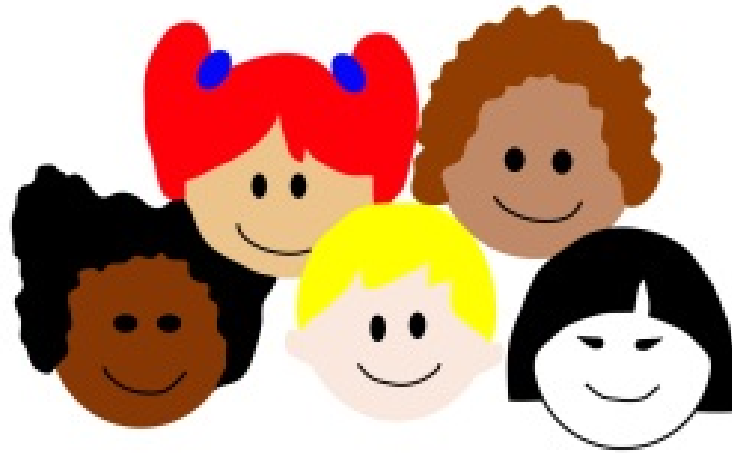


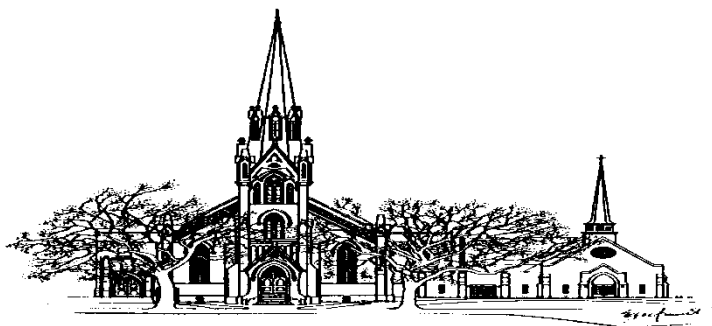
Rayne Early Childhood Program



"Building the Foundation"

Parent Handbook 2017-2018

Rayne Early Childhood Program



A Children's Ministry of Rayne Memorial United Methodist Church

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Overseen by:
**The Rayne Early Childhood Program Advisory Board
and Licensed by the State of Louisiana
(Type III Program)**
Academic Approval through The Louisiana Department of Education

Serve Ages: Six Weeks to Seven Years

Monday-Friday (7:30am-5:30pm)

RECP 2017-2018 Parent Handbook
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RAYNE EARLY CHILDHOOD PROGRAM

Welcome to Rayne Early Childhood Program. We are delighted that you have chosen us for your childcare needs. At RECP we are committed to providing quality care for your child. Please take the time to read about our program and what we have to offer. Let us know if you have any questions or specific comments about your child's unique needs. We hope that our service to your family will nurture and enhance your child's growing experiences in the "bigger world." We understand and appreciate that you and your child have a special relationship which our staff strives to reflect. We encourage you to participate in our special events and activities, and to take advantage of our "Open Door" policy. Again, welcome to RECP and please do not hesitate to call or stop by the office at any time. We are happy that you and your child are here!

OUR MISSION

The Rayne Early Childhood Program bases the curriculum on the premise that "child care" and "education" are inseparable processes occurring simultaneously through the cooperative efforts of Parents and Caregivers. Children develop and learn best when they encounter Teachers who not only radiate love, but also who interact with the children during play, storytelling, music, mealtimes, and in common everyday experiences supported by parental involvement. It is the program's intent that when a child leaves Rayne Early Childhood Program, he or she will have experienced developmentally appropriate cognitive, physical, mental, social and spiritual growth.

RAYNE EARLY CHILDHOOD PROGRAM PHILISOPHY

- ★ At Rayne Memorial United Methodist Church we believe that each child is a child of God and should have every opportunity to develop academically physically, intellectually, emotionally, socially and spiritually to their fullest potential.
- ★ The Early Childhood Program seeks to affirm Judeo-Christian values and embody the best that is known about the needs of children, the ways they learn and the kinds of experiences that are best for them.
- ★ Because we believe each child is a child of God, and therefore worthy of love, acceptance and support, we provide many experiences to build a positive self-image.
- ★ Because we believe that we are made in the image of God and are given the capacity to create, our Teachers encourage creativity through art, music, drama, and play, which expands the child's imagination, and develops confidence in his or her own abilities.
- ★ Because we believe that God's love is freely given to all of us, we make every effort to enrich each child's life with persons from a variety of ethnic, cultural and economic backgrounds.
- ★ Because we believe that education is a collaborative effort we encourage Parents/guardians to be partners in this process so that each child may develop to their fullest potential.

RECP's Goals & Objectives 2017-2018

Goal 1: To provide a program that embraces the idea that childhood is a unique and valuable stage of life and that learning and growth take place in a secure, relaxed, loving, stimulating, and a child centered environment.

Goal 2: To base our work with children on factual knowledge of child development and the use of curriculum and play activities based on the individual needs of each child and to guide growth in all areas of development: Social/Emotional; Cognitive and Physical.

Goal 3: To appreciate and support the close ties between the child and family. These goals will be met via special events for family and child participation such as:

Goal 4: To recognize that children are best understood and supported in the context of family, culture, community and society.

Goal 5: To respect the dignity, worth, and uniqueness of each individual: child, family member and colleague.

Goal 6: To help children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

Goal 7: To help children and parents value cultural and linguistic diversity.

OUR LICENSE AND STANDARDS FOR SERVICE

RECP is a Type III program licensed by the Louisiana Department of Education and is required to meet the standards set by this department as well as the Louisiana Department of Health and Hospitals, and the Louisiana Office of State Fire Marshal. Additionally, RECP is accredited by the National Association for the Education of Young Children (NAEYC) and must also meet the philosophy, goals, and guidelines set by NAEYC. Finally, RECP is governed by the standards set by the Rayne Early Childhood Program Advisory Board. The Rayne Early Childhood Program Advisory Board consists of 15 members. Nine of these board members must be members of the Church, with the remaining six members consisting of: the Senior Minister of the Church, the Director of Christian Education, Director of the Rayne Early Childhood Program, the Church Business Manager, and the appointed Parent and Teacher Representatives. The Parent Representative is a board appointed position based upon the annual recommendations of the Parents received by the RECP Board President by the month of August for the following year appointment. The Parent Representative serves on the RECP board for a one-year term of September through September.

