

Our Lady of Lourdes
Early Childhood Development Center
Parent Handbook
2018-2019



Home of the “Baby Knights”



Revised 8-22-18

2018-2019 ECDC Calendar

Our Lady of Lourdes Early Childhood Development Center (OLL ECDC) will operate primarily on a 10-month schedule for the 2018-2019 school year (August 2018 – May 2019) with the facility opened Monday through Friday unless otherwise specified. OLL ECDC will open on Monday, August 20, 2018 with a full day. The last day of the ten-month program will be May 24 with a half day.

OLL ECDC Holiday Schedule

First Day – August 20

Labor Day – September 3rd

Thanksgiving – November 19-23

Half Day – December 21

Christmas and New Year – December 24 through January 4

MLK Birthday – Jan 21

No Extended Care – March 1

Mardi Gras – March 4-8

Good Friday – April 19

Easter – April 22-26

Last Day (10-month program) – May 24 (half day)

A separate calendar will be developed for a 2-month summer session to be held June – July 2019. This calendar will be published at a later date.

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SECTION I: GENERAL INFORMATION

Mission Statement

As an integral component of Our Lady of Lourdes Parish Catholic School, the mission of our Early Childhood Development Center (OLL ECDC) is to provide a safe, Christ-centered, nurturing environment that facilitates the physical, emotional, social, cognitive, creative and spiritual development of children in the earliest stages of growth.

Driven by this mission, the ECDC faculty and staff will deliver a planned curriculum of readiness activities and experiences to meet the needs of each child as they progress through the various developmental milestones. In addition to meeting basic needs, opportunities for play, physical exercise, socialization, intellectual stimulation and rest will provide a stable, consistent and safe environment. This environment will help children to flourish, grow and prepare for their further educational experiences. Faith-based activities will be incorporated throughout the curriculum and daily schedule in order to help each child become aware of their relationship with God, the Church and the Christian community.

ECDC Operating Times

The ECDC will operate Monday through Friday from 8:15 a.m. to 3:15 p.m. with before-care offered from 6:00 a.m. to 8:00 a.m. and after-care offered from 3:30 p.m. to 6:00 p.m.

The OLL ECDC will be closed on the following dates:

Labor Day–September 3rd
Thanksgiving–November 19-23
Half Day- December 21
Christmas and New Year’s –December 24 through January 4
MLK Birthday– Jan 21
No Extended Care-March 1
Mardi Gras –March 4-8
Good Friday–April 19
Easter-April 22-26
Half Day-May 24-Last Day

*The staff is required to have 15 hours of continuing education to meet state licensing standards. We may occasionally need to close so our staff can acquire these hours.

**A separate calendar will be developed for a 2-month summer session to be held June – July 2019. This calendar will be published at a later date.

Emergency Closings

The ECDC will close whenever a state of emergency is announced requiring the closure of St. Tammany Parish and Archdiocesan Schools. The official authorization for any closure will be announced on WWL-TV or WWL Radio 870 AM. Parents will also be informed via text, phone, and/or social media such as Facebook.

SECTION II: STUDENT POLICIES

Non-discrimination Policy

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, creed, national and ethnic origin in administration of their education policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in or be denied any educational program or activity except permitted under said Title IX.

Additionally, the OLL ECDC does not discriminate on grounds of ancestry, handicap or breastfeeding status per Bul. 137, Section 1509.A.2.

Admission Policy and Criteria

All students are welcome and no child will be discriminated against based on race, color, creed, sex, national origin, handicapped condition, ancestry or whether a child is being breastfed is prohibited. The admission process shall include a pre-enrollment interview with the parents to secure necessary information about the child, and to provide a Parents' Handbook about the center programs, policies, fees, and basic daily center schedule. Parents must be provided with a written description of the center's discipline policy. In addition to the pre-enrollment interview, the following additional criteria must be met for by all new students in order to process and complete registration:

- Age requirements
 - Nursery: 6 weeks plus 1 day for admittance
 - Pre-S1: must be 1 year of age by September 30th to register for Pre-S1
 - Pre-S2: must be 2 years of age by September 30th to register for Pre-S2
 - Pre-K3: must be 3 years of age by September 30th to register for Pre-K3

- Required records
 - Birth Certificate
 - Baptismal Certificate

- Required Immunizations*
 - NB-2 months Hepatitis B#1
 - 2 months DTaP #1, IPV #1, Hib#1, PCV #1, Hepatitis B#2
 - 4 months DTaP #2, IPV #2, Hib #2 and PCV #2
 - 6 months DTaP #3, Hib #3 & PCV #3
 - 6-18 months IPV #3, Hepatitis B#3 and Influenza (Annual)

- 12-15 months MMR#1, Hib#4 and PCV #4
- 12-18 months Var
- 15-18 months DTaP #4
- 24 months Influenza (Annual) and Hep A Series

* Please note that any child who has a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

Attendance

Children may be enrolled in either the three-day program (MWF) or the five-day program. Both of these programs are full days. Children attending the three-day program will not be able to trade days due to sickness or other reasons. Extra days may be purchased if needed. Students will be classified as Nursery (Infants), Pre-School (PS-1 and PS-2) and Pre-Kindergarten (Pre-K3).

