**Child Hand Book**

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The Little ARC Academy

WELCOME TO ALL PARENTS

# Welcome to our center! We are excited to have you as a part of our family. At LARCA, every child is important. Our program is academically rich and designed to promote your child’s growth and development. Thank you for choosing LARCA.

Transitioning into a new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child’s reaction to their new environment and will be sensitive to their feelings. After enrolling your child at LARCA, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at LARCA in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

# This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child’s file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them.

During Parent Orientation you will be taken on a tour to meet your child’s teachers and get a general idea of a day at LARCA. Please let us know of any area in which we can be of assistance to you. We are looking forward to getting to know you and your child and providing a rich leaning environment where all our children develop to their full potential.

Lastly, to ensure that your child’s time at LARCA is as enjoyable and comfortable as possible please bring the following items:

* 3 complete change of clothes
* A back-pack
* Blanket to cover up with for nap time
* King Size pillow case for their cot (Ages 1 -5)
* An extra can of formula for infants
* Diapers and wipes if needed.

Always label everything with your child’s name.

LARCA Board of Directors

**NOTE TO CURRENT PARENTS:**

It is hard to believe that another summer is coming to an end. We have truly enjoyed our interaction with your family. It has been a joy to see each child grow, learn and mature.

We are already excitedly anticipating another awesome year! This will include the possibility of a room change and/or teacher change. If your child is going to be experiencing a room or teacher move, we will be notifying you in the next few days. Although transition can be difficult it is exciting to see them be promoted. Your child is already looking forward to and anticipating their “graduation”.

Each year you are required to fill out new paper work for your child and sign-off on the Fee Agreement and the Parent Handbook. Please take the time to look this material over and fill out the paperwork needed. We have attached all the forms necessary to this handbook for your convenience.

If you have any challenges or questions concerning these changes, feel free to contact me by phone at my direct extension (318) 537-9104. As always, our door is open, and you can always just talk to us when you are dropping off or picking up.

Melody Smith

Director

THE LITTLE ARC ACADEMY

WELCOME TO PARENTS OF INFANTS

Dear Parents of Infants,

Welcome to our center! We want your experience to be an enjoyable one for you and your child. We have put together a list of items you will need to bring for your child’s first day. If you have any questions, please feel free to talk to one of us.

1. Formula
2. Your own water
3. An extra can of pre-mixed formula to keep here
4. Baby food or cereal (you must have a Doctor’s note stating that it is ok for your child to consume Cereal, as it is considered a choking hazard.)
5. Diapers and wipes
6. At least three extra full outfits
7. Pacifiers (if you wish.)

Due to limited space we ask that you leave your car seats in your vehicle.

Thank you,

LARCA TEAM

The Little ARC Academy

**PARENT’S HANDBOOK**

**LARCA MISSION STATEMENT:**

LARCA exists to provide a nurturing environment that delivers educational experiences in areas of social/emotional, physical, cognitive, and spiritual development.

**STATEMENT OF SERVICES:**

LARCA is a year-round program that offers all day care for children ages 6 weeks to 11 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time.

**HOURS AND DAYS:**

LARCA is open from 6:30AM to 6:00PM, Monday through Friday. We are closed New Year’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – LARCA will be closed on that Monday) These days will be decided and posted for your convenience. All holidays will be charged at the regular rate.

**SNOW DAYS:**

LARCA will make every effort to remain open during the snow and ice. We like to keep everyone on an emergency text list in case of closure. This is our way to keep everyone informed in a timely manner.

**STATE LICENSING**

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. LARCA complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

**ADMISSION REQUIREMENTS:**

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)’s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend LARCA. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. LARCA must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)’s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent’s Handbook.

**ADMISSION AND WITHDRAWL:**

Parents wishing to enroll their children in the center are encouraged to set up an appointment with the center office to come and tour the center and meet the director and their children’s Lead Teacher. (Tours are scheduled at the parent’s convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 10:00 a.m. – 2:00p.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time, we will give you a copy of the parent’s handbook and any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section “VACATIONS, ABSENCES, AND WITHDRAWL FROM THE CENTER.”

**GUARANTEED START DATE:**

LARCA works on a “Guaranteed Start Date” rather than a “Waiting List”. Upon deciding that LARCA is the place for your child(ren), you will be asked to fill out a “Guaranteed Start Date Agreement” and pay a non-refundable deposit. This deposit consists of the $50 registration fee (this is non – refundable) as well as your first week’s tuition. At this time, you and the center will agree, upon the date your child(ren) will start. Prior to your first day you must bring your child’s(ren’s) enrollment packet(s) (one for each child) along with their shot records. Our center requires this information 48 hours prior to them starting. Parents are required to notify the center prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the “VACATIONS, ABSENCES, AND WITHDRAWL FROM THE CENTER.”

**PAPERWORK, FORMS and ANNUAL RENEWALL:**

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at LARCA. Also, each year in August we will have you renew and refresh all your paper work and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. If LARCA is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent’s neglect, that fine will be passed on to the client responsible including an additional $25 administration fee.

