

IMMACULATE CONCEPTION
CHURCH
EARLY LEARNING CENTER

POLICY AND PROCEDURES MANUAL



*And Jesus said to them, "Let the children come
to Me and do not hinder them. It is to just such
as these that the kingdom of God belongs"*

Mark: Chapter 10, Verse 14

*865 Hatchell Lane
Denham Springs, Louisiana
(225) 664-8968*

***WELCOME TO IMMACULATE CONCEPTION CHURCH
EARLY LEARNING CENTER***

Dear Parents,

It is a pleasure to welcome you to the Immaculate Conception Church Early Learning Center. Thank you for putting your trust and confidence in us. It is our goal to provide your child the necessary skills for entry into kindergarten at the present level of parochial, public and private schools in our area. Our teaching program starts at the 2 year old level and advances at each level to achieve the skills necessary to reach the goals we have set for the children. Our program is faith-based to introduce our Catholic faith at the early learning stages. We welcome students of all denominations. However, we want you to understand we will be teaching the children Catholic prayers and practices and we will be taking the children into the parish church. Should that present a problem for you, you may want to consider another learning center.

We are happy to provide you with this manual. It is *very important* that you familiarize yourselves with our policies and procedures. The policies and procedures have been written so you can become familiar with the education and care you can expect for your child. Once you've read the manual, you will have a better understanding of the part each of us have in maintaining a good relationship. The policies we have established are to assure the safety and well being of the children.

Our mission is to help your child develop academically, spiritually, mentally, physically and socially.

Please feel free to contact the director of our Center if you have any questions about our program or concerns about the information in this manual.

Yours in Christ,

Very Rev. Frank Uter
Pastor

IMMACULATE CONCEPTION CHURCH EARLY LEARNING CENTER

PROGRAMS OFFERED

A. PRE-K –FOUR YEAR OLD CLASS

Classes begin the Tuesday following Labor Day

DAYS OPENED: Monday thru Friday – Nine Months a Year

HOURS OPENED: 9:15 AM to 2:00 PM

AGE REQUIREMENT: Your child must be 4 by September 30th of the year of entrance into the Pre-K Class

B. 3 YEAR OLD CLASSES:

Classes begin the Tuesday following Labor Day

DAYS OPENED: Monday thru Friday - Nine Months a Year

HOURS OPENED: 9:15 AM TO 2:00 PM

AGE REQUIREMENT : -Your child must be 3 by September 30th of the year they enter the 3 Yr Old Class and fully 'potty trained'.

- A "School Supply List" will be furnished you at the time of enrollment.

C. 2 YEAR OLD CLASSES:

Classes begin the Tuesday following Labor Day

DAYS OPENED: Monday thru Friday - Nine Months a Year

HOURS OPENED: 9:15 AM TO 2:00 PM

AGE REQUIREMENT : -Your child must be 2 by September 30th of the year they enter the 2 Yr Old Class.

D. TUITION AND FEES

1. **REGISTRATION FEE:** There is a \$150.00 registration fee payable at the time of registration. This fee is non refundable. Removal of your child from the Center for more than four weeks at one time will require another registration fee upon his/her return. A current immunization record on your child is due at registration
2. **TUITION:** Tuition for the year is \$2250.00. You may pay this however you like (1 payment in full; ½ at start of year & ½ in January) however, there is a minimum due of at least \$250.00 per month – September through May.

3. The educational and religious program we purchased is a five day program. You are not obligated to bring your child the full five days. You have an option to bring your child any number of days a week that fits your needs. We strongly encourage you to bring your PreK student for the five full days since they are preparing for kindergarten.
4. A 10% discount will be given upon the enrollment of two or more children of the same family.
5. Monthly tuition is due in advance on the first school day of each month.* Please make sure checks are payable to ICC Early Learning Center. Full tuition is due for weeks in which there are holidays. Checks are preferable to cash.
 - **All payments should be given to the director or assistant director**
Please do not put your check in your child's book bag.

E. 'RETURNED' CHECKS

Should your bank return your check to us for any reason, there will be a \$25.00 fee per check. You will be asked to pick up this check from the director and pay cash for the check. Hopefully this will not occur, however, should you have a check returned more than twice, all future payments to the center must be in money order or cash.

F. CURRICULUM:

We have implemented a program called "**Early Beginnings**" in our 2 Year Old Class, "**STAR-BRITE**" in our 3 Year Old Class and "**ADEVETURES IN LEARNING**" for the Pre-K class of 4 Year Olds. The curriculum is appropriately designed for each age level. This learning program builds a strong foundation for school readiness. Through active exploration, the inquisitive child experiences a progressive scope and sequence of learning opportunities.

