



Early Learning Center

Family Handbook 2023

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1 Introduction and Overview

WELCOME to the Human Development Center Early Learning Center (HDC ELC). This program is supported by the School of Allied Health Professions at LSU Health Sciences Center- New Orleans. Congratulations! You have chosen a high quality early childhood program for your child.

1.1 Purposes of HDC ELC

The Early Learning Center is a program of the Human Development Center's (HDC) Early Learning Initiatives and affords HDC opportunities to provide:

- Inclusive high quality early care and education for families,
- Interdisciplinary training and clinical experiences for students at LSU Health Sciences Center and other universities in Greater New Orleans,
- An inclusive model demonstration site in which students in Allied Health professions, Early Care and Education, Psychology, Medicine, and Nursing can observe and practice implementing evidence-based and recommended practices for supporting the development and learning of young children with and without disabilities with supervision, and
- A venue for LSU Health Sciences Center's faculty and students to engage in research and evaluation.

1.2 Non-Discrimination Policy

HDC ELC welcomes children of any race, color, creed or religion, sex/gender, ability, and national origin as well as children who are breastfed.

1.3 HDC ELC Teachers and Staff

Each classroom at the HDC ELC is staffed with a lead teacher and at least one assistant teacher. The ELC employs one teacher for every four children enrolled in the infant, toddler, and mixed ages classrooms and **one teacher for every six children enrolled in the preschool classroom**. Lead teachers have at least a Bachelor's Degree in Early Childhood Education or a related field and a minimum of one-year experience working with young children. Assistant teachers have a minimum of an Associate's Degree in Child Development. All HDC ELC staff are certified in CPR, First Aid, Health and Safety, and will participate in continuing education. The ELC adheres to the following group sizes:

Mixed age classrooms with no more than eight children (6 weeks to 3 years of age) to two staff members

A child must be under 36 months on September 30th. If a child turns three years old between October and July, they may remain enrolled in the Center until July 31st.

2 Admission and Attendance

2.1 Admission Process

The HDC ELC operates under the direction of the Human Development Center and enrolls children 6 weeks to 36 months. Children with disabilities, siblings of an enrolled child, faculty and staff of the School of Allied Health Professions (SAHP) are given first priority throughout the application and enrollment processes. If children of faculty and staff of SAHP do not fill all available enrollment, enrollment will be open to faculty and staff of other schools and units of the LSU Health Sciences Center, New Orleans One App Program, NOEEN City Seats program, and CCAP Eligible. Applicants should complete the online application form located at www.hdc.lsuhscc.edu/earlylearningcenter/. Completion of the application does not guarantee availability. When classroom space becomes available, families will be contacted by phone and/or email. Applicants have three business days to respond to an offer of admission. If a family chooses to accept a seat, they will receive an enrollment packet. A **\$175.00** non-refundable registration fee is due at the time of admission. All enrollment forms must be filled out completely and returned to the Early Learning Center Office before the first day the child attends the program.

2.1.1 Orientation Visit

At least one week before the child's first official start date the HDC ELC Director will meet with the parent(s) and child to orientate them on Center policies, introduce teachers and collect enrollment documents.

2.1.2 Tuition

Tuition is established and announced on July 1st for the school year (August 1–July 31). LSU faculty and affiliates are eligible for a 20% discount. Tuition will be deducted through payroll by completing the Allied Health – Human Development Center Early Learning Center Payroll Deduction Authorization Form.

2.1.3 Supply Fee

The ELC will charge a \$120.00 non-refundable supply fee on August 1st to each child to help cover the cost of providing classrooms with new supplies. During this time all children's records and forms will be updated if necessary. This fee will be prorated for all incoming children at enrollment.

2.2 Attendance Policy

HDC ELC is a full-time program. No tuition deduction or reimbursement is made for non-attendance due to illness, family vacation, professional development days, closures due to weather, LSU closures or any other absence. It is the responsibility of parents to comply with the established arrival and departure times. A parent or guardian must sign the child in and out on the Daily Attendance Log with required information (time and adult's name, written legibly) upon arrival and departure from the Center in accordance with state law.

2.2.1 Child's Cubby

Each child is provided a cubby in which to put its belongings. Cubbies are to be used for bedding, coats, extra clothing, artwork, etc. Parents are expected to check their child's cubby daily for teacher notes and center communication.

2.2.2 What to Send and Not Send to the Center

Parents are responsible for supplying the following:

For ALL children

- Three complete changes of clothing—including socks. Parents should ensure that clothes are appropriate for the time of year and that each item is labeled with their child's name
- A few family photos to personalize classroom
- Three silicone bibs for meals
- Three sets of clothes with underwear and socks for accidents/illnesses.

Infants and Toddlers (6 weeks to 12 months)

- At least a one month supply of diapers and wipes should be provided on the first day of the week
- Three silicone bibs for feeding infants, four bottles labeled with child's name and ounces, food jars with name of food and number of ounces, cloth bibs for daily wear, and schedule of feeding.
- Parents of infants are responsible for daily meals when they begin transitioning from milk to solid food (e.g., baby cereal and baby foods). These foods should be labeled with the child's name, should be age appropriate on the package, and unexpired.
- Mothers who are breastfeeding may bring bottles of breast milk that are labeled with the date and child's name. Mothers are also welcomed to nurse anytime and a private room is available if desired located on the second floor.
- Blankets are prohibited in cribs, and bibs must be taken home daily (or as needed) to be laundered. These items must be brought back to the center every Monday (or as needed) and placed in the child's cubby.

