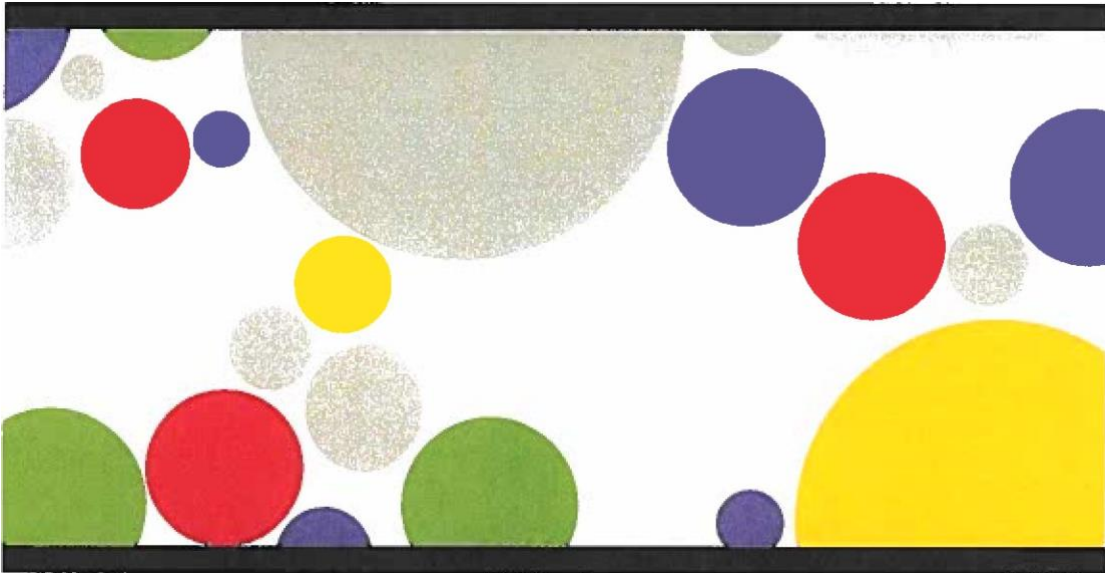




A MINISTRY OF FIRST BAPTIST NEW ORLEANS



Parent Handbook

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MISSION STATEMENT
First Academy Early Learning Center

The First Academy Early Learning Center (ELC) is a ministry to families by First Baptist New Orleans. To effectively work toward the common purpose of fulfilling the Great Commission found in Matthew 28:18-20, we commit to the following goals:

- Provide a nurturing, developmentally appropriate environment that encourages each child to develop, physically, spiritually, socially, and emotionally;
- Provide a ministry to families; and
- Provide a witness of Christ and His Church to each child's family.

In order to achieve these goals, we commit to provide:

- A quality weekday early education program built on developmentally appropriate practices;
- Curriculum that is biblically based including biblical stories and thoughts appropriate to the child's level of understanding;
- Staff who profess Jesus Christ as Savior and exhibit Christian traits in caring for children and interacting with families and coworkers;
- Positive guidance for children that encourages problem solving and managing negative emotions;
- Respect and understanding of others without regard to race, gender, nationality, religion, or background, and
- Planned small and large group activities that permit each child to progress and enjoy success.

POLICIES AND PROCEDURES

First Academy Early Learning Center is a licensed Type 1 daycare facility in the State of Louisiana.

ADMISSION POLICIES

The Director, along with the parent or guardian, shall determine the individual needs of each child, and whether or not the child's needs can be adequately met by the ELC, before admission.