We will incorporate into our program, prayers and practices of our Catholic Faith and some Holy Scripture. We will follow a curriculum by Sadlier called 'Discovering God's Child' and 'Discovering God's World'. Children can learn about God and His goodness through everyday learning and activity. We will sing, play, do crafts and special projects. We will promote acceptable social skills, interpersonal skills and practice safety.

G. PROCEDURES TO DROP OFF AND PICK UP YOUR CHILD:

- For All STUDENTS: Please bring your child to his/her classroom promptly at **9:15 AM**. We ask for your cooperation in leaving promptly after your child is in the room. If only a few parents linger, it delays the teacher in beginning

her class. Should you arrive after 9:15 AM, please bring your child to the director's office, and she will have your child escorted to the classroom.

- ALL PARENTS are requested to be very prompt in bringing their child in the morning, and being very prompt in picking up their child in the afternoon. A **late fee** of \$1.00 per minute will be imposed for each minute you are late beginning with a third infraction of this rule. Our teachers are on a tight schedule and have duties to perform after the children are gone. Should you need more time with your child's teacher, please see the director to set up a meeting.

H. WITHDRAWAL OF YOUR CHILD FROM THE CENTER

Please give us a **two week written notice** before the date of withdrawal of your child from this Center. This knowledge prevents us from turning down a potential enrollment for your child's position. Please make sure your tuition is current at the time of your notice.

I. MEALS AND SNACKS

Please inform us if your child is allergic to any food or drink. Also, if your child is on a special diet, you will be required to furnish his lunch, snacks and drink. All food must be brought to school in a lunch bag of kit of some type.

1. **MEALS:** Children who will be with us until 2:00 PM are to bring their own lunches from home. Please pack nutritional lunches that do not require refrigeration or need to be heated.
2. **SNACKS:** The Center will provide a mid-morning snack consisting of crackers & cheese, crackers & peanut butter or cookies. We will also furnish juice. Should a parent want to send a snack for their child's class, they are free to do so with prior approval of the teacher.

J. SCHOOL HOLIDAYS:

We will follow the same holiday schedule as the Livingston Parish School Board. We will also close on unscheduled days called by the School Board due to bad weather conditions. You will be furnished with a holiday calendar at the beginning of our school year.

K. SPECIAL TREATS FOR HOLIDAYS AND SPECIAL OCCASIONS:

1. **HOLIDAYS:** On holidays, parents may bring special treats if they care to. You will be notified by letter two weeks in advance of any special party or event in which you may care to participate.
2. **SPECIAL OCCASIONS:** Sometimes parents like to celebrate their child's birthday at school. Let your child's teacher know in advance if you care to celebrate your child's birthday with the students in his/her class at 'snack time'.

L. SPECIAL EVENTS:

1. The Pre-K Class will have a graduation program and ceremony in May. Caps and gowns are worn at a cost of approximately \$18.00. parents will receive a letter in advance giving the details.
2. An Open House will be held at the beginning of the school year. You will be notified as to the time and date in advance of this event. At least one parent is required to attend. This time will allow you ample time for a question and answer period and you can have a better 'one on one' with your child's teacher.
3. Miscellaneous Events: Throughout the year we have guest, special lunches, visits from the Denham Springs Fire Department, etc. You will receive notices giving details prior to these events.

M. CLOTHING/OTHER NECESSITIES:

1. Children should be fully dressed in comfortable clothes, with shoes and socks. The clothes should be easy to get on and off (for ease when using the bathroom). Belts, lace up boots, body suits, or clothing of this type should not be worn by children who cannot get in and out of them by themselves.

PLEASE NOTE: Any coats that have drawstrings in the hood, etc. will be removed for the child's safety when playing outdoors.

- Flip-flops, backless shoes, sandals without straps are inappropriate for outdoor play.

2. An extra set of clothing should be brought to school, especially for smaller children. (Include socks and underwear)

N. NAPS AND REST PERIODS:

All children who are in our care until 2:00 PM are required to have an afternoon nap for at least 1½ hours.

O. TOYS, ETC.

Toys, gum, coins, jewelry, string, rubber bands, etc. are not allowed to be brought into the Center. We cannot be responsible for these items. The only exception will be if the teacher has a 'show and tell' day. Video tapes, cassette tapes of songs may be brought only if they have prior approval of the director. Any movies must be rated "G" and also approved by the director.