Toddlers (12 to 36 months)

- At least a week's supply of diapers and wipes should be provided on the first day of each week
- Two standard crib sheets, three full-size silicone or disposable bibs, and light blanket
- Sheets and blankets must be taken home every Friday (or as needed) to be laundered. These items must be brought back to the center every Monday and placed in the child's cubby.

Your Child Should NOT Bring

- Toys (see exception in Personal Belongings section)
- Candy or food
- Jewelry

2.3 Personal Belongings

A soft toy (e.g., stuffed animal or doll) may ease the transition from home, comfort an anxious child or be helpful during naptime. These items will be kept in the child's cubby except when in use for the aforementioned reasons. A book or cassette to share with the whole class is always welcome. Please remember to label all personal items.

2.4 Center Closure Days

All official LSU campus holidays will be observed. In addition, the program will close for professional development days as designated. These closures will allow time for Professional Development and maintenance of the facility. Parents will receive an annual calendar noting all center closure dates in December each year. Parents will be emailed a monthly calendar noting all center closure dates. The usual holidays include:

- New Year's Day
- Dr. Martin Luther King Day
- Mardi Gras
- Good Friday
- 4th of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve through New Year's Eve

3 Arrival and Departure

3.1 Arrival

HDC ELC hours of operation are **Monday through Friday 7:30 AM–4:30 PM**. Children will not be admitted before 7:30 AM. The center encourages children to arrive before 9:00 AM. Children who arrive after 9:00 AM frequently have a more difficult time participating in morning activities and settling in for naptime after lunch. On those rare occasions when you cannot avoid arriving after 9:00 AM or have a scheduled doctor's appointment, please call/leave a message HDC ELC at (504) 556-7593 or email at kpetty@lsuhsc.edu with CC to mblanc@lsuhsc.edu by 8:30 AM to notify the center that you are on the way. If coming from a doctor's visit, please provide a note upon arrival.

HDC ELC requires that every child be escorted into and out of the building every day. For the safety of your child and to follow state licensing requirements, children **must** be signed in and out each day. There is a sign in/sign out sheet posted within each classroom near its entry door. The sign-in sheets are used for attendance to account for all children present in the event of fire or other evacuation.

It is important to set aside time in your morning routine so that the morning drop-off is relaxed rather than rushed. Always remember to wash your child's hands upon entry into the classroom and say goodbye. Remind them that you love them and will return to pick them up in the afternoon.

3.2 Departure

The center closes at **4:30 pm unless there is an early dismissal announced**. Parents or approved pick-up alternative adult must sign your child out using the sign-out sheet located by the classroom entry.

Teachers love to briefly discuss a special moment from your child's day with you upon departure. However, sometimes this not possible. Please check your child's cubby or mail pouch daily for important information and communication notes regarding your child's day.

Children should be picked by 4:30 PM daily. If for some reason you will not arrive by closing time to pick up your child, please call the classroom at 556-7543 as soon as possible (preferably by 3 PM) to let the staff know you are running late. We cannot accommodate schedules that require childcare past our closing time.

A late fee of \$1.00 per minute per child (\$5.00 per minute per child after 4:45 PM) will be assessed. Late fee notifications will be emailed to you by the director and are to be paid by check the following day. Continual late pick up may result in dismissal from the program. In addition, if my child is still at the Center at 5:30 PM, the Louisiana Department of Child and Family Services will be contacted.

3.3 Security

The doors to the Human Development Center are locked from the outside at all times in order to limit access to the building. The front vestibule has a scanner that will release the magnetic lock on the inner doors when a registered LSU ID badge is swiped. In addition, an intercom system can be used to request entry upon stating the purpose of one's visit. Please do not allow unknown people to follow you into the building.

3.4 Parking

Parents may park in the lot directly in front of the center. The lot can be accessed from South Prieur or South Johnson streets. The lot is on a coded entry system. Families must purchase a refundable gate card for \$25. This hangtag has the parking card RFID chip built in so non-LSU employees/parents whom do not already have a parking card (\$25 refundable fee) would need it. For those parents that already have a parking card, nothing would be needed, as it would configure it for use at HDC lot. Each parent must complete a Parking Registration Form annually. Due to limited spaces, parking is limited to 20 minutes. If you anticipate an extended conversation with the director, teacher, or other HDC ELC staff please try to schedule during non-peak parking periods, or park your vehicle somewhere other than the lot. This will help ensure a smoother flow of traffic.

3.5 Cell-Phone Usage

HDC ELC classrooms are a cell phone-free environment for all adults, including staff, university students, and parents. We ask parents not to use cell phones at arrival or departure times in order to maximize opportunities for parent-child and staff-parent communication. This allows the teachers to share critical daily information about children without the distraction or interruption of cell phones. A parent's undivided attention at arrival and departure is also a great way to build children's sense of importance and family attachment.