Class Size

The Louisiana Department of Education Licensing Division prescribes the following staff/child ratio:

- Infants under 12 months 1:6
- Toddlers - 12 months to 23 months 1:8
- Two-year olds 1:12
- Three-year olds 1:14

When filled to capacity our ECDC will have the following staff/child ratio:

- Infants under 12 months 2:9
- Toddlers - 12 months to 23 months 2:12
- Two- year olds 2:12
- Three-year olds 2:14

When the number of children in the center exceeds ten, there must be a second staff member immediately available in case of an emergency. Therefore two adults will always be available when there are at least 11 children present in the building. At nap time appropriate staffing shall be present within the center to satisfy the required child/staff ratio.

Custody Notices

It is the responsibility of the custodial parent to furnish the ECDC with a copy of the custody section of any divorce decree. The ECDC abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that

there is to be no information given, it is the responsibility of the custodial parent to provide the ECDC with an official copy of the court order.

Student Dress Code

Students enrolled in the OLL ECDC will be required to wear center-specific uniforms as described below:

- **Pre-S1 through Pre-K3 (Boys and Girls)**
 - **Shirts** Maroon t-shirt with school emblem. On cold weather days, a long sleeve white shirt may be worn underneath.
 - **Shorts** Black shorts with school emblem. On cold weather days, black sweatpants with school emblem may be worn.
 - **Socks** White socks, free of designer markings.
 - **Shoes** Any velcro tennis shoes.
 - **Sweatshirts/Jackets** Gray OLL crew or zip-up sweatshirt. Heavier winter coats may be worn in extra-cold weather.

- **Infants.** Infants may wear any onesies” or similar clothing with snaps for diaper changing. Rompers with school emblem can be purchased but are optional.

All required uniform clothing must be purchased from School Time. Uniform items may be purchased at the branch store located at 3415, 12 St Ann Dr # 3, Mandeville, LA 70471 in Mandeville or online at <https://www.schooltimeuniforms.com/>. You may also contact the store at (985) 626-7335.

Extra Uniform Policies

- No jewelry is allowed (except stud earrings)
- No hair bows are allowed except on certain designated days, such as Christmas party, etc.
- No holes in clothing.

Physical Activity Guidelines

OLL ECDC staff members will ensure that children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day and that children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.

Sleep and Rest Guidelines

OLL ECDC staff members will ensure that infants shall be allowed to sleep according to their individual schedules and that children under age four shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day. Children ages four and older shall be offered the opportunity for quiet time.

Morning Arrival

Parents may drop off their children at the ECDC from 8:00 – 8:15 a.m. We ask that all children in the ECDC arrive by 8:15 to maximize their learning experience and avoid disturbing the other children. Anyone who needs to drop off their child prior to 8:00 will need to inquire about our extended day program. Upon arrival, parents will park and be buzzed in at the door. They will sign their child in at the front office. **Parent/parent representative must sign the child in with the child's first and last name and the adult's first and last name, as well as the time.** Upon arrival of the children, staff will observe the children and ask the parents about any injuries that they observe to report in the Observation Book (in the office). At arrival in the classrooms, parents may be required to complete a daily observation sheet, food schedule and medicine chart, if needed.

Meals

Children will be provided ample opportunities to eat lunch and for age-appropriate snacks throughout the day.

- **Lunch**. Children will need to bring their own lunch and drink each day. We will not be able to refrigerate lunches, so please pack your child's lunch with a cool pack inside the lunch box, if needed. We will not be able to heat any lunches, so please send any hot foods in a thermos. **No peanut butter products are allowed at our school.** Please do not send any soft drinks, glass containers, or water/drink bottles (water/drink should be in a spill-proof cup). **If your child's lunch requires eating utensils, please pack them in the lunch box.**

- **Snack**
 - **PS – 1 and PS – 2:** You will need to send 2 daily snacks for your child (morning and afternoon – this adheres to the guidelines of the Louisiana Licensing Department) The snacks should be labeled “SNACK” with your child's name and be packed in your child's lunch box. Please send a spill-proof cup with or without water that will be used at snack time and anytime during the day when your child is thirsty. We will refill it as necessary.
 - **Pre-K3:** At the beginning of the school year we will ask you to send a snack to school that is enough for the whole class. As we run out, we will ask you to replenish our supply. Large bags or boxes of snacks are preferred over individually-packaged items. Teachers will give each child an age-appropriate portion. Suggestions include: goldfish, cereal, any type of crackers (except peanut butter), vanilla wafers, animal crackers, cheese balls, fruit, and cheese. Inform teachers ahead of time if planning to send in fruit or cheese (please identify the day the fruit/cheese is to be delivered). **No chips, nuts, popcorn, pretzels, marshmallows, or candy are allowed.** If your child has food allergies, parents must provide a list of safe snacks that can be offered. The students will be offered water to drink with their snack. We will provide cups for this age group.