Tapes may be shown on days the children may have to stay indoors because of poor weather conditions.

P. VERY IMPORTANT NOTICE:

Certified 'up to date' custody or restraining orders must be given to the director during enrollment. Any change in custody or restraining orders must be furnished the center immediately after they are issued. We cannot deny any parent or person previously authorized, the right to pick up a child unless there is a current court order on file prohibiting the child from going with that person. We cannot be responsible unless we have proper documentation.

Q. MONTHLY NEWSLETTER:

At the beginning of each month, a monthly newsletter will be sent home with your child. Please be on the lookout for it. We hope you take the time to read it as it will contain information about the schedule for the month and upcoming special events.

R. CONFERENCES:

1. If a conference with your child's teacher is desired, please contact the director so it can be arranged. Please avoid 'impromptu' conferences since it causes confusion and delay to the other parents. A planned conference will allow you more time to express your concerns.
2. Should you want a conference with the director, please call her to schedule an appropriate time.

S. MISCELLANEOUS:

It is your responsibility to make sure you have all of your child's belongings, including medicine, before leaving the Center.

IMMACULATE CONCEPTION CHURCH EARLY LEARNING CENTER

POLICIES

A. OPEN DOOR POLICY:

This Center has an "Open Door" policy. Parents may visit, and are encouraged to visit any time. We only ask that you see the Director first so she can escort you to the classroom you want to visit. In order for a visit to be unobtrusive, we ask that you observe quietly with no interaction with the students other than to be introduced and greeted by the class. We also ask that you remain for only a short visit.

B. CONFIDENTIALITY & SECURITY OF THE CHILDREN'S FILES:

1. The director or her assistant shall have custody of the children's records and are authorized to maintain the records in a safe secure manner in order to ensure the records against loss, tampering or unauthorized use. The records are the property of ICC Early Learning Center.
2. ICC Early Learning Center shall maintain the confidentiality of all the children's records. Employees shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person.
3. The Center will not release any information or photographs from which the child may be identified without obtaining written, informed consent from the parent, except for authorized state and federal agencies.

C. "THIRD PARTY RELEASE " POLICY:

For the safety and welfare of your child, the staff of this Center will not release your child to anyone but the parents without the **written** consent of one of the parents. We **cannot** release your child to grandmother, friend, other relative or neighbor with **oral permission**. The requirement of written permission will be enforced. We will suggest at the time of enrollment, everyone you feel will have an occasion to pick up your child, should be authorized to do so. Please tell the people you authorize that they will have to show a picture ID before your child will be released to them.

D. ABUSE AND NEGLECT

As mandated, ICC Early Learning Center shall report any suspected abuse and/or neglect of a child in accordance with R. S. 14:403 to the local Child Protection Agency. Phone # 1-855-452-5437. A mandatory reporter is a director or teacher or any other individual who provides such services to a child. This includes, but is not limited to the following:

1. Bruises, cuts, burns
2. Suspicious irritation of the private area
3. Signs of unusual fear or instability
4. Physical neglect of cleanliness or malnutrition

E. DISCIPLINE POLICY:

1. Children will be disciplined in a constructive, fair and consistent manner by qualified staff only. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. No cruel or unusual or unnecessary punishment shall be inflicted upon your child. Children will be corrected with patience and understanding.
2. -No child or group of children shall be allowed to discipline another child.
-No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
-No derogatory remarks shall be made in the presence of children about family members of children in our care or about the children themselves.
3. "TIME OUT" will be used as a disciplinary measure. The child will be given an explanation of why his/her behavior is unacceptable and why it must stop. The teacher will approach the child touching his/her shoulder gently, on an eye to eye level, and speak in a firm but gentle voice. Time out is in an area set just a little apart from the group but always in the presence of the teacher. Time out is from two minutes to four minutes using 1 minute for each year of the child's age.
4. Should our measures fail to correct a behavioral problem, we will discuss this issue with the parent of the child and work out a solution.

F. POLICY REGARDING ILLNESS OF CHILDREN:

PLEASE DO NOT BRING YOUR CHILD, IF SICK, TO THE CENTER.

You will be called to pick up your child if fever of 100.1 is detected. Your child may not return to the Center until after he/she is free from fever, without medication (Tylenol) for 24 hours. A child may return if under a doctor's care and has received written release from the doctor to return.

