



Discover. Explore. Learn.

**POLICIES OF OPERATION**

**HOURS OF OPERATION**

Our hours of operation are 6:00am to 6:00pm at the Airline location. Our hours of operation are 6:30am to 6:00pm at the Jimmie Davis location.

**REGISTRATION**

- ✓ Completed Registration Form
- ✓ Authorization for Emergency Medical Treatment
- ✓ Photo Release (Pictures displayed in facility, web page, business social media, etc.)
- ✓ Child Care Contract
- ✓ Child Care Enrollment Form

*The information on these forms must be kept current. If there are any changes made, the parents hereby agree that they shall notify Epic Learning Center immediately.*

A non-refundable one hundred dollars (\$100.00) registration fee will be collected to reserve your child's spot. All registration forms must be completed and on file prior to your child's starting date. These include childcare contract, copy of vaccinations, photo release and child registration form.

By executing this Parental Agreement & Parent Handbook, I agree to pay tuition and fees based upon the terms and conditions specified herein:

Age Group	Tuition Rates	Registration Fee & Curriculum Fee
Infants/Toddlers (6 weeks-23 months)	\$130/week	Registration Fee-\$100.00 Curriculum Fee-\$84.00 (applied August 1st)
Two's	\$125/week	Registration Fee-\$100.00 Curriculum Fee-\$84.00 (applied August 1st)
Preschool (3 years & up)	\$120/week	Registration Fee-\$100.00 Curriculum Fee-\$84.00 (applied August 1st)
School-Age (Kindergarten & up)	\$75/week during school \$110/week school breaks	Registration Fee-\$100.00

**Registration fees and prorated curriculum fees due at time of enrollment.**

**There will be a sibling discount of 10% of the oldest child's tuition.**

## **BEHAVIOR GUIDANCE POLICY**

At Epic Learning Center, our teachers are trained in Conscious Discipline. Conscious Discipline is a comprehensive social-emotional and classroom management program that uses everyday life events to teach children and adults self-control, conflict resolution, character development and social skills. Conscious Discipline integrates learning, discipline and self-control so that teachers can spend less time on behavior and more time teaching. It is an "evidence based" behavior program that was named a national model for character education by the Florida State Legislature.

By law and Epic Learning Center's philosophy and policy, the following forms of discipline are forbidden:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

## **TIME OUT POLICY**

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 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.

## **AGGRESSIVE BEHAVIOR**

- a. The most serious Behavior Management problems involve aggressive behaviors that pose a threat to the health or safety of other children. Among these are biting, fighting, hitting, and shoving. The techniques named above will be used to correct aggressive behavior.
- b. If the child fights back, throws himself/herself or tries to run away while the care giver is talking to him/her, it might be needed to contain him/her to prevent the child from getting hurt.
- c. Children, like any adult, can have occasional bad days. When a child is upset, or has been through an unusual and stressful experience, he or she may react in an aggressive way. If this occurs, the parent will be informed of the behavior.
- d. If a pattern of aggression begins to develop, it is a cause for concern and the teacher and/or director will discuss it with the parent. The behavior must be controlled for the safety of all children in the room. This requires that the family and the Center work together to resolve the problem.
- e. If the aggression continues or becomes worse and a method of prevention cannot be found, the child may then be suspended from the Center. The director will have the final decision in this matter.

## **BITING**

At Epic Learning Center, we understand that biting, unfortunately, may occur among our toddler children. Biting is, unfortunately, not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

The staff's job is to keep the children safe and help a child that bites learn different ways to communicate their feelings or frustration

#### For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water.
2. Parents are notified.
3. The "Injury Occurring at School" form is filled out documenting the incident.

#### For the child that bit:

1. The teacher will communicate to the student why we don't bite our friends, and that biting hurts. The teacher will redirect the student.
2. The parents are notified.
3. The "Incident and Behavior Form" is filled out documenting the incident.

### **When Biting Continues:**

1. The child will be "shadowed" to help prevent any biting incidents. A teacher is assigned to be near the child at all possible times.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

If further action is needed, a conference will be set with the parents.

## **CHILD ABUSE AND NEGLECT POLICY**

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437).

## **NON-DISCRIMINATION POLICY**

Epic Learning Center prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

## **DISCLOSURE OF INFORMATION POLICY**

Licensing Surveys/inspections, regulations and information regarding early learning centers can be obtained from the Department of Education's website.

[www.louisianabelieves.com](http://www.louisianabelieves.com)

### **CONTACTING LICENSING**

We will always have your child's best interest at the forefront of all that we do at Epic Learning Center. This includes the compliance with all State Regulations. If you feel as though Epic Learning Center is in violation of licensing regulation you may contact the Louisiana Department of Education, Licensing Division. Complaints can be made to the Licensing Division by phone or in writing should there be an significant, unresolved licensing complaint.

