

Zachary United Methodist Church

The Little School



Parent Handbook

2022-2023

4205 Church Street

Zachary, LA 70791

225-654-7695

Brooke Hafliger and Michelle Murphy are the Directors of The Little School. If you have any problems or concerns, please contact Brooke or Michelle at 225-654-7695. You can also email them at littleschooldirectors@gmail.com.

MISSION

Zachary United Methodist Church Little School's mission is to provide the highest quality childcare in a nurturing, loving and supportive Christian environment by addressing each child as a unique creation of God. We will support their development by providing rich learning experiences that address their social, emotional, cognitive and motor skills. Each child is accepted at his/her own stage of development. Units of study are planned for each class in order to reach these goals. We strive to provide a solid foundation for his/her school career and an eagerness to learn. All of this is done through play activities. Remember that play is a child's work.

GOALS

Our primary goal is for the children to succeed at the next academic level when they have completed the preschool program. We want to provide an environment that will encourage and promote children to become lifelong learners with a positive academic attitude. ZUMC "The Little School" will provide a program for preschool age children that:

- ✓ Nurtures his/her mind, body, heart and spirit.
- ✓ Introduces him/her to Christian values, theology, and ideas
- ✓ Engages his/her natural curiosity about the world
- ✓ Teaches him/her methods of healthy self-expression and social interaction
- ✓ Invites him/her to participate in the lifelong process of learning.

The Little School is an outreach ministry of Zachary United Methodist Church. We seek to provide the best possible environment for your child to grow in his or her ability to work, play and love.

POLICIES

PARENTAL ACCESS POLICY

Due to Covid-19, we ask that parents make an appointment in advance to visit the school.

DISCLOSURE OF INFORMATION POLICY

Our school is a type 1 licensed facility through the State of Louisiana, Department of Education. Parents may check with the Department of Education Board of Licensing on any inspections and regulation information concerning The Little School. You may use the Department of Education website.

CHILD CARE CIVIL BACKGROUND CHECK (CCCBC)

All teachers and staff employed by the Little School have a CCCBC determination of “eligible”.

For any questions or concerns regarding this policy, please see a director.

CHILD CARE CIVIL BACKGROUND CHECK Provisional Employee Policy

What is a provisional employee?

A person who has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department’s receipt of the other CCCBC results and determination of the person’s eligibility for child care purposes

How do we monitor a provisionally employed staff member?

A monitor with a CCCBC eligible determination is assigned to each provisionally employed staff member. The monitor will observe the provisionally employed employee every 30 minutes and document it on the provisionally employed monitoring log. These logs need to be turned into a director each day to be filed in the office.

Monitors must be present every time the provisionally based employee works and must remain close enough to the employee to intervene if necessary. Provisionally employed

staff members will not work during naptime at our school.

For any questions or concerns regarding this policy, please see Mrs. Brooke and Mrs. Michelle.

ADMISSION

Admission of children shall include an interview with the parent/guardian and child to secure necessary information about your child. This information shall include but is not limited to: a copy of the child's birth certificate, immunization record, vital statistics, emergency information, a list of people approved to pick up the child, and any court documents establishing custody and/or parental rights.

NON-DISCRIMINATION

The Little School welcomes any child without regard to race, color, religion, sex, national origin, ancestry, breastfeeding, handicap, creed or developmental ability.

CHILD ABUSE

Any abuse and/or neglect of a child will be reported in accordance with the Louisiana Revised Statute 14.403 As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hot-line 1-855-4LA-KIDS (1-855-452-5437).

PARENT -TEACHER/STAFF RELATIONS

At times, you may have questions or concerns regarding your child's teacher, decisions that have been made or policies of the Little School. The Little School understands this and welcomes all feedback and questions, but we ask that our parents address these needs in an appropriate and respectful manner. If you have an issue with your child's teacher, please address this directly with the teacher. If the situation is not resolved satisfactorily, please contact Ms. Brooke or Ms. Michelle in the office to discuss the matter. If you still have concerns or issues regarding this matter, the Little School asks that you submit a letter to the Little School Board outlining your concerns and your attempts to resolve the issue. This letter can be dropped off at the church office for our Pastor, Josh Milliron to deliver to The Little School Board. A member from that board will be in contact with you, once they have had a chance to review the materials.