OUR STAFF AND TEACHERS

All staff and teachers of RECP must meet the requirements for their positions set by the Type III License of the Louisiana Department of Education. Some of these requirements are as follows:

- Each staff member must be known in the community to have a good reputation. This means having no previous conviction of any crime of a violent or sexual nature, confirmed by a criminal records check, as well as having at least three work or personal references of good standing.
- Ongoing staff development is required including:
 - A four day supervised orientation of new staff which includes learning our programs policy and procedures, health and safety requirements, as well as job description & performance standards.
 - A minimum of four quarterly staff training sessions.
 - Participation in monthly staff meetings for continued training and as needed for service updates.
- A minimum of twelve clock hours of training per year are required by the Department of Social Services, related to issues such as child care growth and development, working with parents, discipline and guidance techniques, and health and safety.
- All staff are expected to earn a CDA (Child Development Associate) at the program's expense to maintain employment.



- Training in Pediatric First Aid and Infant/Child CPR that meets the certification requirements of the American Red Cross, American Heart Association or National Safety Council.

In addition, our teachers are encouraged to obtain more than the required twelve hours of training. They are encouraged to pursue ongoing personal professional goals by obtaining additional credentials in the profession of early childhood education via local vocational training classes, and/or obtaining an associate, bachelor of arts, or master degree. Even with these personal professional roles, each employee must prove on a daily basis the desire and commitment to work with parents and their children and to continually explore different ways to improve growth in order to maintain quality early childhood experiences for our children.

OUR HISTORY IN THE SERVICE OF OUR FAMILIES

Rayne Early Childhood Program began serving children in 1971 in the form of a half day preschool, and in 1981 a Mother's Day out program was added. As the needs in the community increased, Rayne Memorial Methodist Church supported the creation of our current full service Early Childhood Program in September of 1994. The Rayne Early Childhood Program is governed by the Rayne Memorial Methodist Church Early Childhood Program Advisory Board consisting of 15 members. Nine of these board members must be members of the church with the remaining six members consisting of: the Senior Minister of the Church, the Director of Christian Education, Director of the Rayne Early Childhood Program, the Church Business Manager, and the appointed Parent and Teacher Representative. The Parent Representative is a board appointed position based upon the annual recommendations of the Parents received by the RECP Board President by the month of August for the following year appointment. The Parent Representative serves on the RECP board for a one year term of September through September.

CLASSROOM STAFFING

RECP is organized into 3 basic groups with 9 classrooms: (1)infants; (2) toddlers ; and (3) pre-school. Within these groups children spend the bulk of the day within the same classroom, and with the same assigned teachers. However, within these groups for early morning drop off and late afternoon pick up each group of classes may be combined. Staff arrive and depart at staggered times within each group. Upon the arrival of all staff members within a group the classes will separate into their 2 classrooms, generally by 8:30am. This staffing pattern occurs again at the end of the day, as staff begin leaving for the day, and children departing the groups combine again, usually around 4:30 PM. Consequently, within each group the staff and children are familiar with one another. Only when a teacher is absent will a different teacher be assigned to one of these groups, or classrooms.

All ratios are based on the goal of quality care and meet or exceed Type III licensing standards and NAEYC standards.

TRANSITION POLICY

RECP has 3 infant classrooms: Ducklings (6wks- 8mths), Angels (6wks – 8mths), and Owls (8mths- 15mths). RECP has 2 toddler rooms for 1 year olds: Teddy Bears and Little Fish. A prerequisite for the 1 year old classrooms is the ability to walk and consume table food. As children under 2 grow and mature, they will be moved to the next age appropriate classroom according to availability.

Children 2 and under will be assigned to his/her classroom for the duration of the school year. The RECP administration and staff recognize that this transition process is often emotionally traumatizing and work together to make the transition as smoothly as possible.

RECP has 2 toddler classrooms for 2 year olds: Busy Bees and Peacocks. A child must be 2 years old by September 30th to be in one of these 2 year old classrooms.

The PreK-3 classroom is the Cuddly Kittens. A child must be 3 years old by September 30th to be in the PreK-3 classroom. In addition, a child must have a mastery of potty training to be in the PreK-3 classroom.

The PreK-4 classroom is the Dalmatians. A child must be 4 years old by September 30th to be in the PreK-4 classrooms.

We transition our children at the beginning of each school year in September and on occasion in June. (The September transition process will begin in August, and the official move will take place after Labor Day). Students 2 and older must meet the age requirements on or before September 30th of that same school year. All transitions will be reviewed with the child's parent(s) prior to the planned move. The transition will be gradual. Parents will be informed ahead of time by the teacher regarding short visits to the new room over a period of time. The final decision to move the child will be made in conjunction with the child's Teachers, the new classroom Teachers the Administrative Assistant and the Director.

Two components will be involved:

- (1) Age of the child**
- (2) Space availability**

Once the decision is made the parent will be informed in person by the child's teacher and in writing from the Administrative Assistant. A Mini-Conference will be set up with the new teacher and the child's parent(s).

At this time a written description of the new room policies, schedules and activities, will be provided and common goals for the child will be discussed and documented in the child's folder. If parents inform us that their child may not be returning to RECP, we reserve the right not to

transition that child to another classroom, if they were scheduled to transition to another classroom prior to this notification. This is to avoid the social-emotional discomfort that may result from too many transitions in a short period of time for the child.

2017-2018 School Holidays, Early Closures and Closures

Monday, September 4 th	Labor Day
Friday, November 3 rd	Parent Teacher Conference
Wednesday, November 22 nd @ 2:30	Thanksgiving
Thursday, November 23 rd –Friday, November 24 th	Thanksgiving
Thursday, December 21 st @ 2:30	Christmas
Friday, December 22, 2017–Monday, January 1, 2018	Christmas–New Year
Monday, January 15 th	Martin Luther King
Monday, February 12 th -Tuesday, February 13 th	Mardi Gras
Friday, March 30 th	Good Friday
Monday, May 28 th	Memorial Day
Monday, July 1 st – Wednesday, July 4 th	Independence Day

*Special events and additional activities will be announced throughout the year.