3.6 Children's Clothing

Please dress your child in comfortable clothing, which promotes the ability to crawl, climb, and walk. We encourage exploration, discovery play such as paints and messy items. We ask that you dress your child in easily washed clothing items. Children must wear closed-toed shoes or tennis shoes with socks, especially mobile infants who are crawling and walking.

3.7 Authorized Pickup Form

If someone other than the parent is to pick up a child from HDC ELC due to an emergency or sickness, a written parental consent must be provided prior to the pickup. This may be done by including the name of the persons and copy of identification on the Authorized Pickup portion of the Emergency Information Form during the enrollment process. This list should be kept current and should include persons who are not the child's parents and should include the names of the people you want to have access to your child. No child will be released without a written authorization from the parent. Parents may revise their permanent Authorized Pickup information at the HDC ELC classroom or office at any time.

3.8 Temporary Pickup

You must notify us in writing no later than that day's morning drop off by completing a temporary Authorized Pickup form, which can be obtained at the HDC ELC office/front desk.

Phone calls will not be accepted. Anyone picking up a child must be at least 18 years of age and will be required to show a picture identification.

If an authorized person, who the HDC ELC staff suspects is intoxicated or impaired, insists on removing a child from the center, the staff will immediately report the incident to LSU campus security and/or local police agency.

Note: Even with Authorized Release, if we are unfamiliar with the person picking up your child from the center, a picture identification will be requested. A phone call to the parent may be requested as well. A phone call is made if the teacher and/ or director is still in doubt or has no notice of release.

3.9 Emergency Release

In the event of sudden illness, or an emergency the center will attempt to reach the child's parent's first. If after three (3) attempts a parent is not reached the first emergency contact will be called. Please adhere to the following policies:

1. List at least two (2) contacts that will be physically located within 30 minutes of the HDC ELC between the hours of 7:30 AM and 4:30 PM on the Authorized Pickup form.
2. Your contacts should know that they have been recorded on the Authorized Pickup card and are responsible for your child in the event that they need to pick up your child at any time throughout the day. The center does not provide car seats for transportation.
3. Upon arrival the emergency contact may call the Early Learning Center Button on the intercom located to the right of the entry door and announce that they are here to pick up a child from the HDC ELC and they will be let into the building

3.10 Custody

The HDC ELC opts to avoid involvement in access disputes regarding children. HDC ELC has no legal authority to refuse the release of a child to either parent except in the case of a legally served court order. *A copy of a signed court order stating custodial assignment must be in a child file to refuse release to a parent.* Any additional information or questions concerning these and related matters should be discussed with the director.

4 Nutrition

4.1 Meals and Snacks

HDC ELC adheres to a food program that consists of snacks and lunches that are low in sugar, are whole grain, and contain limited preservatives. Fresh fruits and/or vegetables are served daily. Milk is served with lunch. Weekly menus, including meals and snacks, are posted on the board.

4.1.1 Infants

Until a child turns 12 months old, parents are required to supply formula or breast milk, and appropriate non-expired-stage baby food. When your child is making the transition to table food, consult with your pediatrician to determine appropriate selections from the daily menu, which you can offer your child. Empty bottles will be rinsed and placed in the designated area. The center encourages breastfeeding and has a designated area especially designed for mothers who choose to come to the center and feed their child.

4.1.2 Toddlers and PreK-3

We encourage children to taste each item on their plate. During snack time, children have the opportunity to develop independence and self-help skills by peeling a banana or unwrapping a Nutri-Grain® Bar when they are ready to eat. The LSUHSC cafeteria kitchen staff cater lunch. Each lunch consists of a meat or protein product, vegetable, whole grain, and fruit (applesauce, apple slice, or bananas) and milk. Water will be available throughout the day as well as with all meals. Children under 12 months will not be offered water without parent's written permission.

4.2 Dietary Restrictions

According to Louisiana childcare licensing regulations, children may only be served food purchased or prepared by the childcare center. The center makes exceptions for children with specialized diets authorized by the child's pediatrician. Parents who are authorized to bring food for their child into the Center are responsible for its safety. The food parents bring in must be in original package or a sealed container, clearly labeled with date, food name, how to serve (hot-cold), child's full name and intended use (e.g., lunch substitute). Outdated foods, or food suspected to be spoiled, will never be served.

NOTE: Parents of children who require a special diet due to medical reasons, allergic reactions, or religious beliefs must provide the Center with a written request to be kept on file stating why the child has the restrictions.

5 Medication Administration Policy

5.1 Procedures for Administration of Medication

Occasionally, children will need to receive medication while at the ELC. A few extra minutes of communication with your child's teacher will confirm that medications are administered properly. In order for the ELC to assume that responsibility, the following guidelines must be followed:

The following are Louisiana Health and Licensing regulations. No exceptions can be made.