**DROP-OFF:**

Parents must accompany their child(ren) into the LARCA area every morning and sign in their child(ren) immediately **after** dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. The sign-in clip board is in the classroom in which you drop your child off. The children are not allowed to come into the LARCA area alone or to sign themselves in or out. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

**PICK-UP:**

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, ***must*** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto LARCA property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent’s responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

**PARKING POLICY:**

LARCA has a drop-off area by the doors to each building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). LARCA is not responsible for items lost or stolen from cars or from the parking lot or facility.

**PICK-UP PERMISSION FORM:**

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes **full responsibility** to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

**EMERGENCY MEDICAL CONSENT FORM:**

This form will give us your consent to call an ambulance or your child’s doctor or dentist if he/she needs emergency care. Please list your child’s doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or nonfood allergy forms. All these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

**INFORMATION CHANGE**

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that LARCA has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

**IMMUNIZATION REQUIREMENTS:**

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child’s immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent’s wishing to take a religious exemption must provide the proper paperwork stating that the child is exempt. If LARCA is penalized or fined for non-compliance of immunization cards due to a parent’s neglect, that fine will be passed on to the client responsible including an additional $25 administration fee.

**MEDICATION:**

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor’s prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be outdated or past-dated. All prescription medication must have that child’s name on the script. All non-prescription medicine must have a permanent sticker with the child’s name and the date the medication was left at the center. A “Permission to give Medication” form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the   
 “Permission to give Medication” form (Filled out). LARCA reserves the right not to give medicines if the dosage is questionable or not according to the label. LARCA reserves the right to request a doctor’s consent via hand written prescription for any non-prescription medications. A copy of the “Authorization to Give Medication” form along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication.

**ALLERGIES:**

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an “Allergy/Food Exemption Medical Statement.” This allows us to alert all our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a “Non-Food Allergy Medical Statement.” Which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a “Authorization to give Medication” form if your child requires an Epi-pen or other emergency treatment.

**ILLNESS AND CONTINUED HEALTH:**

These guidelines are for the welfare of all our children. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child’s development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 100 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician’s note prior to returning. For further clarification refer to the F-Section of this manual for our full “First Aid/Medication Policy” and our “Guidelines: When A Child Can Return.”

**ACCIDENT REPORTS:**

Safety is a top priority of LARCA. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you upon request. We ask that you sign the copy provided to you and return it to the Director’s office to confirm that you were notified of your child’s injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

**CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:**

LARCA complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child’s file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

**DISCIPLINE:**

At LARCA the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. These policies begin on page E-18.

**TOILET TRANING**

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center.

Toilet Training usually begins around 2 years of age. It is our policy that the Children in our 2-year-old class start off in pull ups (NO DIAPERS) and then after a few weeks of getting used to the fact of toilet training we will then request that you bring your child several pairs of underpants and extra clothes to continue out our toilet training process.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child’s progress each day, upon request. The director and staff are available as a resource to answer any questions about your child’s toilet training progress at LARCA. Several complete changes of clothes should be kept on-center during this process.

**TOYS:**

LARCA has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will at times have shown and tell related to the week’s lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell which should be labeled with the child’s name. A note will be sent home prior to show and tell day each week. LARCA is not responsible for stolen, lost, or broken toys or clothing.

***Do not bring toy guns, war toys or other toys of destruction.***

**CLOTHING:**

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 40 degrees or below 100 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child’s name on it.**

**DIAPERS:**

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child’s first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. If you run out of diapers, we will provide them to you automatically for a fee of $3 per diaper. If you have any questions, please check with the office. Also, all diaper rash cream must be physically handed to your child’s teacher daily. All topical medications must be locked up and have a medical authorization signed and filed with our office personnel.

**SUPPLIES:**

Each child will be provided with all the instructional supplies necessary here at LARCA. ***Please mark all items clearly with your child’s name.*** Additional personal items which are needed include:

1. A blanket for nap time.
2. A kinder mat and king size pillowcase to cover the mat.

Please check with the office for your child’s school supply list.

**CURRICULUM:**

Children learn by hands on experiences. Our Center currently uses “Creative Curriculum”. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children for each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class’s lesson plans and your child’s class flexible schedule are posted on the parent’s board in your child’s room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of most of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

* Children learn through dynamic investigation
* Children instigate their own learning
* Learning comes from open-ended experiences
* Adults are facilitators of children’s learning

**INFANT CURRICULUM:**

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

**PRESCHOOL CURRICULUM:**

The preschool curriculum will cover the following areas:

Movement and Coordination

* Physical attention and relaxation
* Gross motor skills
* Eye-hand, and eye-foot coordination
* Group games
* Creative movement

Autonomy and Social Skills

* Sense of self and personal responsibility
* Working in group setting

Work Habits

* Memory Skills/
* Following directions
* Task persistence and completion

Language

* Oral language
* Nursery rhymes, poems, finger plays/songs
* Emerging literacy skills

Mathematics

* Patters and classifications
* Geometry
* Measurement
* Numbers and numbers sense
* Basic Addition and subtraction
* Money

Orientation in time and space

* Vocabulary
* Measure of time
* Passage of time (past, present, future)
* Actual and represented space
* Simple maps
* Basic geographical concepts

Science

* Human, animal, and plant characteristics
* Physical elements (water, air, and light)
* Tools

Music

* Attend to different sounds
* Imitate and produce sounds
* Listen and sing
* Listen and move

Visual arts

* Attend to visual detail
* Creating art
* Looking at and talking about art

**DAILY SCHEDULE:**

Although your child’s schedule varies somewhat day to day, a typical flow of a day’s activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age, all are posted weekly in each room.