Admission Procedures

Before a child can be enrolled in the center, a parent or guardian must:

- Read the Parent Handbook and agree to abide by the program policies contained therein;
- Complete required Registration Forms;
- Provide an up-to-date immunization record signed or stamped by a physician or designee verifying that the child has had or is in the process of receiving all immunizations appropriate to his/her age as required by the State of Louisiana Office of Public Health;
- Sign the Emergency Authorization Form giving the ELC authority to transport or treat the child in the event an accident should occur and the parent/guardian is not available. Every effort will be made to contact a parent/guardian prior to this decision.
- Sign a Release of Information Form. ELC maintains security and confidentiality on all children's records. Employees of the ELC shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any person.
- Sign a Photo Release Form. Children will be photographed at various activities only if parental permission has been given. In the event the center uses pictures of the child in its publications or advertisements, the ELC will obtain written consent from parents before releasing any photographs from which a child might be identified, except to authorized state and federal agencies.
- Sign a Third-Party Release. Children will not be released to anyone not designated by parents/guardians. Picture ID's will be checked for all first-time pickups.
- Sign an Allergy Alert Form indicating whether or not the child has any known allergies;
- Fill out appropriate Medication Instructions Forms for both over-the-counter and prescription medications. Note: these forms are required for diaper rash ointments and sunscreen.
- Pay a non-refundable annual \$200 registration fee.

Non-Discrimination Policy

ELC is a non-profit program of First Baptist New Orleans for children ages six weeks to four years. ELC does not discriminate on the basis of race, color, creed, sex, national origin, handicap, ancestry, religion, or whether a child is being breastfed.

Tuition and Fees

Monthly tuition is \$950 for infants through eighteen months; \$850 for nineteen months and older. An annual supply fee of \$200 is due in September and an annual registration fee of \$200 is due in February for the upcoming year.

All payments are due by the 1st of each month and are late after the 10th of the month. A \$25 late fee will be assessed on the 11th of each month. Checks are payable to First Baptist New Orleans with the child's name and dates of service in the memo line. If a check is returned from the bank, a \$25 NSF fee will be assessed. In the event that two or more checks are returned, payments will be placed on a "cash only" basis.

The ELC operates entirely on the funds provided by tuition and fees. Tuition is not prorated for sickness or absence of any nature. Make-up days are not available for missed days. A child is only guaranteed a spot as long as tuition is paid.

Dismissal/Withdrawal

Sometimes it becomes necessary for a child to be dismissed from the program. The following items represent some but are not all of the reasons a child may be dismissed from the program:

- Unpaid childcare charges;
- Inappropriate behavior of a parent (i.e., bringing firearms, alcohol, or other illegal materials into the preschool, or the use of profanity, threatening, or inappropriate language around the children or staff);
- Inappropriate behavior of a child (i.e., bodily harm to self or others or any other deed deemed harmful to another child or staff); and
- Three or more late afternoon pickups;
- Two or more late pickups beyond 6:00 pm.

Parents must provide the school, in writing, at least TWO WEEKS notice of the child's withdrawal. Parents are responsible for payment of a minimum of two weeks tuition after the notification, even if the child does not attend on those days.

Closings

- **Holidays**

The Center will observe Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, and Labor Day.

- **Vacation**

The center is closed the second week of July and the week between Christmas and New Year's Day. Tuition includes all closings.

- **Weather Closings**

The ELC will close under hazardous weather conditions. No refund will be given for these days. Tune in to local TV broadcasts and online posts for closing information. The ELC follows Orleans Parish school closings.

Evacuation

In the event that the school must be evacuated during the course of a school day, all children will be moved to 5306 Canal Blvd, New Orleans. Parents will be notified via text messaging and email (if possible) of the event. Parents will be required to report to the site immediately to pick up the child from that location. Parents/guardians will be required to sign out the child from the child's teacher. Teachers will have a list of persons each can be released to. Proof of identification will be required.

DAILY PROCEDURES

Hours of Operation

Hours of operation for ELC are Monday— Friday from 7:30 am to 5:30 pm. **ELC does not open until 7:30 am. Children cannot be accepted before this time.**

Arrival Procedures

Children must be brought to the classroom door and placed in his/her room with a teacher. ELC cannot be responsible for a child who is left unattended or is dropped off at the door.

Children are to be checked in on the computer each morning by a parent/guardian. Parents and guardians will register fingerprints on ELC's computer located in the preschool lobby. The child must be awake when dropped off with his/her teacher.

