanding.
2. If this conference fails to resolve an issue, then the parent needs to speak with the director about the complaint.
3. If the issue still is not resolved to the parent/guardian's satisfaction then the parent/guardian shall be advised of the licensing authority of the Department of Education (LDOE) and shall be given then current telephone number and address of the DOE and advised that they may call or write the DOE should they have significant, unresolved licensing complaints.

## **BEHAVIOR MANAGEMENT**

St. Paul's Early Childhood Program follows the "redirection" method for minor discipline problems. If the behavior is not corrected by this method, we will use "Time Out". "Time Out" means a child is placed away from, but still under direct supervision, of the other children for 2 to 10 minutes, depending on the age of the child. This gives the child time to think about their

behavior. Time out will be followed up with a discussion between the child and the teacher to ensure acceptance, love, and clarity of what was done that was not appropriate. Most children are ready to return to their regular routine after a "Time Out". No child under 2 will be placed in "Time Out"

A behavior modification program will be developed for children with continuous or repetitive incidents, such as hitting, biting or being disrespectful to staff members.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.

Derogatory remarks shall not be made in the presence of children about family members or children or about the children themselves.

No child or group of children shall be allowed to discipline another child.

No child or group of children shall be bullied to discipline another child.

No child shall be deprived of snacks or meals for discipline reasons.

No child will be restrained by devices such as high chairs or feeding chairs for discipline reasons.

Outside gross motor time will not be withheld from a child for discipline reasons.

Children will never be left alone or out of sight of staff for discipline reasons.

No corporal punishment shall be used by teachers on St. Paul Early Learning Center premises.

### **BITING**

Biting happens for a lot of reasons the most common is stress combined with the inability of children to express their needs. It is our job to solve this problem for the child! The director will be informed of every biting incident. Every time a child bites the teacher will evaluate the circumstances and address the child's needs. After the 3<sup>rd</sup> bite the director will schedule a meeting with the parent and the teacher to develop an agreed upon plan of action that will include a follow up meeting to check for progress or adjustment.

### **TOYS, MONEY, ETC.**

Children should not bring toys, money, and/or other valuables to school. Other children like to play their friend's toys and sometimes this becomes a problem. We cannot be responsible for articles that are brought to school. **St. Paul's Early Learning Center reserves the right to confiscate any and all toys or other items** that are brought to school.

## **St. Paul's Early Learning Center Program's Physical Activity Policy**

Each day, pending active precipitation or weather alerts, each classroom will be given 30 minutes-1hour of outdoor free play in the morning and in the afternoon. If weather conditions are not favorable, the class will have "active play time" (dancing, exercising, yoga, etc.) in the classroom or in the back commons area. If a child is too sick to go outside, they are too sick to attend school.

### **CLOTHING**

We encourage you to dress your child in clothing, which is comfortable, easy to move around in, easy to fasten clothing that will encourage self-sufficiency. **Your child will get dirty.** We play outside everyday possible. **Rain boots are encouraged on wet days!** We also paint, glue, color, use markers and sand and water. Please keep this in mind when dressing your child. Tennis shoes or soft-soled shoes are our choice for school shoes. Hard-soled boots or flip-flops will not be worn at school. **You will be asked to pick your child up or bring them a different pair of shoes if inappropriate shoes are worn.**

### **MEALS**

Morning snack (typical breakfast items) and lunch along with an afternoon snack will be served daily according to the federal food guidelines starting at 12 months (or earlier if parent and Director think the child is ready). Milk shall be served to the children at least twice a day. If your child is allergic to any foods, be sure to inform the teacher and director. If you would like to bring your child's food, please speak to the director.

### **TUITION**

Weekly tuition is due every Monday for the coming week. (i.e. Tuition is due for every week the child/children are enrolled [regardless of whether the child/children actually attend]). Other arrangements for tuition payments can be made with the Director. There will be no refunds, credits or proration for holidays or child absences. All payments should be given to the director or administrative assistant. Please make checks payable to St. Paul's Early Learning Program. Annual Registration is due each August in the amount of \$100. **A \$10.00 late fee will be assessed if payments have not been received by 6:00 p.m. of the due date. Children may not return to school until tuition is made current.**

## **WITHDRAWAL NOTICE**

Two weeks written notice must be given to the Director by parent/guardian prior to withdrawal of child/children from St. Paul's Early Learning Program. Parent/guardian shall be obligated to pay the agreed upon tuition until the end of the required two week notice period.