1. A medication authorization form must be filled out completely on a daily basis for each medication that is to be administered by staff.
2. Classroom teacher receives medication and medication authorization form.
3. Teacher will match medication label with authorization form and instructions.
4. Teacher will ask the parent/guardian these or other pertinent questions:
 - When was the last time it was taken?
 - How did you give the child the medication?
 - What successful techniques do you use?
5. Medication will be placed in locked cabinet and dispensed as authorized.
6. Medication and form will be returned to parent/guardian at dismissal.

5.1.1 Prescribed Medication

A Medication Authorization Form must be completed, and the medicine must be accompanied by the dated **Pharmaceutical Information Packet** that indicates the following information: child's name, medication, dosage, prescribing physician, dispensing pharmacy, and possible side effects.

The ELC will only administer prescription medications that are in the **original container** bearing the original label with the child's full name, pharmacy number and name, prescription number, date prescription was filled, physician's or prescriber's name and number, name of medication, strength, refills, quantity, manufacturer, expiration date, and directions for use and storage. You can ask the pharmacy to dispense with the medicine divided into two identical containers so that one can be used at the ELC.

5.1.2 Non-Prescription Medication

A Medication Authorization Form must be completed on a daily basis. Also, a written authorized form signed by the child's doctor indicating the recommended use, date(s) of usage, possible side effects, child's name, and physician's contact information will be kept on file. Any over-the-counter medication brought to the ELC must be in its **original, unopened container** and must include the Product's name, active ingredients, purpose of use, warnings, directions for use, expiration dates, inactive ingredients, and possible side effect. Nothing must block label and instructions.

- All medications are kept in a locked cabinet in the front office and sent home daily.
- ELC will not administer the first dose of any medication.

5.2 Parent Administering Medication at ELC

If your schedule allows, you may wish to come during the day and give the scheduled medication to your child. Parents must still fill out a medication administration form and list the possible side effects. Please allow at least forty-five (45) minutes after administering the medication for observation of your child at the ELC.

NO FEVER-REDUCING MEDICATIONS WILL BE GIVEN AT THE CENTER AT ANY TIME

5.3 Topical Ointment Application Form

The ELC will apply diaper ointment or topical skin lotions for those children who have a prescription for use daily. The Topical Ointment Application Form is solely for the purpose of diaper ointments, skin creams, and sunscreen. Please refer to the other Medication Forms for any other Medications that need to be administered. Parents are encouraged to apply a child's diaper ointment, skin cream, and sunscreen before arriving at the ELC in the morning. A new ointment form will need to be filled out every six months or as needed. Discontinuation of application will occur at expiration date if a new form is not completed and filed.

5.4 Immunization

Licensing regulations require that all children be immunized for certain diseases and that the Center maintain an immunization record (State of Louisiana Universal Certificate of Immunization with a valid expiration date) on each child. It is also required that each child's immunization record indicate that immunizations are current according to the child's age along with the child's SIIIS number to input into Louisiana Immunization Network Systems (LINKS). The City Health Department requires HDC ELC to maintain documentation of up to date immunizations for each child enrolled in the center for license renewal of the center.

5.4.1 Physician's Statement of Good Health and Immunizations

The City Health Department requires HDC ELC to maintain documentation of the immunizations for each child enrolled. At the time of initial enrollment, and every enrollment anniversary thereafter, your pediatrician will be required to complete a Physician's Statement detailing your child's immunization history and statement of good health. A new Physician's Statement and updated immunization records must be submitted to the Center every year.

5.4.2 Immunization Exemptions

If a child cannot have an immunization at the specified time or for religious reasons, parents must provide a Medical Exemption Form signed and dated by the child's pediatrician. This exemption will allow your child to continue enrollment at the Center.

6 Health and Safety

6.1 Daily Health Inspection

Teachers on duty are charged with the responsibility of performing a health check each day as children arrive at the Center. Teachers will check for and document possible symptoms of contagious illnesses, bumps, bruises, insect bites or other injuries. An explanation may be asked from the parent or child. This is required by state licensing regulations. If the teacher detects or suspects a potentially contagious illness, the child will be isolated from other children. The parent will be notified and will be responsible for picking up the child immediately.

6.2 Sudden Illness

Any child who becomes suddenly ill at the center will be cared for as well as possible to ensure his/her comfort. A parent will be called to come and pick up the child immediately. If the parent is unable to pick up the child immediately, the next person on the Authorized Pick up form will be contacted. The child will be kept in an available room separate from the other children directly supervised by a primary staff or director. In the event of viral illnesses (vomiting, diarrhea, etc.) or in the case of fever of 100 degrees Fahrenheit, or higher, the child will not be allowed to return to the Center for 24 hours or until fever-free or symptom free without the aid of medication. At times, a doctor's note will be required for re-admittance to the center. **A doctor's release is required for**

re-admittance of a child after diagnosis and 24 hours of treatment of a contagious illness or disease.

Parents are encouraged to have a backup plan for childcare in the event of short or long-term exclusion or closures due to contagious illnesses, shortage of staff, and/or LSU closures.

6.3 Guidelines for Illness/Symptom Exclusion

Listed below are criteria for excluding ill or infected children from the center.

6.3.1 Most Common Illnesses

- **Diarrhea:** Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea).