**There may be an additional days of closure, announced in advance, during the year, including those associated with the NAEYC’s national teachers conference in New Orleans, which enables your child’s teacher to attend and obtain valuable continuing education hours.

2018 TUITION & FEES

Monthly Fees

Monthly Tuition

- ◆ Infant Rooms (6 wks-15 months), **Monday-Friday 7:30-5:30**\$975
- ◆ Toddler thru Pre-K classes, **Monday-Friday 7:30-5:30**\$935

.....
 Monthly tuition includes daily snacks and lunch, for all classrooms except for infants.

We will evaluate tuition each year and anticipate an increase in tuition each January to cover, among things, cost of living increase for RECP staff and teachers. ***Rates are current and should not be considered guaranteed.***

Tuition Payments – Payments must be paid online or in the form of a check or money order. Payments may be mailed to: Rayne Early Childhood Program (RECP) 3900 St. Charles Avenue, New Orleans, LA, 70115, or placed in the box in the foyer.

Receipts may be obtained from RECP's Administrative Assistant or by logging in online to your child's secured account. *Cash payment will not be accepted for security reasons.*

Tuition is due on the 1st of the month. Checks received after the 1st of the month are to include a \$35.00 late payment fee. If you are unable to make a scheduled payment, please notify the office in writing before the due date. Children whose tuition and fees are not paid in full (including NSF fees, late pick-up fees and late payment fees by the first of the following month will not be allowed to attend RECP until payment is resolved. Tuition is not subject to adjustment because of illness, absence, emergency closings or holidays.

Children taking a break in service, i.e., absent for a month in the summer, are not guaranteed a space upon desired return date unless full tuition is paid for the months absent. RECP is a year-round program, and payment of tuition each month for the entire year is required to maintain your child's space. Opting not to pay the full tuition amount during the summer can jeopardize your child's enrollment. If space is available, children who are taking a break in service and not paying tuition will be allowed to return upon payment of a new registration fee.

Registration Fee - Non-refundable \$150.00 registration fee per child is required to enroll at RECP.

Re-Enrollment Fee - \$100.00

A \$100.00 re-enrollment fee per child is required every additional year that the child is enrolled at RECP. Re-Enrollment forms are distributed every June with forms and fee due July 1st.

Scholarship Awards - RECP provides a limited amount of need-based scholarship funding each year. Applications are available at the sign in/out desk or in the office. Awards are granted on a case by case basis and are applied monthly. Award amounts are based on the number of applicants and available funding for the year. All applicants must have been enrolled in RECP for a minimum of three months and have no outstanding balances.

Non-Sufficient Funds (NSF) - A fee of \$35.00 will be charged for all returned checks. You will be consulted as to whether the check can be re-deposited. After two NSF checks, all tuition payments must be paid by certified check or money order.

Late Pick-Up Fees - A late fee will be charged if your child is picked up past 5:30 p.m. A parent must sign his/her child out in the "after hours" sign-out book. Parents will be charged \$1

per minute for each minute after the designated 5:30 p.m. pick-up time, and will be billed on their monthly statement.

Monthly Tuition Statements- can be furnished upon request. **These are for record keeping and are supplied with the RECP's Tax ID number for end of the year tax reporting.**

Drop-In Student Plan – Former RECP students not currently attending RECP may take advantage of our “drop in service”. These students, with advance notice may “drop in” for a day” depending on availability.

- The drop in daily rate is \$50.00 per day, and must be paid to the RECP office prior to or upon arrival on the day of the service.
- Drop-in days may not exceed 7 days in any one month period during the year without activating the monthly tuition rate.
- Drop-in days must be requested by the parent by telephone or in writing a minimum of one calendar week prior to the drop-in date requested.
- Confirmation of requested dates can only be made by the Administrative Assistant or the Director.
- A phone call to the RECP office can be made to inquire about availability due to last minute schedule changes of contracted families. But, there is **NO GUARANTEE** that any of the days requested will be available if contracted family service is at full capacity for the requested day.
- Drop-in parents are responsible for signing their child in and out at the parent sign-in desk on the separate drop-in form on the day of service.

REGISTRATION

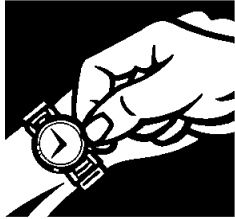
All Parents of enrolled children are responsible for completing and **updating** the information required in our "Registration Packet" including the following.

- Emergency Information Sheet
- Person to be notified in case of emergency
- Pick Up Authorization Form
- Personalized Childcare Form- to be updated upon moving to a new age group.
- Health Form & Immunization Form

WITHDRAWAL POLICY

RECP requires the completion of the withdrawal form to be turned in one month prior to withdrawal date, in writing, of withdrawal from RECP. Failure to provide this notice does not negate the responsibility for payment of a full month's tuition upon withdrawal.

ARRIVAL AND DEPARTURE



We kindly request that children ages six weeks to one year of age (Ducklings – Little Fish) arrive to RECP by 10:00am; and children ages 2-5 years of age (Busy Bees-Dalmatians) should arrive by 9:00am. If your child has a doctor's appointment or any other such event scheduled, please notify the office of the delay by phone or in person the day before the scheduled appointment. Also, please call no **later than 8:30 am**, the morning of any unexpected absence or delay to facilitate “drop-in” students and class

scheduling.

We will accept children up to **noon** with a doctor's note in hand. Otherwise, you will have to wait until 2:30pm (after naptime) to drop the child off. It is imperative that you have the doctor's note with you upon arrival at RECP. We will not accept faxed notices.

Please be sure to stop at the sign-in/out desk and write your name and time of arrival every day your child attends. You must take your child to his or her classroom, and please do not leave your child/children unattended. You are responsible for seeing that your child does not run out of your sight until he/she has been appropriately delivered into the care of his/her teachers. Please give any special instructions in writing to the teacher. **Please refrain from using your cell phones while in RECP.**

If someone other than a parent will pick up your child, an Authorization Form, which is available at the sign-in/out desk, must be filled out. Any person picking up your child must present photo identification when he or she arrives. This is for your child's protection and the protection of our program as well. **Under no circumstances** will a child be released to anyone without written authorization from a parent or guardian and the presentation of satisfactory identification by that person.