COMPLAINT POLICY

Complaints should be reported to the Louisiana Department Education Division of Licensing. You may email them at LDELICENSING@LA.GOV . You may call them at (225)342-9905 or 1-877-453-2721. If you do have a complaint, as a courtesy, please inform the directors.

BEHAVIOR MANAGEMENT POLICY

The Little School is a Christian school where every child is recognized as being a “Child of God” who was created in His image and likeness. Each child is a unique individual and comes to us with his/her own special gifts and personality. It is our goal to help each child develop a positive self-image.

We have found that the best approach in behavior management is prevention. To accomplish this, each teacher will begin by setting appropriate limits. Even three and four-year-olds can understand and follow simple rules, make choices, and accept the consequences when the wrong choices are made.

Each teacher will establish clear boundaries and limits with the children. They will have positive and realistic expectations. Routines for daily activities will be established and followed daily. The children will be prepared ahead of time for a change in an activity. When possible, the children will be given choices rather than demands.

“Discipline” means to learn. “Punishment” means to do something to someone. “Consequences” require children to take responsibility for their behavior. It is our goal to teach self-discipline through choices and consequences rather than using punishment when at all possible. Some natural consequences would be the loss or delay of interaction: (Temper tantrum—you can join us when you are through); Loss or delay of use of objects (No new activity until the old activity is picked up); Loss or delay of cooperation (When you ask politely, I will listen).

Occasionally, a child needs to be removed from the group so that he/she can calm down or regroup. Timeouts are not permitted, according to licensing, for children under two years of age. For children two years of age or older, each classroom has a “Thinking Chair” for the purpose of time out. The child will spend a short amount of time, in clear view of the teacher, in the chair. A rule of thumb for time out is one minute for every year of age he/she is.

An example: a three-year-old would sit in the “Thinking Chair” for three minutes.

*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.

When a child becomes aggressive and hits, bites, scratches or harms another child or the teacher in any way, he/she will be removed from the classroom and will sit with a director in the office until he/she calms down.

If repeated aggressive behavior continues, the parents will be notified, and a conference requested. During the conference, a constructive plan of action will be discussed in regard to consistent methods of discipline. If the child or parents are unwilling to follow the plan of action, the parents may be asked to withdraw the child from the school.

The following items describe behaviors that will not be tolerated when dealing with the children:

- 1 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.
- 2 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;
- 3 The threat of a prohibited action even if there is no intent to follow through with the threat;
- 4 Being disciplined by another child;
- 5 Being bullied by another child;
- 6 Being deprived of food or beverages;
- 7 Being restrained by devices such as high chairs or feeding tables for disciplinary purposes;
- 8 Having active play time withheld for disciplinary purposes. Timeout may be used during active play time for an infraction incurred during the playtime.

BITING POLICY

Our center recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize

how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems.

We do not focus on punishment for the biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses:

- 1 Care for and help the child who was bitten.
- 2 Help the child who bit learn other behavior.
- 3 Work with the child & parents who bit and examine our policy to stop biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, and techniques to address it. We do not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. We clean the wound with soap and water.

Biting is always documented on an incident report form. It is completed and signed by the teacher and administrator. One copy is given to the parents, and the other copy is kept on file. If the bite occurs on the face or head, we will call to notify you by phone.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting. When we experience ongoing biting in a toddler room, we develop a plan of action with strategies, techniques, and timelines to work on the problem.

Training sessions on biting are given during the year as needed for staff. In addition, we have current resources on biting available to the parents and teachers. We encourage parents to bring their concerns and frustrations directly to the teachers. The administration is kept informed of the problems and will work with the parents and teachers to help bring the biting under control. Communication is very important in order to help children learn not to bite!

When we approach parents about the fact that their child is biting, we ask them to work with us to help their child learn to stop biting. If biting continues, we will:

1. Schedule a conference with the parent.
2. A behavior modification plan will be implemented.

If parents are unwilling to work with us or above actions have not created a positive change in biting behaviors, only then will we ask the family to find another Center. If the parents of the biter and the parents of the victim are willing to go the distance, we can work hard to correct the behavior.