Explanation: Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Secondary symptoms of crying, pain, refusal to eat, etc., must be considered. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea.

- **Fever 100°F**
- **Vomiting**, including spitting up and throwing up, is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.

Explanation: Infants can spit up or throw up for many different reasons. With no other symptoms present, we would wait to see if an infant throws up a second time before calling the parent to pick up the child. We wait for second vomit because we want to ensure the child does not become dehydrated and is receiving his/her needed liquid intake.

- **Rashes** must be physician-diagnosed for a child to be in the center. Over the counter diaper ointments without physician notes cannot be administered.
- **Mouth sores** with drooling, unless the child’s physician has determined the illness not to be a communicable disease.
- **Purulent conjunctivitis (pinkeye)**, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain, cloudy, pinkish, or redness of the eyelids or skin surrounding the eye.
- **Signs of possible of not feeling/acting well and/or severe illness**, including unusual lethargy, irritability, persistent crying from pain such as constipation or labored breathing
- **Infestation** (e.g., scabies, head lice), until 24 hours after treatment was begun.
- **Impetigo**, until 24 hours after treatment was begun.
- **Streptococcal pharyngitis**, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours.
- **Pinworm or ringworm**, until 24 hours after treatment was begun.
- **Chicken pox**, until 6 days after onset of rash or until all lesions have dried and crusted.
- **Rubella**, until 7 days after the rash appears
- **Teething with fever**

6.4 Exclusion for Contagion

Parents must inform HDC ELC staff as soon as a contagious illness or disease is detected. This will enable the Center to determine if any other children have contracted the illness or disease or to prevent the illness or disease from spreading to others. All parents will be notified if a child or staff person contracts a contagious disease. Parents should monitor their child for symptoms and keep their child at home if symptoms are identified in their child.

Children with illnesses or symptoms listed under the guidelines for illness/symptom exclusion section shall be excluded from the Center based on potential communicability of the disease. Periods may be extended beyond this depending upon individual conditions. Therefore, if the child is uncomfortable and uncontrollably crying at the center and we have exhausted all efforts to console the child, parents of the child will be contacted for someone to pick up the child to provide more one-on-one attention in the home environment.

6.5 Hygiene

Hand washing is very important it is the single most important thing we can all do to keep our children and staff healthy. We encourage all of the staff, parents, and children to follow good hand-washing procedures effective in the prevention of spreading illness. The staff has songs and activities to teach children proper hand washing procedures. All staff are trained and required to wash their hands upon entering a room, after wiping noses, before and after diaper change, before and after handling of food, giving medications and assisting children with toileting. HDC ELC staff perform proper hand washing after any contact with potentially infectious materials such as nasal discharge especially bleeding, vomit, feces, wounds, infected eyes and after contact with animals. In addition, toys, furniture and other structures in the HDC ELC are sanitized on a daily basis. Upon arrival into the classroom, parents are to assist their child with washing their hands before engaging in classroom activities.

6.6 Incident/Injury/Accident/Illness/Behavior Reports

If your child is involved in a simple mishap that requires any type of attention or first aid, you will be notified with an incident/injury/accident/illness/behavior report. The report will state what happened, where it happened, and what actions were taken. The staff member prepares the report as soon as first aid is administered, the parent is called, and the child is comforted. These reports will be kept on file for up to one year. Parents will be required to sign the report whenever a child receives first aid treatment at the center. A signed copy is given to the parent for their files. If a more serious accident should occur at the center, a parent is immediately called after emergency responders including LSU Campus Police. The child will be transported to the University Medical Center (UMC) along with an ELC staff member, the appropriate entities will be notified, if applicable, and forms completed within the required hours for LDE, LSU, and phone call to the Department of Children and Family Service.

6.7 Outdoor Playtime

Children's outside playtime should not be seasonal. Children need to run, jump, hop, slide and yell all year long. Children will be going outside daily unless the temperature falls below 40 degrees (including wind and chill factors), a heat or wind advisory issued or inclement weather. Children will be supported to wash their hands regularly throughout the day (e.g., upon arrival, after coming inside from outside play, before eating snacks and lunch, after using the bathroom).

6.7.1 Sunscreen and Insect Repellent

During the summer months, parents are encouraged to apply sunscreen, and/or insect repellent on their children before they are signed in for the day. The children will be outside at different times throughout the day. At times, it may be necessary to re-apply sunscreen or insect repellent in the middle of the day. Please note that sunscreen and insect repellent will not be administered by ELC staff in the middle of the day unless specifically permitted in the Authorization to Apply Topical Ointments and Sunscreen. This is true even if the sunscreen or insect repellent is in the form of a spray.

7 Behavior Guidance and Management Policy

7.1 Positive Behavior Support

It is our belief that each child should have many opportunities to learn our routines and expectations for their behavior. We strive to provide a very positive and nurturing environment for the children. Classroom rules are stated in a positive fashion and natural or logical consequences are used to teach children about outcomes related to choices they make. Each classroom has a special cozy corner for children to work through their feelings of anger, frustration or sadness as an area to calm done by his/herself while being supervised by staff. Redirection is used when appropriate. Redirection means providing an explanation of an appropriate behavior while removing the child from a situation and engaging the child in a quiet activity (such as a puzzle or book) then reinforcing a more acceptable behavior. Time out is prohibited at the center.

