

Sarah's Day Care Center, Inc.

Parent Handbook

Welcome!

You are part of our school family now. We would like to extend an open invitation for you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you.

Informality is the key. We place a great value on freedom to be oneself – both children and adults. We offer a relaxed and casual setting geared to the needs and interests of each child and each parent who is a part of our school. We try to take into consideration individual differences and special abilities as well as family and cultural patterns.

We thank you for allowing us to join with you in providing for the care, loving, and nurturing of your child. We look forward with eagerness to the time ahead.

**The Staff of Sarah's Day Care Center
Jody Aycocock, Director**

Introduction

Age groupings are generally based on the child's age as of September 1 of each new school year. Groupings are flexible and a child may be moved from one group to another to meet the child's special needs. Each group intermingles freely throughout the school

day according to the individual interests, needs, differences, and capabilities.

Members of our staff are active in various state, regional, and national professional associations that promote developmentally appropriate practices in early childhood settings. Members of our staff have also represented interests of young children in the area by serving on the Advisory Committee of the Child and Family Studies Department for the University of Louisiana at Lafayette Nursery Laboratory School, the Advisory Committee of the Child Care Department at the Lafayette Regional Technical **Institute**, and the State of Louisiana Committee on Licensing of Child Care Facilities and Child Placing Agencies.

We take an active part in keeping in touch with the latest **advancements** in the field of child development by participating in a continuous program of in-service education and studies for professional advancement. Staff members are certified in CPR by and American Heart Association and in Pediatric First Aid by the American Red Cross.

Sarah's Day Care Center, Inc. will not discriminate against any child or parent based on race, color, creed, sex, national origin, handicapping condition or ancestry.

All we expect of children is that they come to school, be themselves, and have respect for others. What we expect from parents and guardians is that you read this handbook and supplemental notes and newsletters that we will send you from time to time. Feel free to be a part of the school by offering suggestions, comments and constructive criticism. You are paying for a service and we want to be certain that you and your child are happy.

We appreciate your moral and financial support.

A GOAL DIRECTED PROGRAM

AT OUR SCHOOL YOU WILL SEE:

- No **lines** to stand in – only games to play.
- No elementary school games – only nursery school games.
- No complicated, abstract meanings the child cannot comprehend – only ideas and things to talk about, relate to, compare with, match, fit into, try out, reinforce, invent, discover and enjoy.

Yet, all the time the children are being continuously challenged by specific learning goals that are set for them.

- In **order** for the children to begin to read and perform other academic tasks, they must first gather meaning from the world and develop an awareness of concepts.
- In order to gather meaning from the world children must have many satisfying sensory and sensory motor experiences – they must **touch**, feel, smell, hear and see. Perceptual development follows – this is how children interpret their sensory experiences, which is a prerequisite for developing minds.

The program we pursue is geared toward helping children develop habits of observation, questioning and listening. It gives them an awareness of their own feelings and of their right to express those feelings sometimes by channeling them into other means of expression. They learn that they are free to make choices and that as long as they stay within the limits of consideration for people and things, they do not always have to conform. Sarah's open-ended program prepares children to utilize their intellectual and creative abilities in future learning tasks.

FINANCIAL ARRANGEMENTS

TUITION

Tuition is payable in advance. The school depends on each month's tuition to pay current expenses. Since many of our bills are payable at the beginning of the month, all fees are due prior to the month of attendance. Unless you have made other arrangements with the Director, please pay each month's tuition on or before the first day of the month.

REGISTRATION FEES

Annual registration fees are due for the school year that covers the period from September to May. In addition, there is an annual registration fee for those children who also enroll for the summer program.

VACATION AND HOLIDAY CREDIT

No credit on tuition is given for scheduled school holidays, weather related school closings, and your own vacation periods.

CREDIT FOR ILLNESS

- 1st week of absence – no credit
- 2nd week of absence – 20% of monthly fee
- 3rd week of absence – 50% of monthly fee
- 4th week of absence – 100% of monthly fee

PAYMENT IN THE EVENT THAT YOU WITHDRAW FROM THE PROGRAM

Each child is enrolled for the entire school term or summer session. Two weeks prior notice or payment of two week's tuition is due upon the child's withdrawing from the program.

HEAD LICE POLICY

A child who has been found to have head lice will be excluded from group care until lice and all nits have been removed from the hair. We have a strict "NO NIT" policy. Inspection will be made by Sarah's personnel prior to a child being readmitted. Literature concerning head lice is available from this center.

DISCIPLINE POLICY

It is the policy of Sarah's to discipline children, when necessary, by using "Time Out." It is our desire to first use re-direction as a means of behavior management. However, we will use "time out" when necessary for a time not to exceed one minute for each year of the child's age.

In addition, we adhere to the following discipline standards:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
- Cruel, severe unusual or unnecessary punishment shall not be inflicted upon the children.
- Derogatory remarks shall not be made in the presence of children about family members of the children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from the group for disciplinary reasons, he or she should never be out of sight of a staff member.

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

EXTRA CLOTHING

If your child is prone to having toilet accidents it is a good idea to leave a complete extra set of clothing – **including socks** – at school. Remember to change the size of this clothing as your child grows and to change the type of clothing as the seasons change.