Dismissal Procedures

Children must be picked up by 5:30. Parents or their designee must sign out the child on the computer located in the preschool lobby. **A late pick-up charge of \$10 will be assessed after 5:35 pm and \$1 will be assessed each additional minute thereafter.** The fee needs to be paid in cash either on arrival or the following day. Children know their routine and become frightened when their parents are not on time. If you are unable to be here on time, please notify the Center by phone immediately. In the event a child is not picked up by 6:00pm and/or after three attempts to reach parents or emergency contacts by phone, the New Orleans Police Department will be notified that a child has been left in the Center's care.

Parental Access Policy

Parents of children enrolled in the ELC are welcome to visit the Center at any time during working hours. Parents are encouraged to observe their children and his/her classroom. Parents are required to check in with the Director upon arrival at the Center. The use of discretion during the visit is in the best interest of the child as he/she may think it is time to go home.

Physical Activity

Children under age two will be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day. Children age two and older will be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher-led and free play. The program provides time for both vigorous and quiet activities for children to work and play with a group or to work and play alone. Indoor and outdoor experiences are scheduled. Weather permitting, outdoor play will occur. A daily schedule is posted in each classroom.

Sleep/Rest

Infants shall be allowed to sleep accordingly to their individual schedules. Children will have a daily rest time of at least 75 minutes.

Meals

ELC provides a morning snack, (typically fruit, crackers, milk, and water). Each child is provided a hot lunch according to Type 1 state license nutritional guidelines. A menu will be emailed to parents and posted each month.

Lunch includes a meat, vegetable, starch, fruit and milk. For infants, parents may bring premixed formula, or breast milk. Whole milk, breast milk, and formula, or any other liquid will not be mixed or blended at the ELC in any way. Formula bottles must be prepared at home, the day of. No formula containers may be stored in the classroom. If a child does not have enough bottles for the day, a parent will be contacted.

Please label all bottles and food containers. If feeding a child packaged food, please bring only original, unopened containers. The ELC is a peanut-free facility. Food cannot be warmed at the Center, per state licensing regulations. The Director, as well as the child's teachers, should be notified of any food allergy. This information must be noted on registration forms.

The ELC is not able to make substitutions for particular elements of a child's meal (other than milk substitutions related to allergies). Children who are not able to consume meals provided by the ELC must be provided an entire meal that is in an original, unopened container.

Milk is provided for each child once a day. Parents who wish for their child to have more than one serving of milk each day are responsible for providing additional milk.

Any child whose diet includes Pediasure must have a doctor's note on file, stating the amount given in ounces and time of day needed, as well as any other specific information. This note is considered active for one year.

- **Nursing Room**

A nursing room is located in the main hallway of the ELC for the convenience of nursing mothers.

Curriculum

Our program is age-developmentally appropriate and uses the learning center approach to teaching. Each child will participate in a variety of learning center activities including art, books, blocks, puzzles, and manipulatives, nature, music, and dramatic play. ELC seeks to meet the needs of children mentally, physically, socially, and spiritually. The Center uses the WEE Learn curriculum as a foundational guide in developing lesson plans. The curriculum is supplemented with educational helps from other sources. Lesson plans are developed with general application to the age of the class as a whole and are individually adjusted to the needs of each student.

Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, biblical thoughts, and verses are included in each teaching unit.

Enrichment Opportunities

Learning is enhanced weekly at ELC through Spanish and music enrichment opportunities as instructors in these areas meet with individual classrooms. The ELC Library is an integral part of the child's educational opportunity as it contains books, puzzles, and manipulatives appropriate for preschoolers. Children participate in Chapel every Wednesday, led by one of FBNO's ministerial staff.

Weekly soccer lessons are provided by Soccer Shots at ELC. This service is available at an additional cost paid directly to Soccer Shots.

Parental Involvement Policy

Parents are provided with an annual calendar indicating scheduled special events for the academic year. Parents are strongly encouraged to attend the various activities throughout the year, as the presence of significant adults at these events is significant for the child's healthy emotional development. Opportunities include Thanksgiving Feast, End of the Year Program, Mardi Gras parade, Fall Festival, Easter Egg Hunt, and more. Announcements concerning events will be sent home, emailed, and posted on the check-in/check-out kiosk.