PICK-UP PROCEDURES

Please arrive before 5:30 p.m. to pick up your child. Pick up your child from his or her teacher in the classroom or play yard. Examine the daily/weekly activity sheets to find out about your child's day. Ask the teacher any questions you may have. However, please limit this time of discussion as the teachers are busy meeting the needs of all the children as they leave for the day. Please schedule an appointment with your child's respective teacher earlier than closing time if you wish to discuss your child's development at length. Check your child's cubby daily, for

letters, messages, art work and your child's belongings. ****Remember to sign out your child before leaving.****

BUILDING ACCESS/SECURITY

Because RECP is part of a larger organization people other than Parents and RECP staff have access to the building. In order to ensure the safety of everyone the following security precautions are taken:

- The RECP entrance is monitored via video camera and is locked at all times.
- Church visitors are asked to use one of the Church building entrances further down Pitt St. or on General Taylor Street, if possible.
- Visitors to the program (therapists, etc.) are asked to sign in and out at the sign-in desk.
- Staff are instructed to offer assistance to any unfamiliar person in the building and escort them to their destination.
- Any suspicious person will be reported to the Church office and /or the proper authorities, if necessary.

EMERGENCY CLOSINGS

RECP follows the Orleans Parish School Board with respect to emergency closures such as severe weather threats. Please stay tuned to your local television and/or radio stations for this information. Parents will be asked to sign up to receive text messages from RECP, which will include notifications of any such closures. During summer months the Director will make the decisions regarding these closures, and parents will be notified via text message, email, local TV stations or RECP's website www.recpkids.com. Sudden emergencies arising during the course of a school day will require your immediate efforts to pick up your child, but under no circumstances should you exercise undue haste or take undue risks in doing so. RECP will keep your child at our facility unless lawful mandatory evacuation is ordered and notice will be provided.

DISCHARGE POLICY

Our goal is to provide the best care possible to the children enrolled at RECP. However, it may be necessary for the program to ask families to leave for one of the following reasons:

- Needs of individual child cannot be met by the program
- Failure to pay fees (including tuition and late fees)
- Failure to provide required health records or any other State Licensing required information.
- Failure to observe arrival and departure rules
- Non-cooperation of Parents with school policies
- Behavior of the child is detrimental to self or others

OPEN DOOR POLICY

In an effort to form strong a partnership between Parents, children and staff, RECP invites you to take advantage of its "Open Door" policy and visit the center at any time. We kindly ask that you consider the developmental needs of your child when visiting. Special occasions will be announced where visitation by Parents, guardians, and visitors will be encouraged.

*If special custody/visitation arrangements are necessary, please indicate this in the registration form, and provide us with a copy of the applicable court order for your child's file.**

When visiting please adhere to the following guidelines:

- Breast feeding mothers are welcome any time. (Please ask the staff for a discrete location where mother and baby will feel comfortable.)
- Please keep in mind the classroom's schedule of activities in order to avoid distraction or disruption of a specific learning time, or nap schedule.
- Please refrain from dropping in to visit, if your child is unable to handle your sudden appearances and departures, or if a normal routine for visits cannot be established. (We welcome you to observe from our one way viewing windows or class door windows).
- Please contact RECP to check on your child at any time. Try to limit conversations with teachers to the "down times" during nap (12:30-2:30pm), when calls will not interrupt the day.

NON-DISCRIMINATION POLICY

RECP does not discriminate against any child, family, or potential staff based on race, color, sex, nationality, ethnic background, ancestry, religion, or disabilities, or income level

CHILD ABUSE POLICY

As required by Louisiana Law, R.S. 14:403, the RECP must report any suspected abuse and/or neglect of a child in a child care facility to the proper authorities. Any suspected abuse outside of this facility is to be reported to your local Child Protection Agency.

Orleans Parish- 680-9000 Jefferson Parish-361-6083 State Hotline-855-452-5437

FILING COMPLAINT PROCEDURES

- Any issues of concern related to your child's care must first be addressed with your child's teacher.
- If issues remain unresolved between parent and teacher, please then bring them to the Director.

- Issues still remaining unresolved after addressing them with the Director must then be reported to the Rayne Early Childhood Program Advisory Board, via the Parent Representative.
- Finally, if issues have not been resolved by the Rayne Early Childhood Program Board, they may be reported to the following:

**Dept. of Education
Division of Licensing
P.O. Box 4249
Baton Rouge, LA 70821
(225) 342-9905**

PARENT PARTICIPATION

The participation of Parents is vital to any program that serves children and RECP encourages you to participate. It is recognized that each family has unique needs, life styles, and work schedules that may limit participation. Listed below are some of the Program's special features which encourage involvement:

- ★ Open Door Policy
- ★ Monthly special events. (See calendar of curriculum & events page)
- ★ Become a participant in our PAC, **Parent Auxiliary Club**, (see following information).
- ★ Become a Classroom or Program Volunteer by offering your assistance to the Teachers, or the Director.
- ★ Provide feedback about our services to you by responding to our Semi Annual Service evaluation.

We thank you and appreciate any of the ways you can participate in our program and your child's early learning experiences.

PARENT COMMUNICATION

Education is a collaborative effort, therefore, ongoing communication between Parents and Teachers are vital. At RECP communication takes place in numerous ways. Please see the following list:

- Bulletin boards in the classrooms and foyer.
- "Scoop Sheets" or "Small Talks" sent home daily or weekly depending on the age of the child.
- Monthly Parent Newsletters
- Parent-Teacher Conferences (2 per year, or more if needed)
- Notes/ Memos e-mailed and /or put in child's cubby, as needed.
- Text (text @53f6c to 985-465-4336)

- Mandatory Parent Meeting (Fall Session)

In addition, Parents and Teachers should speak briefly each day at drop off and pick up times. Individual conferences may be scheduled as needed. Parents are also encouraged to speak with the administration at any time.

