



OUR LADY QUEEN OF HEAVEN

EARLY CHILDHOOD CENTER

PARENT – CHILD HANDBOOK

The Early Childhood Center was created to meet the needs for a high quality, child care facility for the children of Our Lady Queen of Heaven School employees and those of the OLQH community. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

MISSION STATEMENT

The staff at Our Lady Queen of Heaven Early Childhood Center recognizes each child as a gift from God. As caregivers to these young children we offer a loving, clean, safe environment that enables children to grow and develop physically, become emotionally secure, develop independence, and achieve age appropriate learning skills.

General Information

Fall 2024

Type III Early Learning Center

Principal – Trevor Donnelly

Director – Meris Courville

Assistant Director – Kara Ortego

Hours of Operation: 7:00 A. M. to 5:30 P. M.

The Center takes infants from 6 weeks old to children up to 5 years old.

Teacher Ratios:

Infants: 4 to 1 (four infants to 1 caregiver) 12 infants maximum

Ones: 7 to 1 with a maximum of 14 children

Twos: 10 to 1 with a maximum of 16 children

Threes: 13 to 1 with a maximum of 18

Fours: 14 to 1 with a maximum of 18

PROGRAM PHILOSOPHY

We believe that good childcare depends upon consistent care giving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs. The program is designed to be inclusive of all children.

The Center's program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled

snacks and meals, rest time, indoor and outdoor play and routines in physical care giving promotes the child's health, comfort and ability to care for him/her. There is maximum flexibility for the children as a group and as individuals.

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

PROGRAM INFORMATION

The Frogstreet Curriculum is a knowledge based, researched curriculum for early learners. Our teachers incorporate these curriculums within other programs, which include religion, art, music and physical activity. Our goal and the goal of the Frogstreet curriculum is to help children develop confidence, creativity, critical thinking skills, as well as focus on social/emotional skills.

NON-DISCRIMINATION STATEMENT

Our Lady Queen of Heaven Early Childhood Center does not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry or infants that are breast fed.

LICENSING AND COMPLAINT PROCEDURES

OLQH Early Childhood Center is a Type III Learning Center and is licensed through the Louisiana Department of Education. The Center is responsible for meeting the state requirements at all times. Unscheduled inspections by the LDOE Licensing Division are required at least once a year and more frequently if problems are suspected. The Department has the Licensing Authority. Parents may call or the department should they have significant, unresolved licensing complaints.

Phone number: 225-342-9905

Email address: LDELicensing@la.gov

DISCLOSURE OF INFORMATION POLICY

The department has the licensing authority. The Licensing survey/inspections, regulations and information regarding early learning centers are available from the department's website at www.louisianabelieves.com

POLICY FOR PROVISIONAL EMPLOYMENT

All employees are required to obtain a CCCBC-based background check to determine eligibility for employment at Our Lady Queen of Heaven Early Childhood Center. An employee may provisionally begin working while the background check is in progress under the following conditions:

- a. The provisionally employed staff member shall not be left alone with children until the CCCBC has been cleared and the employee is eligible for employment in accordance with Bulletin 137, but may be counted in child to staff ratios.
- b. The Director, Assistant Director, or Staff in Charge will monitor said employee at 30 minute intervals. Times of monitoring shall be logged accordingly.
- c. If the provisionally employed staff member is determined to be ineligible for the purpose of childcare, the employment will be terminated immediately.

ADMISSIONS POLICY

Admission to Our Lady Queen of Heaven Early Childhood Center is through an online application process. Once an application is submitted through Ren Web, it is reviewed when an opening is available and the following priorities are used:

1. Children currently attending the ECC.
2. OLQH School or ECC employees' children.
3. Siblings of children currently enrolled in the Center.
4. Siblings of students currently enrolled in OLQH School. (Parishioners)
Parishioners include tithing members of OLQH Church.
5. Siblings of students currently enrolled in OLQH School. (Non-parishioners)
6. Children of contributing parishioners (see parishioners above).