To protect your child and the other children enrolled in the Center, it is necessary that you adhere to the following guidelines:

1. **Colds, respiratory infections, skin rashes:** Your child may not return to the Center until he/she is free from fever or on a prescribed medication for 24 hours, and cleared by his physician.
2. **Diarrhea:** (Two or more loose stools) or over and above what is normal for that student. The child shall not return to the center until the condition has cleared or treated by a physician and released.
3. **Vomiting:** Children may not return until vomiting ceases and no fever exists.
4. **Ear Infection:** Children may attend as long as fever is not present, is not experiencing pain, and the child is being treated by a doctor.
5. **Chicken Pox:** Children will not be allowed to attend until **all** blister have crusted over. The sores do not have to be gone entirely as long as the are all crusted and no fever exists.
6. **Impetigo:** It appears as blisters on skin that open and become covered with yellowish crust. No fever exists, but the child must be excluded until treated for 24 hours.
7. **Pink Eye (Conjunctivitis):** Symptoms include red eyes, usually with some discharge of crust on eyelids. Children may return after one day of treatment. This is a contagious disease and will spread easily among children and adults.
8. **Other Communicable Diseases(Strep Throat, Mumps, Measles, Flu Stomach Virus)** Students may return with a physicians authorization.
9. **LICE:** Students found to have lice will be excluded from attendance until treatment has been effective and ALL nits have been removed.
10. **Meningococcal Disease(Neisseria meningitis)** Child will be excluded until well with proof of non carriage.
11. **Hib disease(hemophilus)-** Will be excluded until well with proof of non carriage.
12. **Hepatitis A-** Will be excluded until one week after illness started and fever is gone.

G. HEALTH SERVICE TO YOUR CHILD:

1. No drugs of any type, including Tylenol shall be given by the Center personnel unless authorized in writing by the parent. Authorization shall include the name of the child, name of the medication, date(s) to be given, time to be given, dosage, and signature of the parent.
2. You will be required to fill out our Medicine Authorization Form completely. The Center staff will be required to document that the medication was administered according to the written authorization of the parent and the document will be signed by the person who administered the medication. The documents will be maintained in the child's folder.
3. ALL medication shall remain in the original container. You will be required to list any side effects of the medication, or attach the information form the pharmacy gave you to the authorization form you signed.
4. If symptoms of contagious or infectious diseases develop while your child is in our care, he/she shall be in supervised isolation away from the other children until a parent or guardian can be contacted and the child has been picked up from the Center.

H. SAFETY POLICY:

1. Fire drills and 'bad weather' drills will be conducted at least once a month.
2. Evacuation Procedures will be well known by the staff to assure a quick response to dangers from fire, severe weather damage or chemical spills.
3. Drugs, poisons, harmful cleaning chemicals will be locked and kept out of the reach of the children.
4. First aid supplies will be available at the Center.
5. All teachers and staff are required to attend CPR and Health Training Classes.
6. We will maintain an 'emergency contact' card on each child with emergency phone numbers and a picture of your child. The director will be taking the book containing all the children's cards with her in the event of an emergency evacuation or situation.

I. DISMISSAL POLICY:

We will reserve the right to ask that a child be removed from the Center when the rules and guidelines of ICC Early Learning Center have been violated, and when the director feels there is no other recourse.

This includes, but is not exclusive to non payment of tuition, or severe behavioral problems of a child. We will work with children with behavioral problems. However, should the behavior include hitting a teacher, excessive biting, use of abusive language or injury to another child, we shall have no alternative but to dismiss the child.

J. NONDISCRIMINATION POLICY:

ICC Early Learning Center shall not discriminate on the basis of race, color, creed, sex, national origin, handicapping conditions or ancestry.

K. PROHIBITION OF ALCOHOL/TOBACCO/DRUGS POLICY:

ICC Early Learning Center prohibits the use of alcohol, tobacco, and the use or possession of illegal substances, firearms, pellet or BB guns (loaded or unloaded) in the Center, on the playground and on any center sponsored field trip as applicable. The center also prohibits the use of tobacco in any form in indoor areas of the Center, on the playground, and on any center sponsored field trip.

L. PHOTOGRAPHS OF CHILDREN:

Photographs of your child will not be taken without your written consent. Photographs may be taken during 'special events' and for project to be sent home. You will be asked to sign a release for this purpose.

M. COMPLAINT PROCEDURE:

Should you have an unresolved, significant complaint or concern about your child that has not been properly addressed by his teacher or the director, you may call the Chairman of the ICC Early Learning Center Review Board to set up a conference. A contact number will be provided to you by the Director.