Tips for a Successful Year/Parental Involvement

Parents/guardians play a major role in encouraging children to look forward to attending the Early Learning Center. The parents' attitude can help the child come in anticipation of happy experiences. Parents should show an interest in the child's work and play. A review of the child's folder on a daily basis will keep the parent informed of the child's daily activities.

SUPPLIES

Clothing/Diapers

- Children should wear washable, comfortable clothing and shoes. Each child should bring with him/her at least one change of clothing (including shoes) each day. Each item must be labeled with the child's name. Each child must bring enough diapers or pull-ups for the day. Parents are responsible for providing diaper rash ointment (clearly labeled).
- The Center provides baby wipes for all children. Parents are responsible for providing an alternative wipe if a child cannot use the wipes used by the Center.

- Cloth diapers are allowed. Cloth diapers must be all in one (not containing an insert). Parents must provide bags in which soiled diapers are returned home. Teachers are not responsible for rinsing soiled diapers.

Sunscreen

- Children are required to wear sunscreen when playing outdoors. Parents are to apply sunscreen to children before arrival at the Center. In addition, sunscreen will be reapplied before afternoon play. **Signed Medication Instructions Forms are required for the Center to apply sunscreen.**

Sippy Cups/Bottles

- One bottle is required for each feeding. No bottle will be reused.
- All milk bottles and breast milk must be transported to the Center in a cold or iced container or bag.
- Children in the Bunny and Goldfish rooms are required to bring two Sippy cups from home each day (one for water and one for milk). Each cup should be clearly labeled with the child's name.
- Children in the Kangaroo, Kitten, and Lion rooms are required to bring one sippy cup from home for water
- All bottles, Sippy cups, and other containers will be sent home "as is" for cleaning per state licensing regulations.

Birthday Parties

For the health and safety of our students, please notify the administrative staff prior to bringing food or party items to insure all children can enjoy the celebration. The ELC is a peanut-free facility.

GENERAL POLICIES

Health

The ELC accepts only well children. Upon arrival each day, the child will be observed for possible signs of illness, bruises, and injuries. The ELC depends upon parents/guardians to help maintain the wellness policy. If the child has any sign of illness within 24 hours of attending the Center, he/she should be kept at home. Signs of illness includes diarrhea, vomiting, fever, sore throat, inflamed eyes, excessive cough, or unexplained rash. Notify the Director immediately of any contagious disease or other illness.

A parent/guardian will be notified immediately if a child becomes ill, has an accident, or exhibits unusual behavior while in the care of the Center. This policy is for the benefit and safety of the child as well as other children who might be exposed. In the event of a medical emergency, EMT services will be called first and then parents/guardians will be notified.

Children with the following illnesses cannot return to the preschool until the appropriate conditions are met:

Illness/Symptoms	Exclude until...
99 under arm temperature	Free of fever for 24 hours without medication
Diarrhea or Vomiting	Free of symptoms for 24 hours without medication
Illness/Symptoms	Exclude until...
Meningococcal disease	Well, with written proof of non-carriage from physician
Hib disease (Hemophilus influenza)	Well, with written proof of non-carriage from physician
AIDS or HIV infection	Until child's health, neurological development, behavior and immune status is deemed appropriate, on a case by case basis, by qualified persons including the child's physician, parent or guardian and Director
Any onset of irritability or excessive sleepiness	Evaluated and cleared in writing by child's physician
Childhood diseases such as scarlet fever, German measles, and mumps	Cleared in writing by child's physician
Hepatitis A	One week after illness started and fever gone without medication
Cold with green mucous	Clear mucous
Conjunctivitis (pink eye)	On medication for 24 hours
Head lice	Free of nits
Chicken pox or Hand Foot and Mouth	Blisters scabbed over completely
Thrush	On medication for 24 hours
Any skin infection (boils, ringworm, impetigo, etc.)	24-hour treatment Upon returning to school the infected area must be covered with a water proof ban-aid until the blisters/rash is healed.
Unexplained rash	Note from physician allowing return to school or ongoing issue
Molluscum Contagiosum	Note from physician allowing return to school; treatment plan followed until healed Upon returning to school the infected area must be covered with a water proof ban-aid until the blisters/rash is healed.
Eczema	Note from physician describing the condition

Behavior Management Policy

The goal of behavior management in the ELC is to enable children to grow to become vibrant, successful, healthy, functioning individuals who are responsible for their own behavior. Discipline is a process of helping children learn self-control and self-direction.