PARKING LOT SAFETY

If you would like to visit when you pick your child up or when arriving for school please try to park so that you will not impede traffic. Remember to hold your child's hand when in the parking lot. It is extremely difficult to see a child from behind the wheel of a car. Also, drive slowly and with extreme care while on school property. Additionally, it is unsafe to leave your vehicle running while unattended.

NUTRITION

We serve a morning and **an** afternoon snack. It is usually milk or fruit punch with 100% of the daily requirement of vitamin C and a bread product. Parents are welcome to send other nutritional snacks to be shared with their child's class. We discourage sweets.

Occasionally your child will have the opportunity to cook or otherwise prepare special food at school for a snack or meal. A well-balanced and nourishing lunch is served daily in our kitchen. The daily menu is posted near the front desk. The weekly menu is posted on the kitchen door and on the bulletin board in the kitchen.

We do not serve breakfast. Please serve your child breakfast before arrival. We discourage bringing breakfast to school.

WAYS IN WHICH WE MAY BE OF HELP TO YOU

When you enroll your child in Sarah's we assume the responsibility of giving assistance with special needs in relation to your child's school adjustment, growth and development. We will be happy to arrange a conference to discuss your child's progress upon your request. Parent education programs will be set up on any pertinent topic at the request of three or more parents.

Your child will be given maximum consideration as **an** individual. We will look after your child's health and safety while he or she is at school and deliver a planned program geared to what we believe to be developmentally sound and educationally beneficial.

WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing that is free of complicated fasteners. Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is sturdy. Provide sweaters and jackets on the first sunny days of fall. It is much easier to remove an unneeded item than to put on something you don't have.

Think of your child's comfort and provide long pants during cold months. Think of how you would feel playing outdoors in cold and windy weather. For your child's own comfort provide suitable head covering when needed. We will take some time to play **outside** provided the temperature is above 40 degrees.

Finally, think of our collection of unlabeled, unclaimed clothing and label all outer garments, including hats.

THE HEALTH AND SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to all of us. Upon enrollment you are required to furnish with a record of your child's immunization history.

Your child may be sent home if any symptoms of illness appear during the day. In such cases, we will try to isolate your child from the others in the group and you will be contacted.

KEEP YOUR CHILD HOME IF:

- Has a fever or has had one in the previous 24 hours.
- Has a cold that is less than four days old.
- Has a heavy nasal discharge.
- Has a constant cough.
- Is fussy, cranky and generally out of sorts.
- Is just tired. Rest at such times may prevent the development of a serious illness.
- Has symptoms of a possible communicable disease. These are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, and fever.

**PLEASE NOTIFY THE SCHOOL AT ONCE IF YOUR CHILD DOES
HAVE A COMMUNICABLE DISEASE.**

YOUR CHILD MAY COME TO SCHOOL IF:

- A cold is over but a minor nasal drip remains.
- If there has been exposure to a communicable disease but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.

MAKE UP DAYS FOR ABSENCES

We are licensed to handle **99** children each day distributed amongst the 5 classrooms in specific numbers. Therefore, we cannot automatically grant opportunities to make up for days lost as a result of absences. Please speak with the Director to make arrangements for make up days.

LATE PICKUP CHARGE

There will be an overtime charge for children not picked up at their regular dismissal time. Consistent lateness after 5:45 **P. M.** can be cause to ask you to withdraw your child from Sarah's. The late fee is \$5.00 for each fifteen minutes or portions of fifteen minutes late.

SCHOOL HOURS ARE 7:00 A.M. to 5:45 P.M.

ARRIVAL

Children who arrive before 7:30 **A. M.** will gather in Room 2 where they will be supervised by our early morning staff. At 7:30 teachers will report to each classroom and early arrivers will go with them to their respective classrooms. The morning program runs from 8:30 to 11:30. Please make every effort to have your child here by 9:00.

PICKUP

If you are aware that you will be late please call us. Because the school has no provision for care after 5:45, please be prompt.

REPORTING CHILD ABUSE

Any person employed by Sarah's Day Care Center, Inc. having such cause to believe that a child's physical or mental health or

welfare has been or may be further adversely affected by abuse or neglect will inform the Director immediately. It is the obligation of the Director to then file a report with the local Child Protection Agency. This is the law in Louisiana.

CONFIDENTIALITY

Student records are open only to the particular student's teachers, the Director and assistants, an authorized employee of the State Licensing Agency, the Department of Health, and the child's parents or legal guardians.

PHOTOGRAPHING OF CHILDREN

Children from time to time will be photographed, videotaped or audio taped in the context of classroom, playground or off-site activities for school use only. This usage could include pictures included on the website for Sarah's Day Care Center, Inc.

WATER ACTIVITIES

During the warm months of the year children may participate in water activities on site. **Onsite** activities will be the use of wading pools or a water slide.

LICENSING AUTHORITY

Sarah's Day Care Center, Inc. is a child care facility operated at 218 N. Domingue Ave., Lafayette, Louisiana. The school is licensed by the State of Louisiana, Department of Education, Licensing Division, pursuant to Title 28, Part CLXI, Bulletin 137 of the Louisiana Administrative Code. If you have any questions about our school or if you have any unresolved licensing complaints please contact the above agency at P. O. Box 4249, Baton Rouge, LA 70821, call (225) 342-9905, or email at LDElicensing@la.gov.

Sarah's operates as a Type I Child Care **Center** under the license number 176. Our license allows us to care for children between the ages of 18 months and 12 years old.