PARENT AUXILIARY CLUB (PAC)

PAC is led by the four officers who are current Parents and are elected each September for a one year term. The offices are as follows: President, who also serves on the RECP Advisory Board, Vice President, Treasurer, and Secretary. There is also a separate Parent Representative who serves on the RECP Board, representing the interests of the Parents, who is appointed by the Board based on the recommendations of the Parents. The purpose of the PAC is to provide a forum in which Parents can learn more from each other about parental experiences, and promote participation in activities supportive of their child's early childhood experience. Parental support and participation with our early childhood program is essential to the success of our program, and provides positive experiences in the shared care of your child. Parental involvement is also a requirement of NAEYC.

Some ways the PAC supports our program are:

- ★ Primary organization for fund-raising activities (Jazz Festival, Give Nola and Teacher's Appreciation)
- ★ Serves as a means for parental involvement and feedback on the processes of providing quality early childhood education.
- ★ Assists in providing information and references for prospective Parents.
- ★ Assists in "spreading the word" to enhance the marketing of our program.

We are grateful for the PAC's efforts and involvement. Without them, we would not be able to grow and implement improvements to our program successfully

HEALTH

Children have a greater susceptibility to illness and disease transmission when they have close repeated person-to-person contact. They also explore the environment with their mouths and require hands-on contact with staff members. Disease control requires the cooperation of our staff, the child's parents and physicians. We have taken precaution to educate our staff about universal hygiene precautions. These practices are part of our daily routine to help prevent the spread of germs and illness.

By state licensing code we must follow the procedures listed:

- Upon arrival at the center, each child shall be observed for possible signs of illness, infections, bruises, and injuries, etc. Then noted results shall be documented on an incident report.
- All children and staff must wash their hands upon arrival at the center. Parents are responsible for assisting their child, if necessary.
- If symptoms of contagious or infectious disease develop while the child is in care, he/she shall be placed in isolation until a parent or designated person has been consulted. Any child who has a 100 F oral or 101 F rectal temperature reading will be required to stay at home until they are fever free for 24 hours without medication.
- Children with the following illnesses or symptoms shall be excluded from RECP based on potential contagious (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions. The following are guidelines provided by State licensing:

Illness/Symptom

Meningococcal disease
(Neisseria meningitis)

Hib disease (hemophilus influenza)

Diarrhea (one or more loose stools, or over and above what is normal for the child).

Fever of unknown origin (100 F oral or 100 F rectal or higher) some behavioral signs of illness.

Chicken pox

Hepatitis A

AIDS (HIV infection)

Exclude Until

Well with proof of non-carriage.

Well with proof of non-carriage.

Diarrhea is resolved or controlled (contained in the diaper or toilet).

Fever resolved or cleared by child's physician or health department.

Skin lesions (blisters) scabbed over completely.

One week after illness started and fever gone.

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, chosen by the child's parent or guardian and the Director.

Undiagnosed generalized rash	Well or cleared by child's physician.
Any child with a sudden onset of vomiting, irritability, or excessive sleepiness.	Evaluated and cleared by child's physician.
Lice	Treated as recommended by the family pediatrician and be nit free before returning.
Pink Eye (Conjunctivitis)	Treated with the specific instruction of the pediatrician before returning.

In addition to the illnesses stated above requiring a physician's clearance, other illnesses or symptoms may possibly require such clearance, and this will be determined by the Director on a case by case basis. All clearances must be submitted to the program office before the child can return.

If your child has any of the above conditions while at RECP we will isolate him or her with a care giver and notify you. **For the well-being of all of the children, we ask that you pick up your child promptly (within one hour from the time of your notification call).**

Please inform the Administrative Assistant and/or the Director if a parent, family member or child contracts a contagious disease. In the case where an illness causes your child feel poorly, engenders sleeping or eating problems and requires more intense one on one care (which we cannot provide), we recommend your child to remain in the comfort of their own home. Additionally, any child that is absent due to illness for three or more days will need to have clearance from their pediatrician in order to return to school. Finally, if your child is on any medication, please inform the staff as this may affect their behavior while at school.

All notices of contagious illnesses detected in your child's classroom will be posted on PINK paper on the bulletin boards outside your child's classroom. This will assist you in watching for any future symptoms in your child.

EMERGENCY PROCEDURES

If your child gets any bumps, scrapes or is hurt in any way in an accident, the teacher will note it on an accident form. Teachers will call and inform you of any major accident or incident within one hour of the occurrence. If your child has any type of head injury, no matter how slight, you will be informed immediately.

If your child becomes ill or has an accident requiring medical attention, we will follow this procedure:

1. Contact 911 first, in the event of a serious emergency (unconscious, etc.)
2. Contact the mother or father at home or work, with the number on file.
3. Contact the emergency contacts listed in the child's file.
4. Contact the child's physician (per child's file) and follow their instructions.

In the event that a medical emergency requiring immediate first aid treatment arises, and we are unable to reach either parent or doctor, we will take your child to the Emergency Room at Children's Hospital. **It is absolutely necessary that you keep us up-to-date on telephone numbers, emergency numbers and other pertinent information!**

INFECTIOUS WASTE DISPOSAL POLICY

All Teachers and Administrators use protective gloves to handle infectious waste. Soiled diapers and items containing blood and other bodily fluids are wrapped in rubber gloves and then placed in a plastic bag with a secure tie and disposed of in a designated, labeled container. Proper handwashing is used after waste disposal. Plastic container for epi-pens and any other biohazard material are accessible to staff at all times.

When spills of body fluids, urine, feces, blood, saliva, nasal discharge, eye discharge, injury or tissue discharges occur, these spills should be cleaned up immediately, and further managed as follows: For spills of vomit, urine, and feces, all floors, walls, bathrooms, tabletops, toys, furnishings and play equipment, kitchen counter tops, and diaper-changing tables in contact will be cleaned and disinfected as for the procedure for diaper changing tables.