If available, spots for incoming infants will only be held for 12 weeks after the birth date; full tuition will be charged after that date, whether or not the infant attends at that time. While every effort will be made to accommodate families, the infant may have to be placed on our waitlist until a spot becomes available.

Prior to admission to the Center, parents and their child are welcome to visit and to discuss Center policies. The following paperwork is to be completed prior to admittance: Registration form that includes the fee structure and payment policies, a master card that includes family information and child release information, a current immunization record, and a web cam release. Each family will be given a handbook that covers all of the Center policies and an Emergency Evacuation Sheet, and a calendar of Center events and holidays.

CENTER HOURS

The Center is open daily from 7:00 A.M. to 5:30 P.M. **We ask that all children arrive by 8:00 A.M.** so that organized programs may begin. If you are going to arrive after **8:00** due to a medical appointment or therapy session ,please call the office so that appropriate lunch counts can be made. Please do not bring your child to daycare during naptime. If you cannot be here by 10:30, you should either miss that day or wait until 2:00 pm when the other children are waking up. Any exceptions to this must be cleared with the director such as medical appointments.

The Early Childhood Center will be closed on the following days: (2024 -2025 school year)

Labor Day, November 1 (All Saints Day) Thanksgiving (3 days) Christmas (3 days) New Year's (2 days), Martin Luther King Day, Mardi Gras (3 days)Easter (Good Friday and Monday), Memorial Day weekend (2 days) 4th of July, In-Service days(2 per year) . *Holidays and closures may change depending on what day they fall.*

REGISTRATION FEE (2024-2025 school year)

The registration fee is \$300.00 per year for returning children and \$350.00 for new children. All children are required to pay an annual registration fee at the time of enrollment. These fees are refunded only in cases of residence relocation outside of Calcasieu Parish.

TUITION

Tuition is calculated on a monthly basis, charged annually and averaged to get a monthly payment amount. You will receive your statement electronically and monthly payments are drafted from individual accounts through FACTS.

Tuition will be deducted from your account on the 5th of each month, this system is very flexible and you may change or pick a different date for your deductions. In the case of insufficient funds, an NSF fee of \$30.00 will be charged by FACTS.

Delinquent accounts which are 30 days past due may result in dismissal of the child from the center.

ABSENCES

When a child is absent from the Center, fees will still be charged. No credit will be given for missed days. No tuition credit is given for school holidays or teacher in-service days (no more than 2 per year)

MAKE-UP DAYS FOR ABSENCES

When a child misses a day during the week, he/she will not be able to make up or change their regular attendance day. The classes have been arranged to accommodate the maximum number of children per day.

EXTRA DAYS

Children registered for two or three days per week may request extra days. This request should be made to the director, and will be granted if the number of children in the class permits. The charge for an extra day will be billed on the next month's statement.

ATTENDANCE CHANGES

Requests for attendance changes will be considered on a case by case basis and availability.

OVERTIME CHARGES

The Center is open from 7:00 A.M. to 5:30 P.M. We ask that you be punctual about picking up your child. **An overtime fee of \$10.00 will be charged and billed for every 5 minutes past 5:30.** In case of an emergency, please call and let us know as soon as possible. The center will not be able to serve families who cannot pick up their children on time on a regular basis.

CONFERENCES

Parent-teacher conferences may be scheduled to discuss your child's progress. Parents, teachers or the director may call conferences at any time to discuss any issues of concern.

OPEN DOOR POLICY/VISITORS

The Center maintains an open door policy which encourages parents to visit anytime. Visitors must sign in and state their reason for the visit. Lunch and rest time for the children are between the hours of 11:00 and 2:00. Please try to schedule your visit before or after these hours so that you can see the children as they interact with each other and the teacher. All extracurricular personnel, e.g. music teacher, librarian, etc., shall have documentation of a satisfactory criminal record check and must complete the Diocesan Safe Environment training requirement before working with children.

PARENT INVOLVEMENT

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parents or grandparents day.