ELECTRONICS POLICY

We use videos on a very limited basis, and usually only for educational purposes to support a theme for the week. We do not use television or hand-held game devices. We will use technology for various educational apps (I.e., Seesaw, Remind, Sandbox, and various themed learning activities).

Licensing requires we provide a policy for all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand-held electronic devices, and we must adhere to the following limitations:

1. Electronic device activities for children under age two are prohibited.
2. Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day;
3. Computers with Internet access used by children must be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging.
4. 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.
5. All television, video, DVD, or other programming shall be suitable for the youngest child present.
6. "PG" programming or its television equivalent shall not be shown to children under age five.
7. "PG" programming shall only be viewed by children age five and above and shall require written parental authorization.
8. Any programming with a rating more restrictive than "PG" is prohibited.
9. All video games shall be suitable for the youngest child with access to the games. Video games are not allowed.

TRANSPORTATION

We do not take any field trips or transport any children at the center.

DISMISSAL

Any child may be dismissed from The Little School for reasons including, but not limited to the following:

Required information (medical, emergency and transportation) is not provided

Financial obligations are not met in a timely fashion

Child is consistently picked up after closing

The child poses a physical threat to other children or staff

The school is unable to adequately meet the unique needs of the child

If, for any reason, the Director(s) feel it is in the best interest of the child or program.

Your concern, involvement and prayers are essential to help us maintain the highest possible level of care for your children. Parental involvement is extremely important.

TUITION and FEES

The Little School is a non-profit organization and operates on a cash basis. We depend on prompt payments.

Tuition is billed monthly. All tuition is due by the 15th of the month. If tuition is not paid by the 15th, a \$25 late fee will be applied and a reminder invoice will be sent home. If tuition is not paid by the end of the billing month, the student will not be allowed to return to school until the balance is paid. If the balance has not been settled by the 15th of the following month, the student will automatically be withdrawn.

TUITION IS REQUIRED WHETHER THE CHILD IS IN ATTENDANCE OR NOT. There will be no refunds of any kind for illness, vacations, absence, or school holidays, scheduled or not scheduled. A two-week notice (with payment of two weeks tuition) is required for withdrawal.

NO CHILD WILL BE ACCEPTED BACK IN SCHOOL WHEN TUITION IS PAST DUE UNTIL TOTAL BALANCE IS PAID AND PLACEMENT IS AVAILABLE. Other arrangements for tuition and/or payments can be made through the directors and approved by The Little School board.

ADDITIONAL FEES

A registration fee is charged *each year* during registration and is non-refundable for any reason.

We accept checks, online payments (through Sandbox), money order, or certified checks. We do not accept cash payments for tuition. Online payments will incur a convenience fee of \$3.00. All payments should be put in the locked black box in the office. Please make checks payable to “The Little School” and have your child’s name in the memo section. After one NSF check is received, you will no longer be able to pay by check. Here is a breakdown of our tuition rates for the 2022-2023 school year:

Tuition Information

Program Options	Annual Tuition	Semester Tuition	Monthly Tuition
Full Day Preschool 5 days per week Hours: 6:30am- 4:30pm	\$7000	\$3500	\$700
Half Day Preschool 5 days per week Hours: 8:00am- 11:45am	\$4000	\$2000	\$400

**Tuition rates for full day preschool students include 2 snacks and lunch each day.

**Tuition rates for half day preschool students include a snack.

***Children in the baby and toddler classes are served lunch each day regardless of program enrollment.

Additional Program Opportunities for Half Day Preschool Students

Daily Afternoon 12:00pm-4:30 pm	\$30
Stay for lunch 12:00-12:30	\$15

The above additional program opportunities must be scheduled in advance and will only be allowed, if there is space available.

GENERAL INFORMATION

INSURANCE

The school carries liability insurance as mandated by licensing.

ATTENDANCE

Full Day Preschool program is from 6:30am to 4:30pm. The School portion of the day will be between the hours of 8am-11:45am. After the morning school program, children will eat and nap in their designated classrooms. All children must be picked up by 4:30 pm.