- **Food Guidelines.** Due to guidelines from the Licensing Department your child cannot bring the following: **whole hot dogs, hot dogs sliced in rounds (they can be cut in quarters), raw carrot rounds, whole grapes (they must be cut in quarters), hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, and chunks of meat larger than what can be swallowed whole.** These foods pose a choking hazard for children under the age of four. If these items are sent, they will be sent back home untouched.
- **Peanut-Free Center.** Due to the many peanut allergies in young children, we are a peanut-free center. This means we will not allow anything with peanuts or peanut butter in the ECDC so please do not send peanut butter sandwiches, peanut butter crackers, etc. for your child's lunch or snack.
- **Birthday Treats/Special Holiday Treats.** Parents are welcome to send a birthday snack to share with the class on their child's birthday. Please do not send cupcakes or "sheet" cakes. You may send a cookie cake, cookies, ice cream cups, or a snack that has been approved. Please do not send drinks. Healthy alternatives to cakes/cookies are encouraged.

Nap Time

Mats will be purchased through School Time. They will be sent home at the end of the week for washing. Please be sure to return all laundered items on the following Monday. In the event that your child has an "accident" during naptime, all wet items will be sent home that day to be cleaned and must be returned the next school day.

Daily Folders

Each child will have a folder that goes home each day to maintain communication between home and school. **A simple form will go home daily letting parents know about their child's day. Please initial and return each day.** Notes to the teacher should be placed in the folder, which is checked and emptied by the teacher each morning. Information to parents or any papers/crafts your child completes during the school day will go home in this folder. Please check it on a daily basis.

Afternoon Dismissal

Our full-day program ends at 3:15. Parents should park and be buzzed in at the door. They will sign their child out at the front office. **Parent/parent representative must sign the child out with the child's first and last name and the adult's first and last name, as well as the time.** **The parents or designated individuals on the Emergency Data Card are the ONLY ones allowed to pick up the children. These individuals will be required to show a picture I.D.** Please do not engage in a detailed conversation at dismissal. Staff members are responsible for children other than the one being dismissed. If a parent wishes to discuss their child, please call or send an e-mail.

A daily log of arrival and dismissal must be completed each day. All children MUST be signed in and out with the first and last name of BOTH child AND parent (or person dropping off and picking up) and the time. This is required by the State Licensing Division.

Early Dismissal

Whenever it is necessary for a child to leave school before the end of the school day, the parent, if at all possible, should send a note that morning to the teacher, stating the approximate time that the parent will sign out the child from the center.

Visitors

Any visitor to the OLL ECDC, as defined below shall be accompanied by an adult staff person at all times. A visitor is anyone who enters the ECDC other than the parent of an enrolled child, ECDC staff, volunteers, extracurricular personnel, therapeutic professionals and other independent contractors, and in the case of a church or school, any other routine employees, including but not limited to a pastor, principal or teacher. In an effort to maintain a calm and efficient environment for the children, visitors are kept to a minimum.

Parent Access

Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present. Any parent or visitor entering the center (other than at drop-off and pick-up) must sign a “visitor log” stating the date, time, reason for visit, and departure time. This log will be maintained at the OLL ECDC for documentation of visitation.

Parental Involvement

Parents are encouraged to be involved in the education of their children. There are many opportunities in which parents may be involved in the OLL Catholic School Community (Main Campus and ECDC Campus). Opportunities include, but are not limited to: Student Check-in Day; Open House; an open house, parent education session, parent and staff conference (see below for details), seasonal holiday parties, membership in the Men’s Club, membership in the Parent-Teacher Cooperative (PTC), student promotion activities, volunteering at the Parish Fair, etc.

Parent Conferences

Any parent wishing to have a conference with a staff member must call the ECDC and let the receptionist know they wish to set up an appointment. The director will then be notified by the teacher/staff member and they will come up with an appointment time that is convenient for all involved. Conferences will be held while the staff member is not on duty, with the director present at the meeting. Because staff members must supervise children at all times and cannot divide their attention between the children and the parent's concerns, arrival and pick-up is not a time for a conferences.

Disclosure of Information and Complaint Policies

The OLL ECDC receives its license to operate from the Louisiana State Department of Education. Information about the licensing policies, such as inspections, regulations, and information regarding the early learning center may be found on the Louisiana State Department of Education website (<http://www.louisianabelieves.com/>).