TRANSPORTATION

OLQH Early Childhood Center does not provide transportation for children. Parents are responsible for providing transportation to and from the Center.

CELL PHONES

Parents are asked to refrain from cell phone use inside the daycare. This time should be set aside to greet your child and for teacher communication.

CHILD CHECKOUT

A daily attendance log is completed by the child's caregiver, including the time of arrival and departure and the full name of the person to whom the child is released. Only individuals listed on the child's master card, by the parents, may pick-up the child.

As mandated by state regulation, your child may only be released to someone on your pickup list. You may not call with a change of this pickup list; it must be in writing, permission may be emailed to the center. In the case of divorced parents, the parent who has custody of the child must inform school officials if the other parent is not permitted to check the child out of the center. Court documents must be provided in such cases to verify the parent's claim. In case of joint custody, the child may be released to either parent.

ARRIVAL AND DISMISSAL

The Center is concerned with the safety of all the children who attend. Please park your car and **turn off the ignition**. Walk your child into the Center and escort him/her to his/her classroom. The children are dismissed from their classrooms to a parent or designated person. *Children in all classrooms should be here by 8:00 each morning.* **Children arriving after 10:30, may not be accepted that day because of the disruption to the group routine. If you will be late due to an appointment, please call ahead.**

FIELD TRIPS

The Center does not schedule field trips that require bus transportation at this time. We do however, go on "walking excursions" and we may refer to these as field trips. The children may walk to, QLQH school to attend a special activity at the school. Parents are notified and a signed permission is required and obtained.

DISASTER DRILLS

To insure the orderly and safe evacuation of the Center in emergency situations, regular disaster drills are necessary. Emergency evacuation routes are posted near the doors in all rooms. All disaster drills are to be treated seriously.

In case of fire drills, after the emergency signal is sounded, children are to immediately leave the building without running, shoving, or talking. The teacher is the last one out of the room, and is to close the door after all have left the room. The children are to report to a designated area and to remain quiet while waiting further instructions.

In case of tornado drills, children are to move in silence to designated areas away from doors and windows.

In the event of an emergency that requires evacuation, the staff would move the children to the OLQH Family Life Center Activity Room, located on Monsignor LeBlanc Way, one block from the ECC. Parents would be notified after the relocation

EMERGENCY CLOSURE OF SCHOOL

In the event of inclement weather conditions, OLQH Early Childhood Center follows the decisions made for OLQH School. OLQH School follows the lead of Calcasieu Parish School Board and the decisions made through the Diocese of Lake Charles . That is, if public schools are closed due to weather conditions, OLQH may also be closed, a late start may be taken into consideration as weather permits. In case of other emergencies, parents will be notified by local radio and television stations or email, text messages (parent alert and Brightwheel) as to as to the procedure for dismissal.

The Center staff will maintain responsibility of all children until they are released to parent, guardian or other designated persons. If a disaster should occur, parents should monitor local radio and television stations. When parents are able to reach the Center safely and without interfering with disaster workers, they should come to pick up their child. If it becomes necessary for the Center to be evacuated, the children will be taken to the Family Life Center Activity Room, and parents will be contacted.

HEALTH RECORDS

State law requires that all children attending daycare or elementary school be immunized and that proof of this be on record at the school. All children enrolled in the Center must have a health record that is current. The Calcasieu Parish Health Department provides immunizations with an appointment. Forms can may obtained from your child's physician, the Health Unit and other health care providers.

CHILDREN'S RECORDS

State law mandates that every child at the Center have a personal file. This file will contain basic information about the child, attendance records, physician statements and immunization records, child pickup authorization, release form authorizing emergency

medical treatment, progress reports, testing reports and any other pertinent information. Parents may review their child's records or make changes whenever necessary. Children's records are confidential, and only accessible to the director and State Department for annual inspection.

REST TIME

State regulations require that all children rest or nap each day. Our scheduled rest period is between 11:00 P.M. to 2:00 P.M. The one and two year old children may nap at an earlier time and get up earlier depending on their needs and the infants rest and sleep depending on their individual schedules. As previously noted, children in the ones through the fours should not be dropped off during naptime as it could be disruptive to the group rest period. Exceptions to this policy may be made only through the director.