**CLASS DIVISIONS AND CLASS SIZE:**

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

**STUDENT TO TEACHER RATIOS:**

Student to teacher ratios are based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

|  |  |  |  |
| --- | --- | --- | --- |
| **Age of children** | **Number of Students** | **Per teacher** | **Group Max** |
| Infants | 5 | 1 | 10 |
| Toddlers 12-24mo. | 7 | 1 | 14 |
| 2-Year-Olds | 11 | 1 | 22 |
| 3-Year-Olds | 13 | 1 | 26 |
| 4-Year-Olds | 15 | 1 | 30 |
| School-Age Children | 19 | 1 | No max |

In addition to the teacher to child ratios each group also has a group maximum.

**MIXED-AGE GROUPING**

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child’s development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

* Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
* Younger children can learn more advanced cognitive and socialization skills from the older children.
* Individual differences in development are better accommodated.
* Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

**TRANSITION PLAN**

LARCA will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility for us to best meet the needs of each child. Each child’s individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child’s teacher or the director will provide more details about transitioning when your child will move to another classroom.

**SUMMER CAMP**

A summer camp program is offered during the summer months for children ages 5-11. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. A separate summer program fee of $12 weekly is generally charged to help cover transportation costs, field trip fee, and snow cone fee.

**OUR STAFF:**

At LARCA we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

* A detailed interview and screening process.
* Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

LARCA considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by LARCA. All employees have signed a statement saying that they will not engage in “care for hire” or any employment by or for any past or current client family of LARCA while currently employed by LARCA or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work (this includes babysitting.) Clients who violate this policy may be subject to termination of services.

**WRITTEN COMMUNICATION:**

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child’s day and overall development through several written means.

* Monthly parent newsletters to keep you informed as to the overall program.
* Parent Board – updated with current information about LARCA and curriculum
* Daily written communication in the form of “Daily Report” forms, “Incident/ouch” forms, and classroom memos will be place in the child’s “cubby” from time to time.

**VERBAL COMMUNICATION:**

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent most of the day with your child. This is since many children spend 10 hours a day the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for most of the class room development for the earlier hours and most of the day. We suggest that you go to your child’s “lead” or “primary” teacher to obtain detailed information on your child’s general growth and development. You can call to see how your child’s day is going or to speak to your child’s teacher for more detailed conversation. The best time to call and speak to your child’s teacher is during naptime (10:00a.m. – 2:00p.m.). There is always a member of management available for you to talk to in person or on the phone.

PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At LARCA, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the LARCA office with their suggestion.

1. Fall Open House
2. Programs and Special activities, such as the Christmas Program
3. Party Day Volunteer
4. Come and eat lunch with your child
5. Classroom Volunteer
6. Send special treats for snack or meals (please notify the teacher a day or two in advance)
7. Help with center Fund Raiser
8. Reverse Field trips (When we bring a “field trip” type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

If a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN’S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child’s birthday at LARCA, please make early arrangements with your child’s teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See “Bringing Food from Home” on the following page for more specifics concerning food snacks brought for parties or to celebrate a child’s birthday)

VISITING THE CENTER:

You are welcome to visit your child at the center at any time. We do ask that you check in with the office or sign‑in desk before going to your child’s room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the “Pick-Up Permission” form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcomed to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a “visit” from an extended family member.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

1. A scheduled employee during the regular course of their work day
2. A Child who is in our care (all paperwork has been filled-out)
3. Parents or others during regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
4. Delivery personnel – From a regular or expected company delivering items to the center (should always be in eye sight of an employee and arriving at an expected time)
5. Visitors – Must be approved by the office and should always be accompanied by an employee not to exceed once per month and limited to a maximum of 2 hours
6. Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 2 hours.
7. An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period must be considered either a “visitor” a “volunteer” or an “intruder” including parents and employees who are off the clock.

VOLUNTEERS: Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

**INTRUDERS:**

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

**MEALS AND SNACKS:**

Our meal and snack service consist of a breakfast, a hot lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

**FOOD FOR INFANTS AND CRAWLERS:**

We provide “Enfagrow Natural Milk with enriched iron” type of formula, if parents would like another kind of formula, they must provide food/ formula/ liquid/ milk for their child in the Infant rooms. The Infant rooms are equipped with refrigerators. All bottles are required to have a sticker with the child’s name. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

**BRINGING FOOD FROM HOME:**

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the director. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child’s teacher prior to bringing special treats.)

**PORTRAITS AND PICTURES:**

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a “Photo Release form” with your paperwork giving us permission to take your child’s picture or include them in short video footage.

**REGISTRATION AND MATERIALS FEES:**

As stated in the *Guaranteed Start Date* section of this policy, there is a registration fee that are due prior to the child’s first day at LARCA. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees in order to retain the spot in our program.