The following methods of discipline are **prohibited** at the Center:

1. Physical or corporal punishment, which includes, but is not limited to: yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures, and 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 their family members in the presence of children;
3. The threat of a prohibited action, even if there is no intention of following through with the threat
4. Discipline by another child
5. Bullying 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 (time out)

Any method of behavior or guidance maintenance that violates the spirit of this standard including time out, even though it may not be specifically mentioned, is prohibited and shall not be used.

7.2 Biting Policy

Staff attempt to prevent all instances of biting. However, many young children use biting as a means to attempt to obtain or avoid items or situations. If biting occurs, the following steps will be taken:

1. First aid will be given to the bitten child.
2. A child who bites will be reminded that biting hurts.
3. The biting child will be supported to help comfort the victim.
4. An incident report will be written for each for the victim and the biter. On each report, the name of the other party will not be disclosed.
5. If the bite breaks the skin, the victim's and biter's parents will be notified immediately

If a child is requiring one-on-one care to prevent biting then the director will be notified. Extreme circumstances of repeated acts of aggression within one day/or broken skin will require the biter to be picked up immediately from the center. The child may return only after a meeting is held between the director, the child's parents/guardians, and the child's teachers to discuss a behavior intervention plan (BIP).

Documentation will be kept on file as to progress on the BIP and will to be evaluated weekly to determine if there is a pattern to the child's biting and if the intervention plan needs adjustment. Parents may be asked to attend additional conferences to discuss the BIP and make changes as necessary.

8 Parental Access and Involvement Policy

Parents are welcome at any time to observe our program under the guidelines of Louisiana Department of Health. Unscheduled visits by a custodial parent or guardian shall be permitted at any time. As required by Department of Child and Family Services (DCFS) and regulations for licensed childcare programs, parents are notified of all significant occurrences or problems, which affect their child. This includes, but is not limited to changes in the daily routine, presence of substitute teachers in the classrooms, accidents, injuries, first aid, disciplinary action taken and possible exposure to communicable diseases (e.g., chicken pox, strep throat).

8.1 Communication with Parents

Communication is essential as we work together to meet the needs of your child. Please call or email, if you have any questions. We need and welcome your input. Should you observe any area or piece of equipment that needs maintenance or repair, please alert the director. If you have any questions concerning HDC ELC policy or practices, please communicate with the HDC ELC staff during drop off/pick up time or schedule a meeting or phone call at a mutually convenient time.

8.2 Parental Volunteers

Many parents and grandparents ask to volunteer to help in their child's classroom. This is a great time to be involved with your child at school. However, if your child is not ready for separation from

you it may be better to volunteer closer to departure time or in another classroom until our child is developmentally ready to easily separate. Parents who have a special hobby, interest or talent are encouraged to share their talent or interest with their child's class during their visit. Parents are also invited to help in classroom activities such as being a special guest reader or assisting in art or activity set-up. Regular family engagement/ parent volunteer activities will be scheduled by the ELC. The director must approve additional volunteer activities.

9 Emergency Plan

Notice: In the event of ANY TYPE OF EMERGENCY or SERIOUS INJURY, LSUHSC Campus Police will be dispatched to the center immediately.

Staff are prepared to deal with a variety of emergencies. During all circumstances, teachers will remain calm and stay with the children. A standalone version of this policy will be placed inside every classroom for the review of the parents and ELC staff during emergencies and drills.

9.1 Evacuation

There are several hazardous situations that could call for an evacuation of the ELC. The most common would be a fire in or near the facility, or an evacuation order issued by the local police, fire, or other government authority. A fire within the building will be announced by the sounding of the fire alarms/smoke detectors designated by the facility. A verbal order to evacuate for any other reason will be given only by the ELC Director or the HDC first floor leader.

9.1.1 Infants and Young Toddlers

Unless otherwise directed, the children will be transported together by evacuation cribs, strollers, hand-to-hand walking, and/or wagons. The center has two certified evacuation cribs with wheels and a weight limit of 200 pounds each. If the emergency is limited to the HDC building only, staff and children will be moved to the designated assembly area, which is a minimum of 50 feet away from the building.

LSUHSC Lions Center Clinic, 2020 South Gravier Street, New Orleans, LA 70112

The following responsibilities are to be assumed by all Administration, Teachers, and Staff when the alarm is sounded:

- Lead teachers will quickly survey the immediate care area and any adjacent bathrooms, closets, vacant rooms, and hallways to ensure everyone is beginning the evacuating process when the alarm is sounded.
- Lead teachers will quickly survey the immediate care area and any adjacent bathrooms, closets, vacant rooms, and hallways to ensure everyone is beginning the evacuating process when the alarm is sounded.
- The ELC Director or designated staff member will be responsible for picking up the evacuation pack will also be taken to the assembly area. When safely in the assembly area, each lead teacher will notify the ELC Director of the status of other staff and the children in their immediate care. If anyone did not evacuate the building, the person in charge will be made aware of the name and the last known location of that individual inside the building.
- Everyone will stay clear of the building until the all clears signal is given by emergency services to return to the building.