Infants shall be allowed to sleep according to their individual schedules

Children under age 4 shall have daily rest of at least 75 minutes.

Children age 4 and older shall be offered the opportunity for quiet time.

SAFE SLEEP

Only one infant shall be placed in a crib. Cribs shall be free of toys and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges when the child is in the crib. All infants shall be placed on their backs for sleeping. Written authorization from a physician is required for any other sleeping position.

While awake, children shall not remain in a crib, baby bed, swing, high chair, carrier or playpen for more than 30 consecutive minutes. Children should not be sleeping in bouncy chairs. After rocking infants to sleep, they should be put in their cribs. Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is allowed to remain in said device.

Infants who use pacifiers shall be offered their pacifier when they are placed to sleep, but it shall not be placed back in the mouth once the child is asleep. Bibs shall not be worn by any child while asleep. Nothing shall be placed over the head or face of an infant.

CLOTHING

Children should be dressed comfortably and appropriately for the weather. To encourage the children to become independent in their toileting skills we ask that outfits be free of complicated fasteners. Children who require diapering should wear outfits that allow for easy changing. Label all extra clothing (jackets, sweater, coats, and raincoats), as many children have the same or similar outfits and they do not always recognize their clothing. Each child will need **AT LEAST 2** extra change of clothing to be left at school. Please put the clothing in a zip lock bag with the child's name on it. ***The children should wear comfortable, closed tennis shoes.*** Outside play is encouraged and dress shoes, cowboy boots, crocs and sandals do not provide enough support, comfort or traction for the children when they run and climb on the equipment and in the pea gravel.

OUTDOOR CLASSROOM

Our outdoor classroom will have many sensory play items, for example a mud kitchen and water table. Please send your child dressed in clothes that are comfortable and can get dirty or stained. We will also be doing gardening and many outdoor STEAM activities including painting, music, and discovering nature. **Please keep this in mind when dressing your child daily.**

PHYSICAL ACTIVITY

Children under age 2 shall be provided time and space for age appropriate physical activity, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day;

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

PERSONAL ITEMS AND TOYS

Children are not allowed to bring toys from home except for naptime buddies which should be something suitable such as a small stuffed toy.

Backpacks or bags may not be left at the center. Extra clothes must be brought in a Ziplock bag and be left at the center. Backpacks take up valuable classroom space. If your child is attending an extra curricular activity and you need to bring a bag for certain days, please make suitable arrangements with your child's teacher. Diaper bags in infant rooms are permitted.

HOLIDAY CELEBRATIONS

Holidays will be celebrated at the Center with treats, favors and fun activities for all of the children. Parental involvement is welcome in all of our activities as guests.

WEBCAM RECORDINGS/ PHOTO'S

Recording and sharing our live web-cam feed with others, violates the privacy of other children that may be on that live feed/ recording. If you share with one, one may share with others. **The security and safety of our children is of utmost importance, we therefore cannot allow, any photos / recordings to be shared on any social media sites or privately (unless ONLY your child is in the photo/recording).** As we cannot risk violating the privacy and safety of others, parents that persist on sharing will be asked to remove their child from our center.

Only parents have permission to view the live camera's, **please do not share our passwords with anyone, including Grandparents** as this is a violation of our confidentiality policy.

NUTRITION

OLQH Early Childhood Center provides a morning snack, a well-balanced hot lunch, and 2 afternoon snacks. The lunch & snack menu is posted weekly. If your child is allergic to certain foods, or on a special diet, please contact the director so that arrangements can be made to meet your child's needs. All allergies should be listed on the master card form in your child's' file. **BREAKFAST is not served at the center: please provide breakfast at home. Please check the classroom schedule for morning snack time. Snack will not be provided for those that arrive after the scheduled time.** Children should not bring food to the Center, unless the child is on a restricted diet, in which case written notice by a physician would be required, and this would only be allowed for lunch. **Peanut products are not allowed in the center.** The ECC staff is careful to read labels when shopping to check for items manufactured with peanuts or where peanut products are used. We expect our parents to also adhere to this policy. As a precaution we do not allow outside food to be brought into the center. Cupcakes and other treats will be provided for holiday activities and birthdays.