**WEEKLY TUITION FEES:**

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent’s upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with two weeks’ notice of intent to change services. This to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of August. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. Add on fees may occur such as in the case of School aged children who need additional services due to an irregularity in the school schedule such as an early dismissal, schools out day or school break. In the case of summer break, a new contract will be entered by the parent’s specifying the charges for this period.

**PAYMENT POLICIES AND PROCEDURES:**

Weekly fees are due in advance on Friday. There will be a $20.00 late payment convenience fee added if the account is not paid by the close of business on Friday. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a $25.00 fee added on all returned checks. After two NSF checks are received by the center, payment will be required by cashier’s check or money order. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Clients may pay by check, cashier’s check, or Money Order. All payments will be **payable to: “ARC”.**

**Payments may be given directly to Melody Smith or Authorized office staff.** All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks’ notice. This will also be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Registration fees are non-refundable. LARCA may seek collection of fees due and clients may be required to pay a two-week termination fee, and any collection costs and attorney’s fees incurred by LARCA to collect this amount. If LARCA elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

**REFUNDS:**

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week’s tuition. In the event you have a balance after your child’s last day, all applicable fees including the two weeks’ notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

**RECIEPTS AND STATEMENTS:**

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a **zero** balance.

**LATE PICK-UP FEE:**

There will be a $1.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day a “reasonable period of time” to pick-up the child or the above “Late Pick-up Fee” will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the “Late Pick-up Fee” will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

**VACATIONS, ABSENCES AND LEAVING THE CENTER:**

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the LARCA office prior to or the day of the absence. We require a two-week written notice prior to your child leaving the center or a change in your child’s contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. When leaving the center, we require a written notice to be able to place in the file. The center reserves the right to require the dis-enrollment of a child according to our “Discipline Policy” and or the “Behavior Intervention Policy”. The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

**QUIET TIME:**

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child’s rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants’ individual schedules will determine when they nap. According to “American Baby” the following chart is a guideline as to the sleep needs of children under 15 years of age:

|  |  |  |
| --- | --- | --- |
| **Age** | **Suggested Hours of Sleep** | **Number of Naps Suggested** |
| One Month | 15.50 hours | 3 |
| Three Months | 15.00 hours | 3 |
| Six Months | 14.25 hours | 2 |
| Nine Months | 14.00 hours | 2 |
| One Year | 13.75 hours | 2 |
| Eighteen Months | 13.50 hours | 1 |
| Two Years | 13.00 hours | 1 |
| Three Years | 12.00 hours | 1 |
| Four Years | 11.50 hours | 1 |

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

**CHILD ABUSE REPORTING POLICY:**

The State of STATE requires that LARCA and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At LARCA our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

* A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
* The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
* The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
* We will then follow their advice regarding whether to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

* We will allow the staff member to appeal the decision
* The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
* Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
* The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won’t be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

* The staff member will be terminated from their position at the Center, or
* We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

**TRANSPORTATION POLICY:**

Parents are responsible for their child’s transportation to the center and for arranging their own car pools. LARCA will provide transportation for school aged children from school at the locations that this service is offered. LARCA will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center. The transportation policy in its entirety is found in section K of this Handbook. Parents will also need to fill out a field trip form per field trip.

INSURANCE REQUIREMENTS:

LARCA complies with the minimum insurance coverage as suggested by our independent agent.

For more information concerning policies and liability see management.

ADDITIONS AND CHANGES:

LARCA reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

**THE LITTLE ARC ACADEMY**

**DISCIPLINE POLICY**

We believe that childrenneed limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At **LARCA** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

**The following is considered unacceptable behavior:**

Running in the classroom Leaving the area or group without permission Becoming disruptive

Removing shoes or other articles of clothing Throwing toys, rocks, sand

Using toys and materials inappropriately Aggressive behavior

Abusive, or inappropriate language Arguing with staff members or other children

Lack of Cooperation Behavior deternined by the director to be unacceptable

Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

**The teacher has these prime responsibilities when dealing with inappropriate behavior:**

1. **Redirection** - Encourage child’s good behavior and/or redirect his or her activity.
2. **“Time out” or “think time” within their area**
3. If a problem still exists, the child is then removed from the situation
4. One minute per year of age, no more than three minutes after the child has regained control or composure.
5. “Time out” or “think time” shall be defined as an area away from the group or activity yet within their area.
6. The child will be allowed to return to the group as soon as possible.
7. The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
8. If redirection and “time out” /”think time” periods are not sufficient**,** staff members intervene as soon as possible to prevent physical or emotional injury.
9. The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
10. **“Time out” or “think time” away from the group**
11. If the child continues in the inappropriate behavior
12. And/or the “time out” /”think time” with-in the area becomes either inappropriate or ineffective
13. **Behavior Report**
14. If the child’s behavior continues to be inappropriate
15. OR the severity denotes an un-resolved problem.
16. **Behavior Intervention Meeting**
17. If the child’s behavior continues to be inappropriate, a behavior intervention meeting may take place
18. Those in attendance will be the parents, the child’s lead teacher, and a member of the leadership team
19. This may be called by any of the individuals listed above.
20. **Sending a child home**
21. When the child becomes out of control
22. And/or when the child fails to respond to the measures taken by the **LARCA** Team
23. This is at the discretion of the most senior Leadership Team member present
24. **Termination of services**
25. When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare
26. Termination may be effective immediately after consulting the most senior Leadership Team member present
27. The parent or guardian will be notified.
28. The Center considers this to be a drastic measure and would not resort to such unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

**In addition to the above, the center will use three methods to track behavior and communicate with parents**.

1) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.

2) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child’s file and the copy is given to the parent upon request.

**LARCA** expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

THE LITTLE ARC ACADEMY

BEHAVIOR INTERVENTION POLICY

At LARCA, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At **LARCA** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child’s primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child’s needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child’s special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.

2. The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child’s file and the copy is given to the parent upon request.

LARCA expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.

The Behavior Intervention Policy’s purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A parent, the child’s lead teacher and a member of the leadership team will attend a Behavior Intervention Meeting and agree in advance on the time and date.

**THE LITTLE ARC ACADEMY**

**BITING POLICY**

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child’s incapacity to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child’s undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our pre=emotive strategies:

* For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
* When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
* Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the biter.
* If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child’s actions at home, search for outside resources, etc.
* Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail, we reserve the right to remove the biting child from the program.

**THE LITTLE ARC ACADEMY**

**FIRST AID/MEDS POLICY**

LARCA daily designates someone to be the “First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

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| **Sending a Child Home** | When it has been determined that a child must go home, the procedures are as follows:   1. Notify the parent. 2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list. 3. Thirty (30) minutes will be given to pick-up the child. If the 30-minute time frame is exceeded, the late pick‑up charge will go into effect. |
| **Sick Child** | 1. Assess the child. Question him/her as to where the problem is located. 2. Take the child’s temperature. 3. The child must be sent home with a temperature of 100°F. or higher. 4. A judgment call may be made if evidence of an illness is present but is not accompanied by a high temperature. |
| **Injury w/ Blood** | 1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc. 2. Assess the area to determine whether the wound will require stitches, or a bandage. 3. If stitches are required, first notify the on-site supervisor and then the child’s parents. Clean only the area around the wound. 4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide. 5. All contaminated materials (gloves, blood-soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be sealed in a plastic bag and then put in the container for soiled clothing. |
| **Injury w/o Blood,**  **Head Injury** | 1. Assess the area to locate any abnormal bumps or bruises. 2. Apply an icepack to the injured area. 3. If the head injury is suspected to be more severe, notify the child’s parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury. |
| **Broken Bones** | 1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement. 2. Apply an icepack to the injured area. 3. If further assessment causes suspicion that a bone may be broken, contact the child’s parent as soon as possible. |

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| --- | --- |
| **Bite Marks** | 1. Assess the child to locate the area of the bite. 2. Disinfect the area of the bite with hydrogen peroxide. 3. Apply an icepack to the injured area. |
| **In an emergency** | 1. Contact the on-site supervisor. 2. Instruct a team member to call 911, as well as the child’s parents.   Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics. |

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| --- | --- |
| **Head Lice** | 1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child 2. immediately. 3. Follow procedures on sending a child home. Notify the pick‑up person that the child must be properly treated before returning. 4. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well. 5. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings. 6. The child must be checked for re-entry into the Center. 7. It is the parent’s responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person. |
| **Contagious Disease** | 1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc. 2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign‑in counter and by the door of the affected room. 3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted. 4. The child may return to the Center as stated by the health alert. |
| Infection control practices | 1. Check the area |

**MEDICATION:**

|  |  |
| --- | --- |
| **Receiving and Storing Medication** | 1. An “Authorization to Give Medication” form, filled out in its entirety, must accompany all medication received by the Center 2. All medication must be in its original bottle or container. 3. Medication mixed in a bottle with formula or in any other manner is not to be accepted. 4. All non‑prescription medication must be labeled with the child’s first and last name and the date that it was received. 5. Non‑prescription medication requiring administration for longer than one week must have a doctor’s note approving the length of use. That note may be good for a maximum of six months. 6. Long term prescription medication must have an “Authorization to Give Medication” form. This form must be updated every 30 days. We must have a doctor’s note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, if it is current. |
| **Administering** **Medications** | When medication is authorized to be administered, five “rights” must always be observed, and are as follows:   1. Right Patient – Question the teacher and child to confirm that you have the correct child. 2. Right Drug and Right Dosage – Compare the medication bottle to the “Authorization to Give Medication” form to confirm proper administration and to ensure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor’s note is present verifying the dosage amount. 3. Right Time – Refer to the “Authorization to Give Medication” form for the   time to be given. Medication may be given one‑half hour before or after the  stated time.   1. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear. |
|  |  |
| **Disposing of Medication** | 1. When the duration for administration of medication is up, as noted on the “Authorization to Give Medication” form, the empty bottle (after being washed out) should be placed in the child’s cubby. 2. In the case that the medication is not emptied, it should stay in the Office and a note sent to the parents. 3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date. 4. All medication must be discarded through the sewer system. |
| **Recording Information** | 1. All incidents must be recorded the correct forms as needed, i.e. “Authorization to Give Medication”, “Incident Report”. 2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. ¾ inch cut on right index finger. Finger got cut on a toy. 3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child’s mailbox for you to sign and return to the Office. |

**Guidelines: When a Child Can Return**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor’s release that specifically re-admits them to the center prior the guidelines listed.