## **HEALTH**

Please help us keep everyone healthy by keeping sick children at home. If your child had a contagious illness (chicken pox, flu, etc.), please let us know so we can inform other parents. If symptoms of contagious or infectious diseases develop while the child is in our care, he/she shall be in supervised isolation away from the other children until a parent or designated person has been contacted and the child has been picked up from the center. Any child who has had a 101 F oral temperature or 100 F auxiliary temperature reading in the last 12 hours is suspect. Children with the following illnesses or symptoms shall be excluded from the center based on potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

Illnesses/symptoms	Exclude Until
Meningococcal Disease (Neisseria meningitis)	Well with proof of non-carriage*
Hib disease	Well with proof of non-carriage*
Fever of unknown origin (100 degrees or higher)	No fever for 24 hours or cleared by child's physician or health department
Diarrhea (2 or more loose stool, or over and above what is normal for that child)	Diarrhea resolved or is controlled Contained in diaper or toilet.
Chicken Pox	No fever and skin lesions scabbed over completely
Hepatitis A	One week after illness started and fever gone
Aids (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate on a case-by-case basis (by qualified persons**, including the child's physician, and the director of the center)
Undiagnosed generalized rash	Well or cleared by child's physician
Any child with a sudden onset of vomiting , irritability or excessive sleepiness	Evaluated and cleared by child's physician
Strep throat	24 hours after beginning treatment
Ringworm, Parasites, Scabies	24 hours after beginning treatment
Conjunctivitis (Pink Eye), Impetigo	24 hours after beginning treatment

Head lice	When there isn't ANY sign of head lice which must be checked by director or Staff-in-Charge upon return to school.
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**REPORTS**

Documentation of accident, incidents, injuries, illnesses, & unusual behavior are required by state law. Reports of each occurrence will be filed out daily and required parent's signature. Please look for these reports in your child's cubby or teacher clipboard. **Reports or a serious nature will be in the office and a parent will be contacted by phone or email.**

**MEDICATION**

We will not be administering prescription and/or over the counter medication to children while they are in the care of St. Paul Early Learning Center.

**DAILY ATTENDANCE**

Starting in our ***12 month class***, children should arrive at school by 8:00 a.m. to eat breakfast. **Breakfast will not be offered after 8:30 am.** Children should arrive to their classroom by 9 am in order to not interfere with classroom schedules. **Children arriving after 9 am will be considered tardy and must be admitted and approved through the front office.** Please enter the building using the front door and check in at the check in desk.

WE WILL NOT ALLOW YOUR CHILD TO GO WITH SOMEONE WHO IS NOT AUTHORIZED TO PICK THEM UP UNLESS WE ARE AUTHORIZED TO DO SO IN WRITING.

**POTTY TRAINING**

TEACHER AND PARENTS SHOULD DECIDE TOGETHER WHEN A CHILD IS READY TO BEGIN TRAINING. THIS IS A JOINT EFFORT! Teachers are to encourage independence, although children can be placed on the potty and removed from the potty by the teacher.

**CLASS TRANSITION**

Children will be initially placed in the class of their age group; however, St. Paul's Early Learning Center will place children in the child's developmentally appropriate age class. In order to

assign age appropriate developmental decision St. Paul's Early Learning Center will evaluate the children using the ages and stages developmental tool along with TS GOLD Child assessment tool. This is a joint decision between parents, teachers, and administration. Students will begin to visit the next classroom prior to moving permanently, so to assess their social/emotional readiness and become familiar with the new teachers and friends. Parents will be continually updated on their child's progress and given verbal notice prior to any transition.

### **OPEN DOOR POLICY AND PARENTAL INVOLVEMENT**

Parents may visit their children in our facility any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.