Parents are encouraged to address any issues and/or complaints they may have with ECDC operations with the Center Director and the School Principal. However, parents are advised to call or write the Licensing Division should they have any significant, unresolved licensing complaints: Louisiana Department of Education, Division of Licensing, P.O. Box 4249, Baton Rouge, Louisiana, 70821; telephone: 225.342.9905; email: ldelicensing@la.gov.

SECTION III: HEALTH, SAFETY AND DISCIPLINE POLICIES

Medication

In order to assist parents whose children require medication during the day, the following state regulations will be implemented: "All staff members who administer medication shall have medication administration training certified by a Child Care Health Consultant." This policy is taken directly from Act 87 of the State Legislature regarding the administration of medicine.

- No medication (prescription or non-prescription) shall be administered to any child without an order from a LA-licensed physician or dentist and a letter of request and authorization from the child's parent or guardian.
- Parents must complete and sign a Medication Release Form.
- Both the letter from the parent and the medication itself shall contain clear instructions, identifying the child's name, Rx number, date, frequency, name of medication, dosage, route and physician's or dentist's name. **If medication is not properly labeled it will not be administered to the child.**
- The Director or Asst. Director will designate a staff member to dispense the medication. The designated staff member will write all information on dispensing medicine in the child's folder and may request another staff member to witness the administration of the medicine to the child.
- No over-the-counter or "as-needed" medication, with the exception of infant gas drops, will be given at the center.
- **Medicine cannot be given in a bottle, cup or food at the center. If the staff is aware of medicine in a bottle, cup or food it will need to be thrown out.**

Illness/Accidents/Injuries

If a child becomes ill or has an accident or sustains an injury while at the ECDC, the parents are always notified first. PARENTS MUST PROVIDE THE CENTER WITH AN EMERGENCY TELEPHONE NUMBER OF SOMEONE TO CALL IF THE PARENT IS NOT AVAILABLE. If a child has a chronic or recurring problem it must be indicated on the child's emergency card. Master cards must be completely updated whenever there is a change in information.

It is a state requirement that any injury to the head or face, regardless of severity, must be reported to the parents immediately. The staff is not able to make a judgment as to the medical implications to any injury to the head. They can only relate the facts of how the injury happened and what they see as a result. The parent must make the final decision whether to come to the center to see the child and possibly seek medical treatment. However, if we determine that the injury needs a medical evaluation we will request that the parent come get the child.

If symptoms of illness develop while the child is in ECDC care, he/she will be in supervised isolation until a parent or designated person comes to pick the child up from the ECDC. Children with the following symptoms or illnesses must be picked up immediately and follow the following requirements or come back with a doctor's note clearing them to be at the center. Guidelines for **ILLNESS/SYMPTOMS** and **WHEN CHILD CAN RETURN TO SCHOOL** are:

- Diarrhea (2 or more loose) - Minimum 24 hours or until diarrhea stools are no longer present
- Fever - Fever free (without fever-reducing medication) for at least 24 hours
- Undiagnosed rash - Resolved or cleared by a physician
- Meningococcal Disease - Proof of Non-Carriage
- Chicken Pox - Skin lesions completely scabbed
- Hepatitis A - One week after illness started and fever gone
- Vomiting - 24 hours after last incident
- Irritability - when subsides
- Excessive sleepiness - when receives adequate sleep

For the following illnesses, children can return to school one day after beginning treatment and with a doctor's note:

- Strep throat
- Conjunctivitis
- Impetigo
- Ringworm
- Parasites
- Head lice
- Scabies

With an illness such as a cold, children have already exposed others before becoming symptomatic, so it is not necessary for them to stay home from school.

Protocol for Medical Emergencies in the ECDC

It is the right and responsibility of the Director/Staff-in-Charge to determine what constitutes a medical emergency in the center. The Director/Staff-in-Charge will call emergency medical services first and attempt to call the parent. Included, but not limited to, the following situations: unconsciousness, bleeding that cannot be stopped with applied pressure, broken bones, and situations requiring the use of an EPI-pen, situations requiring the use of CPR or the use of an AED.

In case of a medical condition, illness, or injury that is not immediately life-threatening but still needing possible medical assessment, the director/staff-in-charge will call the parents or persons listed as emergency contacts first. The parents or their representative will have a reasonable time to come to the center to assess and pick up their child. If the parents are not able to be at the within a reasonable time, and it is determined that immediate medical assistance is required, the director/staff-in-charge has the right to call emergency services and secure medical care for the child.