For spills of blood or other potentially infectious body fluids, including injury and tissue discharges, the area will be cleaned and disinfected. Care will be taken and eye protection used to avoid splashing any contaminated materials onto any mucus membrane (eyes, nose, mouth); Floors, rugs, and carpeting that have been contaminated by body fluids will be cleaned by blotting to remove the fluid as quickly as possible, then disinfected by spot-cleaning with a detergent-disinfectant. Additional cleaning by shampooing or steam cleaning the contaminated surface will be as, necessary.

IMMUNIZATION RECORD/ MEDICAL ASSESSMENT

A record of your child's immunization is required for our files. We must have the immunization record the first day of school, and receive an updated record at all times. If your child's Pediatrician is a part of LINKS, you do not have to turn in updated immunization record. It is the sole responsibility of each parent to keep the front office updated with your child's of the current immunization record. **Any child's immunization record that is not up to date is subject to possible interruption of child care services until it has been updated.** *Please note that faxed*

immunization reports are not acceptable for permanent records; the State requires a signed hard copy from the pediatrician's office. Additionally, an entire health assessment filled out by your child's pediatrician is required upon enrollment.

MEDICATION POLICY

RECP will only administer prescription medicine. In order to administer any medication the prescribed medication Authorization Form must be completely filled out, including the Physician's section. This form may be found at the parents' sign-in desk. Prescription medicine must come to school in the pharmacy dispensed packaging with the prescription label attached and the doctor's instructions. Under no circumstances will a child be given medication with another child's name on it. Teachers will dispense medication at the specific times. If the actual time medication is given



differs from that requested this will be noted on the Medication Form. For the children's safety non-refrigerated medications will be stored in a special lock box provided in each classroom, (please ask the classroom teacher). Refrigerated medicines must be stored in our designated medicine boxes located in each classroom refrigerator, or for the upstairs Pre-K classrooms, in the staff resource room refrigerator. **All medications must go home daily. Medications that have reached their expiration date will be disposed of.** Only staff members that have taken the "Medication Administration" training will be allowed to administer medications.

Parents are allowed to administer over the counter medication. However, the parent must remain with the child for an hour after administering the medication. If the medication causes drowsiness and the child isn't able to participate in regular setting of the day, he/she should be excluded from school.

SIDS POLICY

All infant's attending RECP will be placed to sleep on their backs. Only with written authorization from a physician, will an infant be placed in a position other than on their backs at naptime. Pillows, quilts, comforters, sheepskins, stuffed toys and other soft items are not allowed in cribs, per NAEYC and the State of Louisiana's Licensing Standards.

NAPTINE/SLEEPING ARRANGEMENTS

Because young children need a great deal of rest to thrive and grow, all classes at RECP have a quiet/naptime. Depending on the age of the child these times will vary. The infants sleep as needed in individually assigned cribs. As children get older they tend to develop more regular sleep patterns. Children ages one (1) year and older have scheduled quiet times between noon and 2:30 pm. Children nap in their classrooms on mats or cots provided by the parents. All sleeping materials must be labeled with the child's name. Children will be placed in a head to toe

fashion at least 36 inches apart unless separated by a solid barrier. During naptime staff will position themselves so they can supervise all of the children.

Children that do not sleep may engage in a quiet activity during naptime. The napping needs of children that fall outside of the regularly scheduled times will be accommodated as much as possible. Children should not be brought to school, *e.g.*, from doctor's appointments, during naptime as this is disruptive to the sleeping children.

PET POLICY

We do allow classroom pets at RECP. All school pets should appear to be in good health and have all required immunization. Because of the risk of a salmonella infection, reptiles are not allowed as classroom pets. Children shall be closely supervised while interacting with pets and instructed on safe behavior around animals.

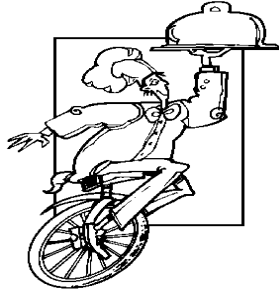
ENVIRONMENTAL POLICIES

Children should be dressed appropriately for the weather. In warm weather, lightweight loose fitting clothes are suggested. As the weather gets colder layers are suggested. Children should have at least one full change of seasonally appropriate clothes in their cubbies at all times. The younger children should have more than 1 change of clothes. When necessary, sunscreen and/or insect repellent may be used on the children, but only with the written consent of their parent. Consent forms may be found in the registration packet and in the office.

NUTRITION

RECP provides a mid-morning and afternoon snack, as well as a hot lunch at approximately 11:30am, for all children that consume table food. The serving of these meals are in accordance with Type III State Licensing requirements. All classrooms have a snack and lunch menu posted for parents to view.

State Licensing prohibits parents from bringing food or drink items for children eating table food that are: 1) not a part of our special "Celebrations list" posted in each class, or 2) not listed in an explicit special dietary request written by the child's physician and kept on file. **Parents of children with specific food allergies must supply their own food alternatives. All Parents should receive a copy of our snack and lunch menus to review prior to enrollment, or as changes occur.**



Lunch is catered by the VOA's Fresh Food Factor. These meals are nutritionally balanced, according to State Licensing guidelines, and are designed exclusively for Rayne Early Childhood Program.

Parents of children in the infant and crawler/toddler rooms are to bring formula/bottles and lunch with specific instructions for feeding and sleeping times. **All bottles and caps must be labeled.**

Breakfast is not provided by RECP. Children must eat breakfast before coming to school (with the exception of infants on individual schedules). Children are not permitted to bring breakfast foods into the classroom.

RECP provides water and whole milk as well as 2% fat milk to drink, (depending upon the age group being served and the health recommendations). We also provide a variety of juices for snacks. Snack and lunch menus are posted on the nutrition board in the first floor hallway.

In accordance with NAEYC guidelines all snacks brought into RECP to share must be sealed in pre-packaged form. Please check with the teacher before purchasing snacks for the class to ensure that dietary restrictions are being adhered to.