9.2 Children with Special Needs

An individualized emergency plan shall be in place and located in the child's class classroom and the office emergency folder for each child with special needs. Children with special needs or medical concerns will be attended to by a specified staff member or group of staff members. Any equipment and/or medications that are on site for a child will be taken with the child in the event of a relocation or evacuation of the facility. Any additional medical or needed supplies will be placed into the ELC's evacuation supply pack.

9.3 Evacuation and Relocation

In the event of a situation requiring relocation outside the immediate area of the facility, such as notification by emergency services personnel of a hazardous or chemical spill requiring relocation, structural or building collapse, or other danger threatening the safety of occupants of the immediate area of the facility, all staff and children will be relocated as a group to the pre-designated relocation site at least two miles from facility unless otherwise directed by emergency services personnel. The ELC director, or a designee, shall serve as the contact person for all evacuations.

LSUHSC Stanislaus Hall, 450 South Claiborne Avenue, New Orleans, LA 70112

All staff members of the ELC involved in transporting will be familiar with the predetermined relocation sites. The ELC Director and/or the floor leader will ensure a notice of the relocation is posted on the parking gates to the HDC building which includes contact information. On arrival at the pre-designated relocation site, the ELC Director will direct selected staff to notify parents or guardians to come get their children at the designated relocation site.

The following responsibilities are to be assumed by all ELC teachers and staff during the relocation:

- Lead teachers in each care area will ensure all children in their care are present and accounted for by verifying sign-in sheets.
- The ELC director or designated staff will be responsible for picking up the emergency evacuation pack is located in the hallway (RED TOTE). The evacuation pack is always taken by the Director or designated staff. It shall contain: first aid supplies; diapers; wipes; hand sanitizer; facial tissue; paper towels; battery-powered flashlight; two-way radio; disposable cups; plastic bags; bottled water; and food for children including those under the age of four: ready-made formula, bottles, utensils, and ready-to-eat infant food; and any medications or equipment needed for children with special needs.
- Unless directed, the children will be transported by evacuation cribs, strollers, hand-to-hand walking, and/or wagons. Teachers and staff are not allowed to transport children in their own vehicles. ONLY emergency-issued vehicles will be used for transport unless otherwise ordered by Emergency Management on the scene.
- When safely in the pre-designated relocation site, each lead teacher will verify that all children have arrived safely and notify the person in charge of the status of other staff and the children in their immediate care. Any medical needs or injuries will be brought to the attention of the person in charge and first aid or medical attention provided as necessary.
- Children will not be released except to an identified authorized pickup person.

9.4 Shelter In Place

Sheltering in place will be used in emergencies such as severe storms, hazardous spills, or other lifethreatening situations as directed by emergency services personnel. When the decision is made to take shelter inside the facility, the staff and children will remain in the building until the person in charge directs otherwise.

During severe weather, if windows are not felt to be secure, staff and children will be moved to interior rooms and hallways.

The facility will monitor the LSUHSC Emergency Alert System if the National Weather Service (NWS) issues the following advisories:

1. **Severe Thunderstorm Watch:** Indicates that weather conditions are such that a thunderstorm may develop.
2. **Severe Thunderstorm Warning:** Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
3. **Tornado Watch:** Means that weather conditions are such that a tornado may develop.
4. **Tornado Warning:** Means that a tornado has been sighted or indicated on radar, and protective measures should be taken immediately.

In the event of a Tornado Warning:

- Staff and children will move to restroom.
- The Director will ensure the evacuation pack and children's emergency file is with the staff and children in the shelter area.
- All teachers will have sign-in sheets.
- The ELC Director will verify all staff and children are accounted for and are in the Safe, Set, and Go position.
- When given the signal to "GO," all teachers, staff, and children will be placed facing the wall, protecting their head and face with their arms against the wall. Infants and young toddlers will be held in the lap of teachers in the Safe, Set, and Go position.
- Staff and children will stay in the restroom until given an all-clear.

9.5 Parent Reunification

In case of the need to evacuate or when parents/guardians are unable to get to the children, the following procedures will be followed to reunite children with parents/guardians or other emergency contacts designated by the parent/guardian as soon as it is safe.

During an evacuation and relocation emergency, the center will adhere to the following child release policy: Children will be released only to those person(s) listed on the child's Emergency Contact/Release Form. The person(s) must show proof of proper identification and be verified by ELC staff. If a person arrives and is not listed on the form, the parent will be called and asked for the "family security passcode" and a verbal authorization of the pickup of the child by the individual. If the parent/guardian provides the passcode and verbally authorizes release to the person the child will be released. If either of these security procedures are not adhered to, the child will not be released to the person.

9.6 Closure Due to Weather

The HDC ELC will close whenever the LSU School of Allied Health Professions is closed due to weather emergencies. If it becomes necessary to close the center in the middle of the day, you will be notified by phone call or email if possible. You must be able to pick up your child immediately. If you cannot be reached, people listed as an authorized pick-up for your child will be notified. During severe weather, please keep open lines of communication with the center at all times. All parents are required to download [LSU SHIELD](#) to be aware of notifications such as closures, power outages etc.