Half Day Preschool program is from 8:00am to 11:45am. We ask that all students are present by 8:30am This ensures that all our educational activities will begin on time. These students should be picked up by 12:00pm.

*All students are expected to arrive at school on time. The teachers plan their day with the expectation that students will be arriving by 8:30am. It is important for all students to have enough time to arrive and settle into the classroom before the day begins. Late arrivals are disruptive and inconsiderate to the rest of the class. We understand that there are events out of your control, however we ask that you make every effort to get your child to class on time. If you will be arriving later than

the regularly scheduled drop off time, we ask that you inform the teacher ahead of time.

DROPPING OFF AND PICKING UP CHILDREN

You must come to the door of the building to drop off or pick up your child. Each child's temperature will be taken before the parent may leave. Your child is brought into the building and taken to their class by a staff member.

Parents must come to the door and sign their children in and out. Children will not be allowed to leave with older siblings. We will not allow your child to go with someone who is not authorized to pick them up unless we are informed in writing. Before your child is checked in and after your child is checked out to you, they are under your care. You will be given white card stock for you to write your child's name on it and put it in your front car windshield. Parents who pick up children after 4:30pm will be charged a late fee.

EMERGENCY PICK-UP

If an emergency situation arises and someone not listed on your permission sheet must pick up your child, the office must be notified by phone, email, or FAX prior to the child's release. The individual picking up will be required to show a valid picture ID.

SCHOOL CLOSURES

The Little School follows the Zachary Community School System student calendar. All holiday, school breaks, early dismissals and weather emergencies and closures will be the same as the Zachary Community Schools System students. Radio and television stations broadcast this information. We also communicate closures via the Sandbox and Remind Apps.

PARENTAL INVOLVEMENT

All parents are encouraged and welcome to volunteer at Little School. Your involvement in your child's school experience enriches their learning environment. If you are interested in volunteering, your child's teacher will have a sign-up sheet for volunteer opportunities. HOWEVER, due to Covid-19, all volunteer opportunities are suspended until further notice.

PARENT CODE OF CONDUCT

We ask that all parents/guardians treat all children, staff, and other parents with respect both verbally and physically.

If you have a conflict with a staff member, parent, or student, please contact the office immediately. Any conflict needs to be cleared up through the office.

Gossip undermines the professionalism of the school.

Parents must be sober when on campus. Smoking is not allowed on our campus. Firearms are not allowed on campus.

BIRTHDAYS

Your child's birthday may be observed by arranging a day and time with the teacher. Summer birthdays may be observed during the month of May. Please see your child's teacher if you have any questions.

NEWSLETTER

A newsletter will be sent out at the beginning of each month and will include a calendar of events for the month.

SPECIAL YEARLY ACTIVITIES

There are many special activities that take place during the school year. They include various themed and holiday activities, parties, and events. It is important to watch your monthly newsletter and calendar for the dates of these activities. We try to notify our parents in plenty of time so that they can be a part of these very special events.

DRESS CODE

This is an activity-based program and clothing should be comfortable and washable. Your child will be encouraged to explore, experiment, climb, dance, exercise, paint and run at school. Their clothing can help or hinder these activities. Loose-fitting clothes that are not too fancy and that have easy or no fastenings make a child's life much easier. Accidents happen. Dress the children in clothing they can handle themselves (i.e., elastic waistbands, no one piece pull down outfits, no belts they cannot handle, no long dresses, and no pull-ups in the 3 yr. old and 4yr. old classes.

Please have your child wear tennis shoes to school. **NO FLIP-FLOPS OR COWBOYS BOOTS, PLEASE!** They slip easily, and boots hurt fingers and toes much more than the normal shoe. Our playgrounds are not sandal friendly.

A change of clothing must be sent in case of water spill, bathroom accident, etc. Each item must be labeled. When a child is sent home with wet clothing, please replace the spare clothing as soon as possible so your child always has a change on hand.

~PLEASE LABEL LABEL LABEL LABEL EVERYTHING~

BOOK SACK/ BACK PACKS

The child's backpack needs to be for Little School use only. All children will need a change of clothing that can be left at school. Please put this change of clothes (including underwear and socks) in a zip top plastic bag with your child's name clearly marked. Make sure that you change these items with the seasons.