INFANTS

All bottles shall be prepared at home and stored in the refrigerator upon arrival at the Center. All parts of the Bottle shall be clearly labeled with the child's first and last name. We recommend that all bottles be labeled with "inch bug" labels. Please do not send glass bottles, or glass jars of baby food.

TECHNOLOGY POLICY

Children under 2 are prohibited from all screen time.

Screen time, including TV shall be limited to a maximum of 30 minutes per day. Only G rated shows or movies will be viewed. All TV time must be cleared by the Director or Assistant Director. Children will be given a 10 minute break, every 30 minutes for physical activity during the viewing time.

The 2, 3 and 4 year old teachers will have use of their promethium boards for educational purposes only. All lessons must be engaging and interactive.

Screen time including lessons done on the promethium board shall not exceed 1 hour per day.

Computer Practices Policy

Children will not have access to Computers at anytime

DISCIPLINE

The Early Childhood Center's Behavior Management Policy is based on helping children learn appropriate behaviors. Throughout the year, the teacher will model effective behavior with the students and provide opportunities for students to

practice these skills. Our policy is based on redirection, modeling, and communication. Individuals following the rules, showing respect, displaying manners, and promoting positive character traits will receive positive recognition and acknowledgement.

A behavior consequence program will also be part of our classrooms' behavior management plan. Any disruptive incidents will be recorded in a confidential, classroom folder. This will help determine if behaviors follow a pattern and will hold students accountable for their individual behaviors. The consequences of repeated, disruptive behavior are as follows:

- First offense: Reminder of rule; verbal redirection
- Second offense: Teacher will initiate one-to-one conversation (away from peers), attempting to allow the student to regroup or change behavior.
- Third offense: The child will have the opportunity to regroup or calm his or her frustration in our Quiet Area centers in the classrooms.
- If the behavior persists, our Director or Assistant Director may be called to intervene and speak to the child to redirect problem behaviors.

Time Out (Bulletin 137 LA Early Learning Center Licensing Regulations)

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

Behavior Management Policy (Bulletin 137 (LA Early Learning Center Licensing Regulations)

The following disciplinary actions are prohibited at all times:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory

remarks about children or family members of children in the presence of children;

- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

If aggressive behavior (including biting) towards classmates is persistent, the child may be suspended for a brief period, determined by our administration.

If aggressive behavior remains an issue after all methods have been thoroughly exhausted, the parents may be asked to remove their child from our care.

In regards to situations that include a “cool down” redirection, the length of each time-out shall be based on the age of the child and shall not exceed one minute per year of age. Time-outs are prohibited for children under the age of two. While the child is cooling down, he or she will always be in the sight of a staff member. Before the child returns to his or her regularly scheduled activity, the teacher will have a calm discussion with the child to discuss the behavior and what we can do to better our interactions.

Steps for addressing Behaviors:

Our behavior management policy has established steps addressing behaviors identified as dangerous and/or out of control behaviors. We will work collectively with parents to provide referrals to appropriate agencies to aid and support so that termination will be the last resort. Suspension or expulsions will only be considered as a final action after the implementation of behavior support strategies, including at a minimum:

- i. engaging parents by written communication and or parent conference; and

ii. providing a referral to early Steps, Child Search and or mental Health consultant if appropriate.

BITING POLICY

Biting is not unexpected behavior in infants and toddlers, however if the biting becomes excessive the following steps may be taken at the discretion of the Director:

1. The parents will be called in for a conference.
2. If the child inflicts 2 bites or injures another Child with-in a 5 hour period, the child will be sent home for the remainder of the day.
3. If the child inflicts 3 bites or injures another child within a 5 day period, the child will be placed on a 2 day suspension.
4. If the child continues to bite or injure another child consecutively within a 3 week period, the parents will be asked to find alternative care for their child.