Louisiana Department of Education

Licensing Division

P.O. Box 4249

Baton Rouge, LA 70821

(225) 342-9905

Fax: 225-3422498

[www.louisianabelieves.com](http://www.louisianabelieves.com)

### **PARENTAL ACCESS & INVOLVEMENT POLICY**

We invite parents to visit the center anytime during its regular hours of operation and when children are present. We value our relationship with the parents at this center and view it as a crucial piece to us being able to provide excellent care.

We will post any parental involvement opportunities in our monthly newsletter. This includes but is not limited to holiday parties, Muffins with Mom, Donuts with Dad, Grandparent's Day, parent information meetings, etc. We love having our parents involved at the center when possible.

### **SNACKS & LUNCH**

Epic Learning Center is host to a licensed caterer that provides a nutritious morning and afternoon snack as well as a hot lunch for every child over 12 months that meets the FDA requirements. We are a "nut free facility!" Our monthly lunch menu will be sent home at the beginning of each month as well as posted at the center. If your child has any food allergies, please make us aware of this on your registration form. No breakfast is provided; however, any necessary accommodations are made for children who bring breakfast or lunch from home. Please keep in mind that breakfast must be nut free if brought into the center.

### **DRESS CODE**

Please send your child in clothes that are:

- COMFORTABLE!
- Washable
- Appropriate for the weather
- Easy for the child to manage (if potty trained)

**SUPPLIES LIST-** every item brought into the center MUST be labeled clearly with your child's name. Infants

- Breast milk or formula
- Prepared Bottles (one per every 3 hours)
- Sleep Sack
- Pacifier (optional)

- Diapers
- Wipes
- Ointments (as needed)
- Change of clothes
- Baby food (optional/as needed)
- Sunscreen

#### Toddlers

- Nap Mat
- Sippy Cups
- Pacifier (optional)
- Diapers
- Wipes
- Ointments (as needed)
- Blanket (over 12 months old)
- Change of clothes
- Sunscreen

#### Preschool & Pre-K

- Nap Mat
- Blanket
- Change of clothes
- Sunscreen

### **TOYS**

Please encourage your child to leave any special books and toys at home. Epic Learning Center is not responsible for any lost or broken toys that are brought into the facility. There will be periodic "show and tell" days in which your child can bring in something special to share with the class. Thank you for your help with this matter.

### **SMART SCREEN POLICY**

It is the intent of the Epic Learning Center to provide your child with many opportunities to investigate the world around them with concrete, hands-on learning activities while in school.

- Screen time is any time spent in front of a screen, including a TV, computer, video game player or tablet.
- We feel that age-appropriate screen time should be limited to no more than 30 minutes at a time at school for children age two and older.
- Our children under the age of two will not have access to screen time.
- Screen time is only utilized for educational purposes and meets or exceeds Louisiana regulations for screen time. Movies will be occasionally allowed for ages 2 and up, upon the approval from the Director. Children will always be given other options if they choose not to watch the movie.
- Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;
- All television, video, DVD, or other programming shall be suitable for the youngest child present;
- "PG" programming or its television equivalent shall not be shown to children under age five;
- "PG" programming shall only be viewed by children age five and above and shall require written parental authorization;
- Any programming with a rating more restrictive than "PG" is prohibited;
- All video games shall be suitable for the youngest child with access to the games:
  - "E10+" rated games shall be permitted for children ages 10 years and older;
  - "T" and "M" rated games are prohibited.

### **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.

## **INFANT SAFE SLEEP POLICY**

At Epic Learning Center, our number one concern is your child's safety. The purpose of this policy is to lower the risk of SIDS (Sudden Infant Death Syndrome) and SUDI (Sudden Unexpected Death in Infants) in infants under one year of age.

At Epic Learning Center we follow the following Safe Sleep Practices in infants under one year of age:

1. Infants will always be placed on their back to sleep. The only exception to this policy is if we are given an alternative plan that is signed by the child's pediatrician. When infants are able to easily turn from their back to their stomachs, they will be placed on their backs to sleep but then may adopt whatever position they prefer for sleep.
2. Our infant classrooms will always be kept between 68-85 degrees Fahrenheit.
3. All of our cribs are approved.
4. All sheets must be tight fitting. No blankets, pillows, bumper pads, stuffed animals, etc. will be allowed in the cribs while children are sleeping. Only sleep clothing (sleep sacks, sleepers) will be used to keep infants warm. Infants' heads and face will not be covered during sleep. Pacifiers will be allowed in the crib with written consent from parent. Pacifiers may not have cords or mechanisms attached.
5. Only one infant will occupy a crib at a time.
6. Infants will not be allowed to sleep in car seats, swings, bouncy seats, etc. If an infant falls asleep anywhere besides a crib they will be picked up and moved to a crib to sleep.
7. Cribs should not be used for storage of items at any time.
8. Infant caregivers will frequently check on infants while they are sleeping to ensure that they are not having difficulty napping.
9. All of our infant care givers have been trained on infant safe sleep based on AAP safe sleep recommendations.