SUPPLY INFORMATION: PREK-3/PREK-4

A supply fee of \$50 is due before the first day of attendance.

Each teacher will provide a small list of supplies that is due for each student.

All children will need a change of clothing that can be left at school. Please put this change of clothes (including underwear and socks) in a zip top plastic bag with your child's name clearly marked. Make sure that you change these items with the seasons.

PLEASE LABEL EVERYTHING THAT COMES TO SCHOOL INCLUDING WATER BOTTLES, CONTAINERS, LIDS, COATS, SWEATERS, HATS, ETC.

SUPPLY INFORMATION: INFANTS AND TODDLERS

Each child must bring the following:

A supply fee of \$50

- Enough disposable diapers and wipes for the day
- Extra training pants and clothing when potty training

- Extra clothing for emergencies brought in a gallon size zip-lock bag labeled with your child's name
- Bottles with formula or breast milk (make sure you send their feeding schedules).
- Lunch for those not on regular table food
- **Baby food for younger toddlers (Must be in unopened jars)**

PLEASE LABEL EVERYTHING THAT COMES TO SCHOOL INCLUDING BOTTLES, CONTAINERS, LIDS, COATS, SWEATERS, HATS, ETC.

ITEMS FROM HOME

Items from home that "accidentally" find their way to school (children can be ingenious!) will be immediately placed in a special place out of reach of students for the duration of the class period. It will be sent home at the end of class. Toys, blankets, and *lovies* are not allowed in the classroom. They are disruptive to classmates and inhibit your child's ability to concentrate on his/her work. *Show & Tell items will be discussed in each individual classroom. We have an adequate supply of toys here and it is often difficult for them to share their own toys.*

BOTTLES/ SIPPY CUPS/WATER BOTTLES

All bottles, including tops, must be labeled with the child's name. All bottles must be premade in the bottle before coming to school and placed in the refrigerator by the teacher. When bottles are emptied, they will be promptly cleaned and any bottles to be reused will be properly sanitized.

The Little School provides sippy cups. However sippy cups and water bottles from home are allowed but must be labeled with the child's name. We ask that you only send water or milk in the cups

SLEEP/ NAPS/ NAP MATS

For children under 18 months, parents need to bring their child's daily schedule. All children under 18 months will be allowed to sleep as they need. Children 18 months-4 years old will lie down for nap time after they eat for a period of approximately 2 hours. We ask that your child bring a mat for rest. Please bring a large zip lock storage bag to place the mat in after resting. Please label these items with your child's name. Bedding will be sent home weekly to be washed. All bedding, blanket, and pillow must be brought in the large zip lock storage bags.

You may also send the nap mats that have the pillow attached and can be rolled up and secured, but they should still be in a large zip lock bag for protection.

Physical Activity

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

NUTRITIONAL INFORMATION

Half Day children will be provided a morning snack with milk or water choice.

Full Day and Mother's Day Out children will be provided a snack in the morning, lunch and an afternoon snack. Milk is served to the children at least 3 times a day. Menus for the lunches are provided monthly and posted on the entrance door. Children able to eat regular table food are served from the cafeteria. Infants will bring their own lunches or bottles/baby food. Please label all bottles and food. If your child is allergic to any foods, be sure to inform the teacher or a director. Each Friday the class will have a rotating snack schedule. Your child's teacher will provide the rotating snack schedule.

ALLERGIES/FOOD PREFERENCES

If your child has an allergy, it should be noted on a form, provided by our office. When Epi-Pens or any similar devices/medications are needed, you must provide one to the school that will remain with your child throughout the school year. Epi-Pens and other similar emergency medicines must be accompanied with the prescription and instructions for use.

If there is any type of food restriction or dietary requirements, a form, provided by our office, must be filled out and signed.

Immunization exemptions are allowed but in the event of an outbreak of a vaccine preventable disease at the center, we may exclude the student from attendance until the incubation period has expired.

ILLNESSES

We follow health and safety rules as issued by the State of Louisiana, Department of Education; Childcare-Licensing Division. These rules help insure the health and well-being of both your child and the other children in our care, as well as our staff. Our policy is set in order that the spread of germs, contagious diseases, and other illnesses are kept at a minimum or prevented all together.