|  |  |
| --- | --- |
| **Fever Free:** | Must be fever free for 24 hours except for an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started. |
| **Vomit Free:** | Must not have vomited for 24 hours. |
| **Uncontrolled Diarrhea:** | Defined as an increased number of stools compared with the child’s normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor’s note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea). |
| **Conjunctivitis (Pink Eye):** | 24 hours after documented treatment for conjunctivitis has begun. |
| **Mouth Sores:** | Must have a doctor’s note stating that the child is non-infectious. |
| **Rash:** | Withany rash accompanied by a fever or behavior change, the child cannot return until they have a doctor’s note stating that the illness is not a communicable disease. |
| **Infestations (e.g. head lice, scabies):** | Cannot return until 24 hours after appropriate treatment has begun and must be checked by the First Aids/Meds person before re-entering. |
| **Tuberculosis:** | Must have a doctor’s note stating that the child is non-infectious. |
| **Impetigo:** | Cannot return until 48 hours after treatment has begun. |
| **Strep Throat:** | 24 hours after documented treatment has been initiated. |
| **Varicella (Chicken Pox):** | Cannot return until 7 days after onset of rash or until all lesions have dried and crusted. |
| **Shingles:** | Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted. |
| **Whooping Cough:** | Cannot return until 5 days of appropriate treatment has been started. |
| **Mumps:** | Cannot return until 9 days after onset of swelling of glands near the ear. |
| **Hepatitis A:** | Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff. |
| **Measles:** | Cannot return until 6 days after the rash appears. |
| **Rubella:** | Cannot return until 6 days after the rash appears. |
| **Ringworm:** | Cannot return until 24 hours after starting treatment or a doctor’s note saying non‑infectious. |

**Use of Gloves/Barrier Precautions**

Gloves shall be worn when it can be reasonably anticipated the health-care worker may have hand

contact with blood, semen, vaginal secretions, urine, feces, saliva, sputum, vomitus, or any body

substance.

*Note: Throughout the manual, unless otherwise specified, the term “gloves” will refer to*

*disposable latex examination gloves or suitable equivalent such as vinyl gloves or*

*glove liners used underneath the latex gloves if the employee is allergic to latex.*

*Employees who are allergic to latex should not wear latex gloves or inhale powder*

*from latex gloves worn by other staff.*

**Procedure Key Points**

1. Gloves shall be used for all procedures where exposure to blood or body substances is expected, including client care, cleaning equipment and environmental surfaces directly contaminated with such substances, or during any

“vascular access procedure.” Disposable gloves should be made available for all staff to wear when contact with body substances is expected. Vascular access procedures include such things as phlebotomy and finger or heel sticks.

2. It is recommended that gloves be worn on both hands. When both hands are gloved, be careful not to contaminate equipment and surfaces while performing client exams.

3. If cross-contamination of surfaces and equipment is anticipated, one hand should remain ungloved and not be used to perform the exam. Employees should evaluate their working situations to determine appropriate glove use.

4. Change gloves between client contacts. Gloves should not be washed or disinfected for continued use. Gloves should not be re-used. Washing gloves with soap may cause “wicking” (i.e., the enhanced penetration of fluids through undetected holes in the gloves). Disinfecting agents will lead to glove deterioration.

5. If the gloves become torn or punctured, discard them and put on a new pair. Gloves should be checked for tears and should not replace handwashing.

6. If breaks in the skin are present on the hands, additional coverings may be worn under the gloves. Glove liners, bandages, gauze, or finger cots can help minimize skin irritations on the hands.

7. For environmental cleaning purposes, heavier reusable household gloves may be used. They can be washed with soap and water after use and hung to dry. The lightweight examination gloves do not hold up under prolonged exposure to disinfection procedures.

8. Discard the household gloves if they are cracked, peeling, torn, or punctured, or show other signs of deterioration.

9. Make sure all surfaces are sterilized with bleach and disposable paper towels to disinfect the area.

10. ALL items infected need to be sealed in a separate bag and disposed of accordingly.

***Reminder: Gloves do not provide complete protection against hand contamination and are not intended to replace good handwashing practices; rather, glove use is meant to support and supplement handwashing. Therefore, remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another client. Wash hands immediately after gloves are removed to avoid transfer of microorganisms.***

THE LITTLE ARC ACADEMY

MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

1. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
2. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child, phone number, date and year.
2. The child’s explanation as to what happened.
3. The nature and extent of the child’s injuries, what the marks look like and color of bruises.
4. The date CPS was called, name of reporter and case worker.
5. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
6. The date CPS was called and the name of the specialist.
7. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations

To report child abuse anytime, day or night, call:

|  |  |
| --- | --- |
| **STATE CHILD ABUSE HOTLINE** | **1-855-452-5437** |

CHLD CARE CENTERS AND PRESCHOOLS LICENSING

STANDARDS AND PROCEDURES

This facility is regulated by the STATE Department of Human Services; Adult and Family Services Division.

Our Child Care Facilities Licensing Coordinator can be reached at:

**Call: 877-453-2721 (toll-free)**

**Fax: 225-342-0193**

**Mail Us:** Louisiana Department of Education   
P.O. Box 94064   
Baton Rouge, LA 70804-9064

All of our recent inspection reports are available, upon request.