## **MEDICATION POLICY**

I understand and agree to the following medication policy:

All medication sent to the center shall be in its **original container** and shall be labeled clearly with the child's name to ensure that medication is used for that child's use only.

- Expired medication will not be administered.
- Parents need to fill out the *Medication Authorization Form* for medicine.
- In addition to the Parental Authorization Form, if the medication label reads "TO CONSULT PHYSICIAN," a written physician authorization with child's name, date, medication name and dosage must be on file in order to administer the medication.
- State Laws require parents to fill out the medication form in the office. The following needs to be stated clearly:
  - Child's name
  - Name of medicine
  - Date(s) to be administered
  - Dosage
  - Time to be administered,
  - Special instructions (if applicable)
  - Side effects
  - Signature of parent and date of signature
  - Circumstances for administering "as needed" medication
  -

## **2021 HOLIDAY CLOSINGS**

The center will observe the following closings:

<b>2021 Epic Closures</b>	
January 1	New Years Day - CLOSED
January 18	MLK Day - CLOSED
April 2	Good Friday - CLOSED
May 31	Memorial Day - CLOSED
July 5	Independence Day Observed - CLOSED
September 6	Labor Day - CLOSED
November 26-27	Thanksgiving Break - CLOSED
December 23-24	Christmas Break - CLOSED
December 30-31	New Years - CLOSED

## **STUDENT VACATION**

After six months of attendance at Epic Learning Center, your child will receive 5 days of vacation. Vacation must be used during the calendar year and will not carry over to the next year. All vacation hours not used by the end of the year will be forfeited. Vacation is to be used when your child is not in attendance at the center and must be approved through the center director. Please contact the center director for a vacation request form. All other absences will not result in the reduction of weekly tuition.

## **ACADEMIC CALENDAR**

A yearly academic calendar is available on our website as well as posted in the center to inform you of events at the center, closing dates due to holidays. The purpose of this calendar is to provide families with ample time to plan ahead to participate in these center activities. We love having you as a part of our special events.

## **SIGN-IN/SIGN-OUT PROCEDURES**

It is state law that each child MUST be signed in and out using our computerized check-in system at Epic Learning Center located in the front lobby. Children may only be signed out and/or picked up each day by a parent/guardian or an adult (18 yrs. or older) authorized by a parent/guardian in writing and on file with Epic Learning Center site. A photo ID will be required to take the child. This procedure is for the safety of each child and MUST be adhered to at all times. If, for any reason, the computer system is not functioning, a sign in sheet will be provided next to the computer for parents to manually sign their children in and out.

## **HEALTH POLICY**

Our number one priority is to keep the children in our care safe and healthy. Please do not bring your child to school ill. If your child becomes ill while at school, we will notify you and your child will need to be picked up within one hour. The Health Department regulations prohibit the admittance of any child into a daycare center that exhibits any of the following symptoms:

- Fever – 100 degrees Fahrenheit or higher
- Diarrhea – 3 or more loose bowel movements

- Vomiting
- Runny nose – other than clear
- Rash
- Discharge from eyes or ears
- Lice
- Any other communicable disease (chicken pox, pink eye, influenza, etc.)

If your child shows any of these symptoms, please keep him/her at home for a minimum of 24 hours. If your child has seen a doctor and been on an antibiotic for a full 24 hours, he/she will be allowed to return to the classroom if they are no longer showing symptoms listed above. Thank you for your help with this matter – we know how important your child's health is to you!

**IMMUNIZATION POLICY**

Per state law, all public, private, and parochial day care centers, preschools and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

**EVACUATION EMERGENCY**

In case of an evacuation emergency, I authorize Epic Learning Center personnel to use their own vehicles to transport my child from the Center to the designated location.

**EMERGENCY CARE**

Minor bumps and scrapes are inevitable, but we make every effort to keep your child safe through close supervision and childproofing. Minor injuries will receive the appropriate first aid. If emergency illness or injury occurs, you will be contacted immediately. If you cannot be reached, we will call your emergency contact numbers to make medical decisions in an emergency situation.

**WATER PLAY**

I give permission for my child to participate in the Splash Day Activities. I understand that these activities will take place on campus during the summer.

Ages 1-2 years will be on the toddler playground. According to State Licensing Regulations, any child under the age of three may not participate in water activities as specified in Bulletin 137. However, they will be able to go outside and play with bubbles, paints and sidewalk chalk.

Ages 3 -5 years will be on the larger playground. The children will be divided into groups and they will play in a variety of water sprinklers and shallow wading pools.

**PHOTOGRAPHS**

By signing this Parental Agreement, I give Epic Learning Center consent to take photographs of my child during center activities in and out of the center. Pictures are used for the purpose of the activities within the center and will not be released to outside sources.

**Provisionally-Employed Staff Member Policy**

1. Epic Learning Center may provisionally employ as a staff member, a person for whom it 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.

2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.



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