Behavior Management Policy

Our ECDC operates using a positive discipline approach. Our staff will work hard to develop and maintain a relationship of love and trust with your child. We will work hard on patience and

consistency with your child, knowing that these will help to achieve the discipline needed in order for us to educate your child. Of course there will be times when some children will not cooperate. When this occurs we will carry out the following procedures:

- **Redirection:** (infants and PS-1): We will redirect a child to spark their interest in something different. We may try giving them something new, sing with them, play a game, give them a hug, etc.
- **Time-out:** (PS-2 and Pre-KS): In some instances we will try the same as above. In other instances, we will use time-out. 2 year olds will have time-out for 2 minutes and 3 year olds will have 3 minutes. Time-out will not be used to take time away from “recess” time unless the incident occurred at that time. **Time-out will not be used for children under age 2.**
- **Reward system:** (PS-2 and Pre-K3) As an extension to the positive discipline approach, teachers may use some type of reward system as the teacher sees fit.
- **Parent Conference:** If a child continues to misbehave and the teacher is having trouble disciplining him/her, she will call for a conference with the parents.
- **Dismissal from the Childcare Center:** In rare instances, if the child continues to misbehave after trying a variety of discipline methods, or if the child is endangering the safety and well-being of the other children, or if the child is disrupting the education of the whole group, the child may be asked to leave.

Corporal Punishment will not be used in any form. The staff is prohibited from exhibiting any behaviors such as: yelling, shaking the child, placing the child in an uncomfortable position, using profane language, telling a child to “shut up”, making a child exercise as punishment, depriving them of food or beverages, etc.

See **Appendix A: Prohibited Practices for Student Behavior Management** for additional guidance on behavior management practices.

Biting Policy

Biting is a common behavior among children from birth to 3 years old. They may bite for a variety of reasons from not getting what they want to being frustrated to not being able to communicate. Sometimes it is just a passing phase and other times it becomes a persistent problem. If biting occurs, we will apply first aid as necessary and the parents of both children will be notified. If a child bites 3 times within the same school year, the child may be separated from the group for a period of time and "shadowed" by a staff member. Parents will be notified and a conference with the parents, teacher and administration will be held immediately to discuss the behavior and to make a plan to prevent further incidents. If another bite occurs within a short period of time and after implementing an agreed-upon plan, the center reserves the right to ask the child to be removed from OLL ECDC care.

Toilet Training Policy

We are committed to partnering with parents in toilet training their children at our ECDC. Once your child reaches his or her second birthday, we will put the child on the potty when we do our

regular diaper changes if they show interest in using the potty, begin to have dry diapers, and/or when they ask to use the potty. We do not use pull-ups at our center. We put children on the potty while they are still in diapers. **Children may start wearing underwear once the child has consistent success at home and at school using the potty for urination AND bowel movements. The teacher should be consulted before sending a child in underwear for the first time.** Several extra sets of clothes should be sent to school, including underwear and socks. Accidents are very common at this age. However, if a child has more than three accidents in one day, the teacher and parents will need to evaluate whether the child is ready for underwear. **If a child has reoccurring accidents at naptime, your child's teacher will speak to the director about using a diaper (supplied by the parent) at naptime. The director will then contact the parents. If a parent refuses to have the child wear a diaper at naptime, the parent will be called to clean and change the child.**

Child/Sexual Abuse Policy

All child care workers are mandated reporters of suspected abuse or neglect in the State of Louisiana. This means that we are required by law to report any suspected abuse of the children in our care. Staff members will report suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS [(855) 452-5437]. OLL ECDC staff members shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations. Staff members shall not be required to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline. Staff members may make the director aware if you suspect some form of abuse or seek assistance with the reporting process if needed.

According to Louisiana Revised Statute 14:03, any person or agencies who are responsible for the care of children, including teachers and child-care personnel, who suspect that a child's physical or mental health or welfare is or has been abused, are required to report it. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. OLL ECDC is in full compliance with the sexual abuse policy of the state of Louisiana and the Archdiocese of New Orleans.

Emergency Response Drills

OLL ECDC has developed a Crisis Response Plan in order to provide maximum practicable protection for the children in our care. All faculty, staff and children are instructed on the appropriate and safe procedures to follow while practicing drills to maximize their safety in the event of a need to evacuate the premises or to go into lockdown mode.

SECTION IV: CURRICULUM AND INSTRUCTION

Curriculum

The curriculum of the ECDC will encourage the development of the total child. Our curriculum is based on the Louisiana Early Learning Guidelines and Programs Birth-Three Years. We have a copy of the guide in our office and you may request to read it. Activities and experiences will focus on the development of gross motor skills, fine motor skills, language, cognitive development, self-help skills, pre-reading and pre-math skills, and social development. All concepts and skills embedded in the curriculum are based on educational research that has consistently proven the strong correlation between the quality of early childhood experiences and later academic success.