HEALTH POLICIES

“The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of day-care programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child’s illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, an absolute criterion for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues:

- (1) *risk of transmission of infectious diseases and*

- (2) *the demand of sick children for increased adult attention, which may exceed the resources of the day-care program”*

(Quoted from Pediatrics in Review)

ILLNESS POLICIES

State law requires children to remain at home whenever the child has any symptoms of communicable or infectious diseases. Children should be kept home if they have a temperature, a sore throat, persistent cough, vomiting or diarrhea. They should remain at home until all signs of infection have cleared. The Center reserves the privilege of sending children home when they develop any of the above mentioned illnesses. **The child should remain home whenever any of the following symptoms are noticed:**

According to State Licensing Standards, a child must be fever free for 24 hours without the use of a fever-suppressant before returning to the Center. Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child but also to the other children and teachers.

At the discretion of the Director and school Administration times for returning to the center when your child is ill, may be lengthened due to an illness that is spreading throughout the center.

The child should remain home whenever any of the following symptoms are noticed:

1. Child who has had fever during the last 24 hours or presently has fever at the time of morning admission. (Temp of 100.4 or more.)
2. Child who has experienced vomiting or diarrhea in the last 12 hours.
3. Child who has a cold, constant cough, or heavy nasal discharge.
4. Child who is extremely irritable or tired.

Public Health – Sanitary Code (Title 51, Part XXI)

7. [Formerly paragraph 21:010-7] the day care center director shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

Illness/Symptom	Exclude Until
Meningococcal disease (<i>Neisseria meningitis</i>)	Well and proof of non-carriage ¹
Hib disease (<i>Haemophilus influenza</i>)	Well and proof of non-carriage ¹
Diarrhea (two or more loose stool, or over and above what is normal for that child)	Diarrhea resolved or is controlled (contained in diaper or toilet)
Fever of unknown origin (100°F oral or 101 rectal or higher) and some behavioral signs of illness	Fever resolved or cleared by child's physician/health department
Chicken pox	Skin lesions (blisters) all scabbed over
Hepatitis A	One week after illness started and fever resolved
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician ² chosen by the child's parent, guardian and the center director
Undiagnosed generalized rash	Well or cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician

a. ¹Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease or four-day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) **(Diocesan Policy 57010.05)**

Policy of the Diocese of Lake Charles dictates that children with AIDS enrolled or seeking enrollment shall be permitted to attend school in an unrestricted setting. Children with AIDS shall not be excluded from attending school for any reason of the infection unless the following exceptional conditions are evident as determined by the child's physician, the child's parents or legal guardians, the appropriate school administrator:

- a. The child is not toilet trained or is incontinent, or is unable to control drooling, or presents a very disturbing appearance.
- b. The child is unusually physically aggressive with a documented history of biting.

ADMINISTERING MEDICATION

The following procedure is to be adhered to when medication is administered by school personnel. Written instructions from the parent or guardian that the school administer medication must be kept on file. Medication must be brought to the Center in the original container appropriately labeled by a pharmacist or physician. The container should bear the following information: **Please do not leave any medication in a child's backpack. All medication must be handed to the receptionist.**

- a. Full name of child.
- b. Name of physician.
- c. Name of the pharmacy and prescription number.
- d. Side effects and special instructions, pharmacy printout.
- e. Name of the medication.
- f. Dosage and route of administration.
- g. Dates & time the medication is to be given at school.
- h. Signature of parent and date of signature on proper forms; and
- i. Circumstances for administering "as needed" medication.