Please do not send your child to school if they are ill. They must be free of all illnesses and symptoms, (WITHOUT Medication) including, but not limited to fever, diarrhea and/or vomiting for a minimum of 24 hours before returning to school. We will strictly enforce this policy. *DUE TO COVID-19, UNTIL FURTHER NOTICE THIS POLICY IS REVISED TO ALLOW FOR CDC RECOMMENDATIONS OF 72 HOURS FEVER FREE, **NOT 24**.

Parents will be called to pick up their children from school for the following:

- 1 After the first episode of vomiting.
- 2 Fever 100.4° or above, or any fever accompanied by a rash or change in child's behavior.
- 3 After the second episode of diarrhea, or if any episode cannot be contained in the diaper or the child cannot make it to the bathroom.

After being sent home, children may return to school under the following conditions: They have been symptom or illness free for a minimum of 24 hours (WITHOUT Medication) after the close of business on the day they are sent home. **For example: Your child is sent home at 10:00am on Wednesday. They have no more symptoms or episodes of illness. They may return to school at the opening of business on Friday.*

**** DUE TO COVID-19, UNTIL FURTHER NOTICE THIS POLICY IS REVISED TO ALLOW FOR CDC RECOMMENDATIONS OF 72 HOURS, NOT 24.**

- 4 Rash of unknown origin. ***Children may not attend if they have a rash of unknown origin. Children returning to school, whether rash has cleared, must have a doctor's note stating what the rash is and that the rash is not contagious or the date they are no longer contagious.***
- 5 Any discharge from the eye that may or may not be accompanied by redness or swelling. Eye injuries and foreign bodies in the eye can cause similar symptoms to pink eye (conjunctivitis). ***A note from the doctor MUST accompany the child's return to school, stating diagnosis, and if applicable, the date the child is no***

longer contagious. IF conjunctivitis is confirmed, and/or medication is prescribed, child may not return until 24 hours after the start of medication.

6 **Any symptom of contagious or infectious disease develops.**

MEDICATION

No medication of any type, including over-the-counter medicine, shall be given by the center personnel. If a child needs medication a parent must come to the school to administer medication and complete the appropriate form provided by the office. The one exception is the use of an Epi-Pen. When Epi-Pens or any similar devices/medications are needed, you must provide one to the school that will remain with your child throughout the school year. Epi-Pens and other similar emergency medicines must be accompanied with the prescription, instructions for use and a signed note from the child's doctor.

The center shall not apply topical ointments, sprays or creams without a written authorization signed and dated by the parent.

Medication administration records shall be maintained for all children regardless of who administers the medication. Records shall include the following:

1. Name of the child and medication name and dosage administered
2. Date and time medication administered
3. Signature of person administering medication.
5. Signature of person completing the form
6. When a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by either the parent or a staff member.

PLEASE DO NOT PUT MEDICINES OF ANY KIND IN CUBBIES, CAR SEATS, CHILDREN'S POCKETS, ETC. ALL MEDICINES SHOULD BE CHECKED IN AT THE OFFICE.

REPORTS

Documentation of accidents, incidents, injuries, illnesses and unusual behavior is required by state law. Reports of each or any of these will be kept and filed in the child's personal

folder. All injuries from the neck up will be reported to the parents and documented immediately. The parent must sign the report before it is filed away in the child's personal file.

POTTY TRAINING: TODDLERS

Teacher and parents should decide together when a child is ready to begin training. This is a joint effort! Teachers are to encourage independence, although children can be placed on the potty and removed from the potty by the teacher to assist the child. Parents will be asked to sign a potty-training contract before potty training begins at school. A child must be potty trained to move into our three-year-old classrooms.

INDEPENDENCE IN THE BATHROOM: PREK-3/PREK-4

Independence in the bathroom means they are no longer having consistent accidents. We only wipe tears. The teacher can assist when asked by the child, however, if the child cannot take care of themselves in the bathroom, they are not ready for a preschool classroom. We consider independence to be wearing underwear, ability to pull underwear and clothing up and down, (teachers always help with snaps, buttons, & zippers) and be able to clean themselves sufficiently after a bowel movement. PLEASE DO NOT USE BELTS. We will use "pull ups" for nap time only, until your child stays consistently dry during sleep. Pull ups must be Velcro on the side.