CASSROOM BULLETIN BOARD POSTING

Parent/Visitor Information

The following is a list of information always posted and updated in your child's classroom on a designated bulletin board. We invite you to become familiar with this bulletin board, in order to keep abreast of the activities that are going on and to provide you with information that will enhance the quality of care for your child. Postings include:

- ✓ Schedule of daily activities
- ✓ Weekly curriculum plan
- ✓ Current lunch and snack menus
- ✓ Emergency phone numbers
- ✓ Teachers' pictures with names
- ✓ Copy of our current "Rayne News" with monthly calendar of events
- ✓ Other articles Teachers may find of interest to their Parents, and Special birthday event postings

CURRICULUM

Students 3 & older utilize the Creative Curriculum, which incorporates 38 research-based objectives that are most predictive of school success for all children from birth through Kindergarten. This allows our Teachers to create responsive environments, and provide the individualized care that is needed to create their foundation. It also allows us to focus on the

routine and experiences that are essential to the development and learning of children. Finally, it allows us to focus on the skills, knowledge and behaviors needed for continuing development and learning in young children.

Infants to 35 months utilize the Frog Street Press Curriculum. Frog Street Curriculum is designed around the latest early brain research and includes 264 domain-based activity cards specifically designed for little ones 0-36 months. The program is designed to equip caregivers to foster essential growth and build a strong learning foundation.

Each class at RECP offers a balanced daily routine of activities. They include times of observing/participating; informative/creative; indoor/outdoor; alone/together; structured/unstructured; and active/quiet. The schedule provides consistency while allowing for flexibility. A daily activity report called "**Small Talk**" will be filled out by your child's teachers to give you an indication of your child's progress.

It is customary for the children to go for stroller rides, nature walks or other outings nearby. Should you not wish your child to participate, please give it to us in writing so we can place it in the child's file.

ELECTRONIC DEVICES POLICY

The electronic devices policy provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

1. electronic device activities for children under age two are prohibited; and
2. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day.

Computers: Students 2 & older may engage with learning activities on tablet and/or computer. All technology usage has time restrictions.

Television: At this time RECP doesn't allow their students to watch tv on daily bases. However, during special occasions, student's may have a movie day 2-3 times a year.

BITING POLICY

To prevent bites the RECP staff will:

1. Set up a challenging yet safe environment that is age-appropriate
2. Set clear rules that are consistently enforced
3. If an individual child is "biting," a staff person will be assigned to shadow that child. Staff will try to stay within an arm's reach of the child.

4. Give the biter something more appropriate to do. Offer something that can be bitten.

If a bite occurs the staff will:

1. Attend immediately to the injured child. Have the child who did the biting sit on the side where someone can watch him/her.
2. Wash area gently and apply first aid cream
3. Fill out an accident report to notify the parents of the bite and the first aid procedures completed.

Once the injured child has been settled down, comforted and all first aid measures are complete, then we will attend to the child that did the biting. We will do the following:

1. Tell the child “No biting!! Biting hurts!! Teeth are for eating food, not hurting our friends!”
2. Give some time and attention to the child who did the biting as they probably feel very needy as well after their loss of control.
3. Fill out an incident report to let Parents know about the bite and how the situation was handled.

Biting is a natural behavior for very young children. They often do not yet have the social awareness to control this behavior when it is directed against others. A young child is limited in their ability to express themselves through language. They are socially unsophisticated and not well attuned to the feelings of peers and the finer points of social interaction. Furthermore, in the very young child, teething may be occurring and like the baby who gums objects, the child may be trying to relieve the discomfort in one way or another. Here at RECP we strive to set up a classroom environment that will serve to decrease incidents of biting, (small group sizes, excellent child/adult ratios, etc.). However, despite these best efforts, whenever young children are grouped together it is inevitable that biting will occasionally occur. If a child is having a problem with biting, the staff will work with the parents to try to resolve the problem together.

TOILET TRAINING

RECP does not provide potty training without the parent first indicating that training has already begun at home. We will be glad to work with parents in a partnership with consistent training techniques used at home and our program. We do not encourage potty training, if the child is not ready and does not show signs of readiness. We strongly encourage that each child be potty trained (that is, underwear only, not pull-ups) before entering the 3-year-old classroom.

SPECIAL SUPPLIES

Each classroom has a supply list, which is distributed to parents prior to the child’s first day. Please bring blankets, pillows, security item ("fuzzy" or special cuddly toys) if helpful, and mats

(for children ages one (1) year and older) for nap time. Some items on the supply list will need to be replenished on a recurring basis. **Please be sure to label all items.** These items, with the exception of mats, will be sent home to be washed every Friday, and must be returned every Monday. An extra set of seasonal clothing, underwear or diapers, bottles, and pacifiers must be kept in your child's cubby.

FIELD TRIPS

The RECP does not provide transportation for field trips or outings due to liability issues. When field trips are planned, all parents are responsible for transporting their child to the event. Due to licensing constraints, parents are not allowed to transport any child other than their own from the school location.

INDIVIDUAL CHILD DEVELOPMENT ASSESSMENT POLICY

At RECP we believe that assessing a child's developing skills is a vital part of the education process. RECP utilizes TS Gold as an Assessment Tool. Because it is in their best interest and the shared responsibility of the staff, with parents, all children at RECP will have a formal assessment twice a year. Areas included in these assessments are: Cognitive/Language; Physical/Motor Skills; Social-Emotional; and Self-Help Skills. Formal Assessments will be done every Fall and Spring. Time will be set aside for parents and teachers to review development and share observations from both school and home. Parents will be given a copy of their child's assessment.

Children will be assessed both in the classroom and play yard. All notes and copies of assessments will be kept in the child's master file in the office area following their review. Only staff working directly with a child will have access to those files. RECP will conduct additional informal assessments, if needed. Parent's participation is encouraged, as much as possible, with our Program and learning about the developing needs of their child.

Assessment of a child's development and learning is essential for: planning and implementing appropriate curriculum; identifying a child's interests and needs; indicating when developmental screening and referrals are necessary; communicating with Parents and evaluating if the program goals are being met.

DISCIPLINE/ BEHAVIOR MANAGEMENT POLICY

The most effective discipline is prevention. We use techniques such as positive modeling, substitution, distraction and redirection. By utilizing these techniques, problems are averted. Most situations can be handled this way, and many times children work out their problems with careful adult supervision. Occasionally, a frustrated child will bite, push or lash out at someone. In these cases we remove the aggressor from the conflict for the appropriate amount of minutes according to the child's age and provide consolation and communication to the children involved.