St. Paul appreciates parents' valuable input on the care of their children and encourages parent participation. Parents can visit as much or as little as their schedules (and children) will allow. We also invite grandparents to come and visit and read a story to the class. If you are going to have a grandparent visit us, please let your child's teacher know so that we can expect them.

What parents can do at the center ... (Just a Few Suggestions)

- Share your skills—play an instrument, tell a story, share your cultural traditions.
- Make an appointment to discuss your child. Childcare staff are happy to discuss your child, but pick-up & drop-off times are the busiest times for staff.
- Communicate with staff about any big changes in your child's life; changes in family circumstances, moving to a new house, death of grandparent etc.
- Donate and recycle materials for arts and crafts.
- Help with outings if you can—this is a good way to share experiences with your child.
- Try to attend whatever celebrations, open-evenings, fundraisers etc. that are organized throughout the year.
- Be part of the management committee. Get involved in developing policies and procedures for your child-care service.
- Offer to repair toys or books at home.

### **BIRTHDAYS**

You may help your child observe his or her birthday by providing a snack on the day you and your child's teacher arrange. Summer birthdays are observed any time during May if your child will not be attending during summer camp.

### **CURRICULUM**

We use a developmentally appropriate curriculum as recommended by Early Childhood Education Specialists. Curriculum outlines will be provided to the parents at least monthly for the entire center in the form of a newsletter in addition parents will be provided with a daily record of what adventures and activities their child has participated in.

### **PARENT TEACHER RELATIONS**

If you have any problems or concerns, please don't hesitate to contact us. We do ask that you see us before or after school, as we are busy with the children during school hours.

### **WEBSITE**

Our website is updated on an as-needed basis.

Visit our website at [www.stpaulelc.com](http://www.stpaulelc.com)

### **SPECIAL EVENTS**

Every month we have at least one special event, special guest, or holiday. The website/calendar will list that month's event. We will post reminders in the entrance and send notes when necessary. Parents are encouraged to volunteer to help with these events. Please speak to the Director if you are willing to help or have an idea for an event.

### **SOCIAL MEDIA**

Any slanderous allegations or libelous comments made against St. Paul's on any type of Social Media forum will be grounds for immediate dismissal from the center.

### **ELECTRONIC DEVICE POLICY**

Electronic devices such as iPad's are only to be used for children ages 2 and above.

### **COMPUTER PRACTICE POLICY**

Children do not have access to computers.

### **PROGRAMS, MOVIES, AND VIDEO GAMES POLICY**

Children under 5 are not allowed to play video games.

Children are only allowed to watch programs or movies for 30 minutes during a special event. Movies must be 'G' rated and pertain to the curriculum.

### **St. Paul's Early Learning Program Emergency Preparedness and Evacuation Plan**

- Please check [www.stpaulelc.com](http://www.stpaulelc.com) for the centers emergency preparedness and evacuation plan.

In order to evacuate, we would leave the premises with our designated Emergency Kit from the front office which includes: flashlights, radio, formula, baby food, cereal for older children, cups, water, first aid kits, and batteries. All teachers would bring their emergency bags containing their emergency cards, diapers, and first aid kits. The infant teachers would load the children into the emergency cribs and take their emergency bag and the children's bottles.

**St. Paul's Early Childhood Program FOLLOWS THE EBR SCHOOL DISTRICT FOR ALL WEATHER-RELATED CLOSURES DURING THE SCHOOL YEAR. Some exception will be made for example but not limited to the following:**

- **Power loss**
- **A/C loss**
- **Hazardous conditions near the center.**
- **Cold weather**

### **Dates St. Paul will be closed**

- New Year's Eve
- New Year's Day
- Birthday of Martin Luther King, Jr.
- Lundi Gras Day
- Mardi Gras Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve
- Christmas Day
  
- St Paul will close for professional development (at least 2 days per year; actual dates may change based on the calendar) Check the website for updates.

Please sign the Handbook agreement on the next page and return to the center.

PLEASE SIGN AND RETURN TO OFFICE

CHILD'S NAME: \_\_\_\_\_

I have read and understand the foregoing Parent Handbook (including the discipline policy) and agree to be bound by all policies and procedures contained therein.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_