TRANSPORTATION

We do not take any field trips or transport any children at the center.

Emergency Response Plan

This plan defines emergency response operations such as communications plans, student release procedures and emergency procedures. This plan will be reviewed by all preschool staff annually and school-wide drills will happen throughout the year.

EMERGENCY PREPAREDNESS

The school has fire evacuation routes posted in all classrooms. Fire drills are held monthly and documented. Tornado drills are held in the months of March, April and May and documented.

In the event of severe weather occurring while school is in session, you will be notified, as quickly as possible, to pick up your child. The staff will remain until the last child is picked up. Once again, we follow the Zachary Community School System for all closures related to weather.

EMERGENCY COMMUNICATION

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by a preschool director to pick up your child.
- The Little School requests that parents do not call the school during emergencies. Our teachers and staff will be working to ensure the safety of all students at that time. Also, it may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Parents will receive emergency communication from the school several different ways. Texts with emergency information and instructions will be sent to all parents via Remind and Seesaw. The same information will be posted on your Sandbox news-feed. The church office and the local authorities will also be notified of the evacuation. It is imperative that you read the information prior to contacting or coming to The Little School. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility. The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. *The staff of The Little School will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.*

EVACUATION

If the need to evacuate arises, here are our procedures:

Evacuation Routes/Exits	Emergency exits are located at the end of each hallway. Teachers and students should use the exit closest their location at the time of the emergency. All windows are in working order and may be used for exit should the need arise.
Evacuating infants and young toddlers	Both rooms have evacuation cribs. Teachers will use those to evacuate the students.
Evacuating preschoolers	Teachers will guide the children to the appropriate exit.
Notification	Once all children have been safely evacuated: <ul style="list-style-type: none">• 911 will be called• Parents will be notified of the evacuation through Remind, Seesaw and Sandbox• The church office will be notified.
Emergency Kits/Information	Emergency kits and emergency contact information will be with the teacher at all times.
Evacuation sites	In the event of fire or other building issues: ZUMC Sanctuary In the event of flooding, gas leak, lock-down and get out, etc. First Baptist Church gym***

SHELTER-IN-PLACE

Should the need arise for our students and staff to shelter-in-place, these are our procedures:

Tornado Warning	All students and staff are brought into the center hallway. All doors are closed, each teacher brings their emergency kits and activities for the children. Students and staff will remain in the hallway until given the all clear from the weather service. No child will be released during a tornado warning.
Lockdown and Hide	All students and staff will go to the designated safe place in their classroom. Doors should be locked or blocked by a doorstop and lights turned off in the classroom. No one should leave the room until the Director, Assistant Director or Law Enforcement Officer gives the all clear. No children will be released during a lock-down and no one will be allowed in the school.
Notification	911 will be notified should the event warrant law enforcement, fire or rescue personnel. Parents will be notified by Remind, Seesaw and Sandbox once the immediate threat has passed. The church office will be notified.

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the preschool facility or grounds is rendered unsafe and a remote site location is needed.

Notification	In the event of an evacuation or emergency pick-up situation, parents will be contacted through Remind, Seesaw and Sandbox. Those messages will contain instructions on how and where to reunite with their child. The information will also be given to the church office and local emergency responders.
Release of students	Students will be only be released to authorized persons. ID will be required for the student to be released.

Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the parent handbook for the Little School. While I understand that the parent handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the parent handbook.

In addition, I understand that the contents of the parent handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of the State Licensing Board of the Louisiana Department of Health and the best practices for preschool and child care centers, or at the discretion of a Little School director and board. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the parent handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the parent handbook, which will be posted on the Little School website at www.zacharyumc.org/littleschool. Moreover, I recognize that it is my responsibility to contact a Little School Director for any questions I might have about the contents of the parent handbook now and in the future.

PLEASE SIGN, DETACH, AND RETURN TO THE OFFICE

Parent/Guardian Signature: _____

Date parent handbook provided: _____

Parent handbook provided by: _____