Catholic Faith Formation

All classes in our ECDC, including infants, will be introduced to and/or taught prayers, devotions, and teachings of our Catholic faith. The primary aim of the Catholic curriculum will be to foster a love for God, Jesus, Mary and all the saints, as well as one another as God's children, beginning at a young age. The curriculum will be based on the Catechism of the Catholic Church, as well as Bible teachings.

Daily Program

There will be a schedule of the day's plan of activities for each developmental level posted in each room of the center, providing for flexibility and changes as deemed necessary. The schedule will be adhered to with reasonable closeness but shall accommodate and have regard for individual differences among the children. The program shall provide time and materials for both vigorous and quiet activity, sharing and alone time, indoor and outdoor play, and rest. Regular time will be allowed for routines such as washing hands, lunch, rest, snack and putting away toys. Activity and quiet periods are alternated so as to guard against over-stimulation of the children. A minimum of one hour rest period is scheduled for all children. Children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day. Children age 2 and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher-led play and free play.

Overview of Individual Group Information

- **Infants.** Babies will be accepted starting at 6 weeks old. They will adhere to their own schedule as prescribed by their parents. Daily reports that include the liquid intake, food intake, disposition, bowel movements, number of wet diapers, and sleeping patterns shall be given to the parents on a daily basis. All infants will be placed on their backs to sleep. Sleeping in any other device such as a car seat will only be allowed with a physician's note. Bottles are not put in the microwave. Breast-fed babies are welcome. Babies are given time to play on their tummies, sit in seats, crawl and sleep, as needed by their own schedules. Their day includes activities that are linked to the standards of the Louisiana Early Learning Guidelines and Programs Birth-Three Years.

- **PS – 1.** Our toddler group is for children who are at least 12 months old and have reached the developmental milestones that the administration feels are needed to be successful in this group. They follow a group schedule and not individual schedules. Their day is set up to include activities that are linked to the standards of the Louisiana Early Learning Guidelines and Programs Birth-Three Years. We ask that children in this group arrive by 8:15 a.m. so they can participate fully in the program. Lunch needs to be ready-to-eat and provided by the parents. The children will be helped in feeding themselves but will be encouraged to do it by themselves. Parents also provide two (2) ready-to-eat snacks and water in a spill-proof sippy cup. They have a group naptime and we request that parents not pick up during this time if at all possible.
- **PS – 2.** We admit children into PS-2 who will make two years of age by September 30th of the year they are entering the program. They do not need to be potty-trained. It is a structured day with activities that are linked to the standards of the Louisiana Early Learning Guidelines and Programs Birth-Three Years. We ask that children in this program arrive by 8:15 a.m., which is the beginning of our instructional day. They eat a ready-to-eat lunch provided by the home. Parents also provide 2 ready-to-eat snacks and water in a spill-proof sippy cup. They have a group naptime and we ask that children not be picked up during this time as this disturbs the other children.
- **Pre-K3.** We admit children into Pre-K3 who will make three years of age by September 30th of the year they are entering the program. All Pre-K3 students must be completely potty-trained. Students are expected to be able to sit on the toilet seat unassisted, wipe themselves completely, and redress themselves. “Pull-ups” are not allowed. If a child has a “wet” accident, they should be able to change by themselves. If a child has a “messy” accident, staff will help as necessary. If a child has persistent accidents, the teacher and administrator will try to work with the parents to resolve the issue. If it continues, the child may not be able to remain in the three year old class until success is achieved. Pre-K3 has a structured day with activities that are linked to the standards of the Louisiana Early Learning Guidelines and Programs Birth-Three Years. We ask that children in this program arrive by 8:15 a.m., which is the beginning of our instructional day. They eat a ready-to-eat lunch provided by the home. Each parent will send a large snack to share with the class at the beginning of the year. These will be used until the snacks run low. At that time we will ask for parents to send in another one. Water will be given in small size “Dixie” cups at snack time. They have a group naptime and we ask that children not be picked up during this time as this disturbs the other children. Assessments in Pre-K3 will be conducted formally and informally on a daily basis. Student progress reports will be given midyear and at the end of the year.

Electronic Devices, Programs, Movies, Video Games

According to the Licensing Department, all electronic devices, including television, computers, and smart boards are prohibited for children under age two. Electronic device activities for children ages two or older shall not exceed two hours per day. Only programs and movies with a “G” rating will be allowed. Youtube learning videos, exercise videos, and smart board activities

will be used by teachers/staff in conjunction with our curriculum for Pre-S2 and Pre-K3. Students will not be granted access to video games.

Computer Use/Internet Access

The OLL ECDC computer network is managed by the Archdiocese of New Orleans which monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging. OLL ECDC students will not have direct access to computers or the internet.