9.7 Drills

9.7.1 Fire Drills

Once a month, a fire drill is conducted at different times to ensure staff are prepared at all times. HDC ELC staff have been trained to follow established Evacuation and Fire Procedures. At least once a year, an inspector from the City of New Orleans Fire Prevention Division performs a non-scheduled fire drill to ensure that correct procedures are followed, and that the staff is aware of their duties.

9.7.2 Tornado and Other Drills

Tornado/shelter-in-place drills are practiced periodically four times per year or as needed by the weather alerts. As with fire drills, HDC ELC staff have been trained to follow established Shelter-in-Place procedures. Practice drills are conducted to prepare for other emergency situations twice per year.

In all cases, a copy of this policy will be placed in each classroom for review by parents and ELC staff.

10 Complaint Policy

10.1 Licensing Information

HDC ELC is licensed by the Louisiana Department of Education (LDOE) as a Type III Child Day Care Center. The Center strives at all times to uphold the highest standards as a quality early childhood program in accordance with licensure requirements.

Type III regulations and information on licensed childcare facilities are available online at the LDE web site: www.louisianabelieves.com. As a licensed center, we encourage parents with any compliments, questions, concerns, recommendations, complaints, etc., to contact LDOE.

Louisiana Department of Education
Licensing Division
1201 North Third Street
Baton Rouge, LA 70802-5243
Phone: (877)453-2721
Ldelicensing@la.gov

This section conforms to the requirement: Disclosure of information policy that provides notice to parents of the licensing authority of the department and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the department's website.

10.2 Mandatory Reporting

The Center is required by law to report all suspected abuse and/or neglect of children enrolled at the Center to the Child Protection Agency at (855) 452-5437. All staff members at the Center will abide by this regulation.

10.3 Confidentiality Policy

The only information center administration and teachers will share with parents, is information concerning their child. Conversations about other children, parents, co-workers, and supervisors are unprofessional and will not be tolerated. All children's files are housed in a locked cabinet in the director's office. Only authorized staff and state officials have access to the files.

11 Birthdays

Each birthday is very exciting. The center would be pleased to have your child to celebrate his/her birthday with their classmates. The State Board of Health has some guidelines for the safety of the children. All food, drinks, and baked items must be purchased from a "licensed" kitchen and be in the original package. **No home-baked items are allowed.** Celebrations must be held after afternoon snack time. Families are prohibited from distributing invitations to private birthday parties at the HDC ELC unless the entire class is invited.

12 Holiday Celebrations

Each classroom may celebrate special holidays at the appropriate developmental level for children in the classroom. Holidays are viewed as opportunities to explore how and what people celebrate. Generally, celebrations will be low key and short in duration. Parents who wish to share special holiday customs are encouraged to discuss this opportunity with staff.

13 Prohibited Items

HDC ELC prohibits the use of alcohol, tobacco and the use or possession of unauthorized potentially toxic substances, firearms, pellet, or BB guns (loaded or unloaded) in the center, the playground or on any center sponsored field trip or event.

14 Photography Policy

All parents are asked to sign a written consent form stating whether permission is given to HDC personnel to take photographs/videos of the children for educational, research or evaluation purposes. The HDC ELC uses the My Teaching Strategies assessment, which uses electronic portfolios in which teachers upload, organize, and secure store photos, videos, and samples of children's work. Parents may select purposes for which photography is allowed or not.

15 Social Networking Policy

There are times when parents wish to post photos of a child at play in the center on a social media network site to share with others. Teachers, staff, and observation students are never given permission to post photos of the children in the center. Parents may choose to take and post photos/videos of their own child at play in the center, but must respect the privacy and confidentiality of other enrolled children and staff. Parents may not take and post photos/videos of other HDC ELC children on social media network sites. No one is allowed to post identities or personal information regarding children, teachers, or parents on any social networking site.

16 Electronic Devices, Computers and Programs, Movies and Video Games Policy

Activities involving electronic devices, programs, computers, television, movies, electronic/video games, and hand-held devices are not allowed at the ELC. Enrichment activities for children 30 months and older may include select educational videos or other electronic media not to exceed 15 minutes per day. Parental permission must be provided for children to participate in these activities.

17 Breastfeeding Room

We offer a breastfeeding room in the HDC Building on the second floor, Room 233.

18 Restrooms and Diaper Changing

If at any time your child needs to be changed before or after ELC's hours of operations, the men and women restrooms have a diaper changing station in the last restroom stall.

19 Discontinuing Enrollment

A child may be unenrolled if the parent does not comply with the policies and procedures outlined in this handbook. A child's enrollment may be terminated at any time if the parents or guardians are verbally or physically abusive or threatening to HDC ELC staff, other family members or children.

Services may be suspended for the following reasons:

- Parents fail to reasonably cooperate with the Center in adhering to all Center policies and procedures outlined in this handbook
- Non-payment of fees by parent or guardian
- Abuse of staff or children at the Center
- Chronic lateness in picking up child