Medication includes all prescription drugs as well as over the counter drugs such as aspirin and Orajel. Medication cannot have an expired date. If medication instructions indicate to "consult a physician" for dosage, written instructions from your doctor must be on file. These instructions must include child's name, date, medication name, dosage and the physician's signature. ***Any medications given by the parent before arrival at the center must be reported to your child's teacher at drop-off.***

DISMISSAL FROM THE CENTER

A child may be dismissed from the ECC for any of the following reasons:

1. Lack of payment for child care.
2. Severe misbehavior or constant disruption in the classroom.
3. Lack of parental support with care givers in regard to the following areas: Biting, severe aggression, or violent behavior. If any of the above areas cannot be resolved after written or verbal notification or meetings with the parents, caregiver and director, the parents will be notified of their child's dismissal from the Center.
4. Habitually late picking up a child at closing time.
5. In extreme instances, when a student or his or her parents or sponsors Exhibit lack of cooperation with or total disregard for the rules and regulations of the school, the administration may require the immediate withdrawal of the student from the school without following the formal process of documentation of warnings and previous efforts to ameliorate the situation.

CHILD ABUSE POLICY

All staff of the OLQH Early Childhood employees are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer.

Child Abuse hot line number is: 1 855 4LA-KIDS
 1 855 452- 5437

NEGOTIATING DIFFERENCES

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well being of the children and staff as a priority.

GRADUATION

If your child turns 4 before September 30, they will be required to leave us to attend a PreK program either at OLQHS school or elsewhere. This shall stay in effect unless the child has diagnosed Exceptionalities and both parties agree that it would be in the best interest of the child to remain at the Center.

BABYSITTING

Occasionally parents will ask teachers or aides to babysit. The ECC does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

SUPPLY LIST

INFANTS

- unopened jar foods (No glass bottles please)
- Pacifier (if needed)
- 2 Complete changes of clothing, socks, and shoes
- Disposable Diapers
- Baby Wipes
- Baby Needs (lotion, powder, diaper rash ointment)
- Sleep sacks (preferred)

All bottles shall be prepared at home and stored in the refrigerator upon arrival at the Center. All parts of the Bottle shall be clearly labeled with the child's first and last name. We recommend that all bottles be labeled with "inch bug" labels.

ONE'S, TWO'S, THREE'S AND FOUR'S AS NEEDED

- Nap Mat
- 1 small pillow, pillow case and blanket for rest time.
- Disposable diapers
- Baby wipes
- Baby needs (lotion, powder, diaper rash ointment)
- 2 complete change of clothes, socks, and shoes

***Please label all personal items with your child's name. For the infant room it is important that the bottles, bottles cap, pacifiers, food jars, etc.**

Prohibited Items – LA Early Learning Center Licensing Regulation – Bulletin 137

The following items are prohibited in an Early Childhood Center

- Balloons
- Pacifiers attached to string/stuffed animals
- Necklaces (including amber “teething” necklaces)
- Beads (worn on ankles or wrist)

Our Lady Queen of Heaven Early Childhood Center Policies

- Closed tennis shoes with Velcro straps and socks must be worn for children 1 year and older
- No toys may be brought from home, with the exception of a “sleep buddy” which should be a plush toy.
- No food may be brought into the center without the express permission of the Director or the Assistant Director. (This does not include the infant rooms.)
- Glass baby bottles, or baby food jars are not permitted.
- NO food containing peanuts or tree nuts may be brought into the center. This includes almond milk, coconut milk, or any other foods or supplements that may contain peanuts/nuts.
- Hands must be washed upon arrival at the center.
- Children that have fever of 100.4 or higher may not return to the Center until they have been fever free for 24 hours without medication.
- **Children must be here by 8:00 a.m. unless they have a doctor’s appointment or prior arrangements have been made with the director. (mcourville@olqhs.org)**

Please read the handbook to familiarize yourself with all other policies regarding the care of your child.

All policies have been made with the safety and wellbeing of your children in mind. Thank you for adhering to them.

We have read the Our Lady Queen of Heaven Early Childhood Parent Handbook. We understand and are fully aware that these policies apply to each family and child impartially and agree to be bound by its provisions.

PARENT

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Print Name	Signature	Date

NAME of STUDENT(S)

Print Name

Print Name

Print Name