Provisionally Employed Staff Member Monitoring Policy

A Provisionally Employed Staff Member (PESM) is a person for whom the center has requested a Child Care Criminal Background Check (CCCBC) based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, who is temporarily employed and monitored by the center pending the department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes. Individuals with a PESM status will be permitted to work at the OLL ECDC on a provisional basis only. PESM staff must be monitored by an employee that has been determined eligible for child care purposes by the Department and in accordance with the OLL ECDC Monitoring Policy as outlined by Bulletin 137 §1813. See **Appendix B: OLL ECDC Provisionally Employed Staff Member Monitoring Policy** for details on the monitoring policy.

NOTE: See Appendix C to review policy guidance per Louisiana Bulletin 137

Appendix A: Prohibited Practices for Student Behavior Management

Per Section III of the OLL ECDC Faculty/Staff Handbook, our center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center. In addition to the procedures established, faculty and staff shall subject children to the following:

- 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;
- 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;
- the threat of a prohibited action even if there is no intent to follow through with the threat;
- being disciplined by another child;
- being bullied by another child;
- being deprived of food or beverages;
- 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;
- time out:
 - time out shall not be used for children under age two;
 - a time out shall take place within sight of staff;
 - 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;
 - for children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center;

Appendix B: OLL ECDC Provisionally Employed Staff Member Monitoring Policy

Provisionally Employed Staff Member Definition

A Provisionally Employed Staff Member (PESM) is a person for whom the center has requested a Child Care Criminal Background Check (CCCBC) based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, who is temporarily employed and monitored by the center pending the department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes.

Authorization

An individual with a PESH status is permitted to work at the OLL ECDC on a provisional basis only. PESH staff must be monitored by an employee that has been determined eligible for child care purposes by the Department and in accordance with the OLL ECDC Monitoring Policy as outlined by Bulletin 137 §1813.

OLL ECDC PESH Monitoring Policy

The following policy measures will be taken to properly monitor the activities of any PESH working at the OLL ECDC per §1811.D. of Bulletin 137:

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
- b. A monitor will be designated for each provisionally-employed staff member present at the center.
- c. The designated monitor(s) shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
- d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
- e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
- f. A single monitor may be assigned up to a maximum of five provisionally-employed staff members at any given time.
- g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
- h. A logbook entry or other form of written documentation of the monitoring of provisionally-employed staff members will be maintained that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Notification

A copy of this policy will be posted in the OLL ECDC in a place visible to all parents and staff and copies shall be provide to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

Acknowledgement of Notification of the OLL ECDC Provisional Staff Monitoring Policy

I _____ have received a copy of the OLL ECDC Provisional Staff Monitoring Policy which contains a definition on who is a Provisional Staff Member, what they are authorized to do as an employee and the manner in which they will be monitored.

_____ (Signature)

_____ (Name Printed)

_____ (Date)

Appendix C: OLL ECDC Bulletin 137 Policy Summary Supplemental

Child Abuse and Neglect Policy (1509.A.1.a. – 1509.A.1.c.)

OLL ECDC is in full compliance with the sexual abuse policy of the state of Louisiana and the Archdiocese of New Orleans. As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS [(855) 452-5437]; an early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and an early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline; All child care workers are mandated reporters of suspected abuse or neglect in the State of Louisiana. This means that we are required by law to report any suspected abuse of the children in our care. Please make the Director aware if you suspect some form of abuse and are planning to report that abuse.

According to Louisiana Revised Statute 14:03, any person or agencies who are responsible for the care of children, including teachers and child-care personnel, who suspect that a child's physical or mental health or welfare is or has been abused, are required to report it. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action.

Non-Discrimination Policy (1509.A.2.)

OLL ECDC is in full compliance with the non-discrimination policy of the state of Louisiana and the Archdiocese of New Orleans. The OLL ECDC will not discriminate based on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

Admissions Policy (1509.A.3.)

OLL ECDC is in full compliance with the state of Louisiana concerning the publishing of a student admission policy that contains admission criteria.

Disclosure of Information Policy (1509.A.4.)

OLL ECDC is in full compliance with the state of Louisiana concerning the disclosure of information process. The policy informs parents of licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website. Information about the licensing policies, such as inspections, regulations, and information regarding the early learning center may be found on the Louisiana State Department of Education website (<http://www.louisianabelieves.com/>).

Complaint Policy (1509.A.5.a.)

OLL ECDC is in full compliance with the state of Louisiana concerning the complaint process. Parents are advised to call or write the Licensing Division should they have any significant, unresolved licensing complaints: Louisiana Department of Education, Division of Licensing, P.O. Box 4249, Baton Rouge, Louisiana, 70821; telephone: 225.342.9905; email: ldelicensing@la.gov.

Parental Access Policy (1509.A.6.a.)

OLL ECDC is in full compliance with the state of Louisiana concerning providing parents' access to their student during regular hours of operation and when children are present.