1509- A.9: Electronic Device Policy

1. Electronic device activities for children under age two are prohibited.
2. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.
3. Your child may not bring the following: ipads, ipods, cell phones, gaming devices, or movie players.

1509- A. 10: Computer Practices Policy

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.

1509- A.11: Programs, Movies and Video Games Policy

1. 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.
2. All television, video, DVD, or other programming shall be suitable for the youngest child present.
3. “PG” programming or its television equivalent shall not be shown to children under age 5.
4. “PG” programming shall only be viewed by children age 5 above and shall require written parental authorization.
5. Any programming with a rating more restrictive than “PG” is prohibited.
6. 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.

1511- A. 1: Physical Activity Procedure

1. Children under age two shill be provided time and space for age appropriate activity for a minimum of 60 minutes per day.
2. Children age 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.

1511- A. 2: Sleep/Rest Procedure

1. Infants shall be allowed to sleep according to their individual schedules.
2. Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day.
3. Children ages 4 and older shall be offered the opportunity for quiet time.

THE LITTLE ARC ACADEMY

FIELD TRIP POLICY

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

**I. Permission Slips**

Parents must fill out permission slips for the children to be released to participate in the field trip. The permission slip will include the date and purpose of the field trip; the times of departure from and return to the facility; the name, street address and telephone number of the field trip destination; and, if applicable, the cost.

**II. Written Field Trip Plan**

The staff member in charge of planning the field trip will write a field trip plan that will include the name of each participating child, staff member, and other individuals on the field trip; the times of departure from and return to the facility; the license plate number of any motor vehicle used on the field trip; and the name, street address and telephone number of the field trip destination.

**III. Ratios**

Each lead teacher shall contact the office two weeks prior to their field trip to ensure extra team members are scheduled to aid in the ratios. The ratios established and used for each class and age group shall be exceeded by at least one qualifying team member. Parents and volunteers may only be used in the ratio if they have gone through the screening process. Before leaving the center, students will be divided into ratio groupings. This shall be done at the direction and discretion of each lead teacher. Each teacher and volunteer used in the ratio shall be responsible for specific children and be made aware of this prior to leaving the facility. Each staff member shall ensure that each child on the list is present at all times and place a checkmark next to the name of each child present at the following times: 1) At the beginning of the field trip or when boarding the motor vehicle, 2) Upon arrival and each hour while at the field trip destination, 3) When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and 4) When reentering the facility at the conclusion of the field trip.

**III. Containment Areas**

In some limited types of field trip outings, it may be advantageous to set up a “zone-defense” type of containment area rather than to continue “man to man” ratio style containment. "Zone-defense" is defined as a pre-determined area which each teacher will be responsible for. We use a team concept, where the team leaders are responsible to set up containment areas. The lead teacher, or team leader, is required to assign "zone-defense" positions and parameters such as: no grouping of teachers and no sitting on picnic tables. The lead teacher, or team leader, will decide which system will provide adequate safety for the children. This containment area shall be specific, and each team member is to be given a specific assignment like the method used during the evening playground time. When the containment area is closed, each child shall return to the team member’s care that was assigned to each of them prior to leaving our facility.

# Emergency Plans

In case of an emergency while on a field trip:

A. We will make sure that all the children are kept together in a safe place.

B. We will take a head count and keep all the children calm.

C. Staff members will use their cell phone or radio to contact the center, and then 911 if necessary. They will also contact the child(ren)’s parent if necessary.

D. Staff members will follow the directions given by either the most senior supervisor on duty at the center or 911.

# V. Parental/Volunteer help

All parents or volunteers must be screened according to the process outlined in the Volunteer Policy.

# VI. Expenses

All field trips should be kept to a minimal expense. For the most part, parents will cover the expense of their child attending the field trip. Teachers shall endeavor to round the cost of the outing to the nearest even dollar. In the planning stage they shall endeavor to ensure the funds charged to the parents cover the cost of the team members accompanying the students on the trip. Teachers need to complete the proper paperwork if the field trip requires an activity fee. If staff members are paying by check, (or need cash in advance) a check requisition form must be filled out and turned in to the Director by Wednesday of the week before the event. If staff members want to be reimbursed for the field trip, they must fill out an expense reimbursement form and turn it in with their receipt after the event is concluded

**VII.** **Leaving the Facility**

Before leaving the facility, staff members must make sure they have notified the office of the time they left and the time they will return. Also, staff members must have the following items with them: first aid kits, meds (if needed), a copy of each child’s emergency card and a cell phone or radio. Staff members are required to make sure the office knows which form of communication they have. Water in an amount enough for each participating child during the field trip should also be taken in a water cooler and cups for drinking. If the field trip spans a snack and/or lunch time staff member are responsible to take the snack/lunch with them. If something special is needed in the way of supplies or food, the staff member planning the field trip must notify the office team at least one week prior to the field trip. Children must be wearing in plain view a written identification stating the facility’s name, address, and telephone number. Children must also be wearing a written identification stating the child’s first and last name. This identification must be out of view.

**THE LITTLE ARC ACADEMY**

**EMERGENCY PLANS**

FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period, they will go to the designated evacuation site, which is located next door on the Apostolic Restoration Church grounds.