All children are aggressive at some point and can better identify ways of handling conflict through a consistent but gentle procedure of setting limits. Discipline at Rayne Early Childhood Program is designed and carried out to help each child as follows:

1. Learn self-control
2. Choose alternatives
3. Identify feelings
4. When possible, develop an understanding and respect for the feelings of others

Children are not subjected to any form of corporal punishment or verbal abuse, threats or derogatory remarks. We are careful not to damage the child's self-image or embarrass the child who is being disciplined. When possible, the child being disciplined should contribute to resolving the conflict in which he or she was involved.

In order to make discipline a learning experience and enhance the child's self-esteem, the Teachers will:

- ❖ Talk to the child, not at the child
- ❖ Treat the situation as privately as possible
- ❖ Kneel or sit at the child's level
- ❖ Maintain a calm, firm voice
- ❖ Maintain body contact while speaking with the child, such as a gentle hand on the child's back or by holding the child's hand while discussing the discipline.
- ❖ Communicate to the child that we have confidence the child will be able to do better next time.
- ❖
- ❖ Communicate to the child that it was the behavior that was wrong, not the child.

In order to enhance the children's respect for themselves and each other, the Teachers will:

- ❖ Acknowledge and compliment good behavior
- ❖ Listen carefully and openly to the children
- ❖ Treat all children fairly
- ❖ Develop a warm, trusting environment in the classroom.
- ❖ Become familiar with each child's personal characteristics and temperament

In order to protect our children, these practices will be followed:

- ❖ Reports of mistreatment of children coming to the attention of the Department of Social Services will be investigated.
- ❖ Any validated instance of corporal punishment, physical punishment, cruel, severe, or unusual punishment, may result in revocation of the license if the owner is responsible, or if the employee who is responsible remains in the employment of the facility.

The following is a list of discipline methods that are PROHIBITED for use at the Rayne Early Childhood Program, and in accordance with the Type III minimum standards for our license:

- ❖ No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats 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;
Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.
- ❖ No child or group of children shall be allowed to discipline another child.
- ❖ Being bullied by another child;
- ❖ When a child is removed from the group for disciplinary reasons, he/she should not be out of sight of a staff member.
- ❖ No child shall be deprived of meals or any part of meals for disciplinary reasons.
- ❖ Being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- ❖ Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime;
- ❖ 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;
- ❖ Threat of a prohibited action even if there is no intent to follow through with the threat;

WATER ACTIVITIES

During the summer months the children may engage in outdoor water play. Children under age three shall not engage in water activities due to the risk of contamination and disease.

Children ages four (4) and older will use wading pools of less than 2 feet in depth. Additionally, hoses and/or sprinklers may be used. Water in pools will be changed daily between each group's usages. Children will be supervised at all times by at least one adult that is certified in infant/child CPR and pediatric first aid.

CONFIDENTIALITY OF RECORDS AND INFORMATION

1. RECP shall maintain the confidentiality of all children's records. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person.
2. The RECP Administrative Assistant shall supervise the maintenance of records. All records are the property of RECP.
3. RECP shall obtain written, informed consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agency.

PHOTOGRAPHING CHILDREN

Throughout the year the children may have their pictures taken during various activities throughout the school day. These photographs may be used in displays, publications, Instagram, Facebook and/or advertisements, unless otherwise requested in writing by the parent or guardian.
RECP

THIRD PARTY RELEASE

The following procedures must be adhered to in order for child/children to be released from RECP to any person other than a parent or guardian.

1. Parents must complete the "RECP Authorization Form," in the registration packet, listing persons authorized to pick up their child.
2. The first time an "authorized person" picks up a child a "Pick-Up Authorization" form must additionally be filled out and given to the office staff. These forms may be found at the Sign-In/Out Desk.
3. Office staff will copy the "Pick-Up Authorization" for. One copy will be posted at the Sign-In/Out Desk, the other given to the involved child's Teachers.
4. Before releasing any child, picture I.D. will be required of any person picking up said child.
5. Additionally, a child will be released to a person **NOT** on the "RECP Authorization Form" only if the parent/guardian of said child fills out a "Pick Up Authorization" form and if picture ID is produced by said person.

6. Only in the case of an emergency will a child be released to a person who has given “phone authorization” by a parent/guardian. Picture ID will be required and parent/guardian must fill out a written authorization form upon next attendance at RECP.

RECP Parent Resources

- Early Steps- LA Early Intervention Program
1-866-783-5553
- Parenting Center- Parenting Information & Classes
504-896-9591
Warm line 504-895-5437
- New Orleans Speech & Hearing
504-897-2606
- Bright School (Hearing Impaired)
504-897-2145
- Children's Bureau- Violence Victims/Children's Mental Health Services
504-525-2366
- Arc of Greater New Orleans Children's Services
504-897-460
- Autism Society of America
504-464-5733
- Catholic Charities of Archdiocese of New Orleans- Information & Referral
504-523-3755
- Child Care Resources
504-586-8509
- Children's Advocacy Center of New Orleans Children's Hospital
504-894-5484
- Child & Adolescent Mental Health Program
504-897-4758
- Early Intervention Services
504-897-4060
- Milestone Mental Health Agency
504-269-0234
- Uptown Mental Health Center
504-891-5807
- Child Care Assistance Program (CCAP)
1-888-524-3578
- Louisiana Food Stamp Program
1-888-524-3578
- LACHip Healthcare
1-877-252-2447
- Housing Authority of New Orleans
504-708-2800

Rayne Early Childhood Program Enrollment Contract

I have read, understand, and agree to all the policies and procedures in the Rayne Early Childhood Program 2017-2018 Handbook, and I will comply accordingly. I understand that by registering my child for this term I am financially responsible for paying the entire term period, including attorney's fees in the event tuition or fees are not paid as agreed.

Child's Name: _____

Classroom: _____

Date _____ Parent Signature _____

Date _____ Parent Signature _____

Rayne Early Childhood Program anticipates producing a Phone Directory of all participating families. Please indicate, by checking in the space below, if you do not wish to have your numbers published in our Directory.

_____ I do not wish to have my phone numbers published in the RECP Directory.