Parental Involvement Policy (1509.A.7.a.)

OLL ECDC is in full compliance with the state of Louisiana concerning providing parents with opportunities to be involved in their student's educational process. The number of opportunities offered OLL ECDC parents greatly exceeds the two opportunity minimum required by the regulation.

Behavior Management Policy (1509.A.8.a. – 1509.A.8.c.iv.)

OLL ECDC is in full compliance with the state of Louisiana concerning a behavior management. This policy stat dictates how student behavior is to be managed and highlights prohibited practices.

Electronic Device Policy (1509.A.9.a. – 1509.A.9.b.)

OLL ECDC is in full compliance with the state of Louisiana concerning the use of electronic devices as instructional tools with students. Electronic device policy of the OLL ECDC 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:

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

Computer Practices Policy (1509.A.10.)

OLL ECDC is in full compliance with the state of Louisiana concerning computer use and internet access by students. The OLL ECDC computer network is managed by the Archdiocese of New Orleans which monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging. OLL ECDC sstudents will not have direct access to computers or the internet.

Programs, Movies and Video Game Policy (1509.A.11.a. – 1509.A.11.ii.)

OLL ECDC is in full compliance with the state of Louisiana concerning computer use and internet access by students. Students will not be granted access to/shown programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;

- all television, video, DVD, or other programming shall be suitable for the youngest child present.
- Only “G” rated movies/programming will be shown in the OLL ECDC; therefore, all ratings above “G” (PG, T, M, R, etc. are prohibited).
- Children at OLL ECDC do not have access to video games. Children ages 2 and 3 years old are limited of screen time to two hours a day.

Monitoring Policy for Provisionally Employed Staff Members (1509.A.12.a. – 1509.A.12.d.)

OLL ECDC is in full compliance with the state of Louisiana concerning the monitoring of provisionally employed staff members. The OLL ECDC has developed and implemented a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes. The policy includes all requirements for the monitoring of provisionally employed staff members set forth in §1811.D. A copy of the policy is contained in both the OLL ECDC Faculty/Staff Handbook and OLL ECDC Parent Handbook. A copy is also posted in the center in a place visible to all parents and staff. Copies of the policy have been provided to all staff members and will be provided to parents on the first day of school for their child. Signed acknowledgement forms from staff members and parents will be retained on file.

COPY OF BULLETIN 137 SECTION 1509 POLICY REQUIREMENTS

The text provided below should be referenced for clarification purposes when reviewing OLL ECDC policies contained in the parent and/or faculty/staff handbooks. The text shall also be reviewed whenever a revised Bulletin 137 is published:

§1509. Policies

A. An early learning center shall establish in writing and implement the following policies and minimum provisions of such policies:

1. **child abuse and neglect policy:**

a. as mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS [(855) 452-5437];

b. an early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and

c. an early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline;

2. **non-discrimination policy** that prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed;

3. **admissions policy** that includes admission criteria;

4. **disclosure of information policy** that provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website;

5. **complaint policy:**

a. parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints;

6. **parental access policy:**

a. parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present;

7. **parental involvement policy:**

a. 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 parent or grandparent's day;

8. **behavior management policy:**

a. each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center;

b. the behavior management policy shall prohibit children from being subject to any of the following:

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;
- c. time out:
- i. time out shall not be used for children under age two;
 - 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 one minute per year of age;
 - iv. for children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center;

9. **electronic devices policy** that 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:

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

10. **computer practices policy** that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging;

11. **programs, movies and video games policy:**

- a. programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;
- b. all television, video, DVD, or other programming shall be suitable for the youngest child present;
- c. "PG" programming or its television equivalent shall not be shown to children under age five;
- d. "PG" programming shall only be viewed by children age five and above and shall require written parental authorization;
- e. any programming with a rating more restrictive than "PG" is prohibited;
- f. all video games shall be suitable for the youngest child with access to the games:
 - i. "E10+" rated games shall be permitted for children ages 10 years and older;
 - ii. "T" and "M" rated games are prohibited.

12. **monitoring policy for provisionally employed staff members:**

- a. each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. the monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. the center shall post a copy of the policy in the center in a place visible to all parents and staff;

d. the center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:407.40(A)(1).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:629 (April 2015), effective July 1, 2015, amended LR 44:250 (February 2018), effective March 1, 2018.

Appendix D: Our Lady of Lourdes Early Childhood Development Center Parent Handbook Acknowledgement Form

SCHOOL YEAR: _____

I have read the policies outlined in the Parent Handbook. I understand, by my signature, that I fully agree to cooperate with the policies and guidelines within the handbook.

Child's Name _____

Parent's Signature _____

Date _____

Please sign and return to the OLL ECDC office once completed.