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the center will notify KNOE 8 and The Cross. Parents should listen to the designated stations for information. An attempt will be made to call and inform parents if this is possible.

TORNADO AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made through the intercom. The center always keeps a weather radio on alert. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, which is located next door to Living Way Apostolic Church. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

BLIZZARD AND POWER FAILURE PROCEDURE:

If the cities Public Schools are closed for the day due to inclement weather, LARCA may or may not also close. Parents should call the center prior to dropping off their children. If the cities Public Schools dismiss early due to a blizzard, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, LARCA will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio enough the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, LARCA will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, Living Way Apostolic Church.

CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center bus and in staff member’s vehicles and take them to an area deemed safe by the authorities. Information will be given to the police and then **KNOE 8 & 88.7 The Cross-radio station** to have them notify the parents of our location.

INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick-up plan. If the center staff is unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.

**The children's emergency contact roster should always be taken when leaving the building. A head count must be taken when leaving the building. In every procedure, either the receptionist or the on-site supervisor will take the sign in book with them; this will be a log of every child that is present on that day.**

**IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-ABULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STOLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.**

**THE LITTLE ARC ACADEMY**

# TRANSPORTATION POLICY

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by Louisiana law.

**WE WILL INSURE THAT:**

**OUR VEHICLES**

1. All vehicles used to transport children are registered by the LOUISIANA Department of Transportation and have been approved by the State of Louisiana for transportation.
2. All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
3. Our vehicles shall be kept clean and mechanically safe.

**OUR STAFF**

1. All drivers shall be at least 24 years of age and shall hold a valid LOUISIANA driver’s license; they shall also meet all standards set by the LOUISIANA law concerning the class of vehicle being driven.
2. All drivers and those accompanying the children while in the vehicle shall receive adequate training every six (6) months in use of the passenger log and all transportation rules of the center and the State of LOUISIANA.
3. All drivers shall comply with all State of LOUISIANA health requirements for Child Care workers.
4. All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

**SAFETY**

1. All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.
2. All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school buses)
3. Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
4. All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
5. All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
6. All children shall not be allowed to open or close any door or window of the vehicle.
7. The emergency parking brake shall be set, and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
8. All doors of the vehicles shall be locked whenever the vehicle is in motion.
9. All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
10. In the case of an accident while transporting children, the LOUISIANA Department of Health Services Office of Child Care Licensing will be notified by phone within 24 hours and a written report will also be submitted to them within 24 hours.

**PROCEDURES**

1. A copy of each child’s emergency information shall be carried in the vehicle in addition to a ***Passenger Log*** stating the name of each enrolled child being transported.
2. Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
3. The ***Passenger Log*** shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
4. All ***Passenger Logs*** shall include the names of the persons who complete the ***Passenger Log*** and a separate attendance record of that event. These records shall be kept at the center for one (1) year with or until the next annual license re-evaluation
5. After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle’s interior to insure no children have remained on the vehicle.
6. All Children who are picked up by parent’s during field trips or while being transported shall be checked out according to the center’s policy concerning drop off and pick up.
7. No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
8. We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this, we will get prior written permission for each instance)
9. We will, at a minimum, require at least one more staff member to contribute to the adult/child ratio on every field trip.
10. We will maintain acceptable adult to children ratios when transporting children who are school age.

**Outside Employment Policy**

As a general rule, employees may not obtain outside employment that creates interference with their primary job or that creates a conflict of interest.

Secondary jobs are permissible only if the employee can continue to perform their normal duties and work requirements within the regularly scheduled workweek. Work assignments and schedules will not be modified to allow the employee to perform duties or services that are not related to The Little ARC Academy.

The Little ARC Academy has no objection to an employee holding outside employment so long as they can meet the performance standards of their job with The Little ARC Academy.

Unless otherwise agreed to, employment with The Little ARC Academy is deemed to be full time. The Little ARC Academy recognizes that an employee may be justified under certain circumstances to accept casual outside employment to be performed after working hours if no conflict with The Little ARC Academy interest is involved.

Employees shall not engage in or accept any activity, business, or employment during or after working hours that could be considered in conflict with The Little ARC Academy ‘s interests or diminish the ability of the employee to render to the company the full, loyal and undivided service which is contemplated in his or her employment by The Little ARC Academy.

Should an employee wish to obtain outside employment, it should be discussed with the employee’s director prior to accepting the job.

Any questions related to the content of this policy or its interpretation should be directed to director at The Little ARC Academy.

The Little ARC Academy’s Policy for Provisionally Employed Staff:

\*in as stated by The Bulletin 137—Louisiana Early Learning Center Licensing Regulations\*

*Provisionally Employed Staff Member⎯*a person for whom the center has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, who is temporarily employed and monitored by the center pending the department’s receipt of the other CCCBC results and determination of the person’s eligibility for child care purposes.

*Monitor of a Provisionally Employed Staff Member⎯*an adult staff member for whom a center has a CCCBC-based determination of eligibility for child care purposes (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific person or persons who are provisionally employed staff members at the center

A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.

The center must designate a monitor for each provisionally-employed staff member present at the center.

The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.

Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.

A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.

The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.

At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.

The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.