Teachers discipline using Redirection and Positive Reinforcement by providing choices, setting realistic limits, and using consequences that are related to the behavior. Sometimes a child may be removed from the group for disciplinary reasons. However, he/she will never be out of the sight of the staff.

No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.

Children shall not be restrained in high chairs for disciplinary purposes.

Children shall not have active time withheld for disciplinary purposes, except time out during active playtime for an infraction incurred during playtime.

Children shall not be deprived of food (snacks) or any part thereof for disciplinary reasons.

No child or group of children shall be allowed to discipline another child.

Derogatory remarks shall not be made about family members of children or about the children themselves.

Time out shall not be used for children under two years of age. A time out shall take place within the sight of staff. The length of each time out shall be based upon the age of the child and shall not exceed one minute per year of age.

Biting Policy

Upon the occurrence of a bite:

- The child who bit must sit in time out while the teacher tends to the child who was bitten.
- The teacher will wash the bite with warm, soapy water.
- The child who bit will help apply an ice pack to the child who was bitten.
- The teacher and/or Director will explain to the child how biting hurts friends and discuss alternative ways of handling feelings and frustration in a positive manner.
- The parents of the child who bit and the child who was bitten will be called and notified of the incident. The names of the biter and the child who was bitten will be kept in confidence by the staff.
- If a child bites twice in the same day, parents will be contacted and the child must go home.
- Teachers, parents, and administration will work together to try to resolve ongoing biting issues. If the issue continues without resolution, the child may be released from the ELC.

Milestones

ELC requires students to meet the following milestones:

- Goldfish Room: The child must be walking, using a sippy cup, and self-feeding on solid food.
- Kangaroo Room: Children are introduced to potty training.
- Lion Room: All children must be potty trained.

Potty Training Policy

Potty training is a much-celebrated skill for a child and parents as well. It is important to know that each child reaches this milestone at different times, and it is not in the child's best interest to pressure them at an early age when they are not ready.

Before beginning potty training, the child should show the following signs of potty-training readiness:

- Expresses an interest in the potty
- Tries to imitate family members
- Stays dry for at least two hours
- Expresses the need to go potty or indicates that he/she just did
- Able to pull pants up and down
- Irritated when diapers are wet
- Has predictable bowel movements on a regular basis

The ELC staff desires to work with parents/guardians to encourage preschoolers in mastering this important skill while maintaining the health and safety of all students and faculty. Students are introduced to the potty in the younger Two's room (Kangaroo room). They must be potty trained before entering the Three's room (Lion room).

The ELC has adopted the following guidelines for potty training:

- Parents must inform the child's teacher that they are attempting to potty train the child and would like for the child to use the potty at school.
- Parents must bring pull-ups to school — even after the child is potty trained. In the event of an accident, at least one pull-up should be in the child's bag, along with a complete change of clothes (including shoes).

- The child's teacher will provide the child with the opportunity to use the bathroom every 30 minutes to an hour.
- If the child has an accident while wearing underwear, the child will be placed in a pull-up afterwards. The Center acknowledges that parents may view this as a step backwards. However, the safety of other students and teachers is primary. The intention is to prevent the risk of excrement or urine on classroom surfaces in case of a second accident.
- The soiled underwear and clothes will be placed in a bag to be sent.
- Teachers are not responsible for cleaning soiled clothing and underwear.

Child Abuse and Neglect Policy

As mandated reporters, all ELC and FBNO staff shall report any suspected abuse and/or neglect of a child by calling the Child Protection Statewide Hotline at (855) 4LA-KIDS [(855-452-5437)] in accordance with L.R.S. 14:403 of the local Child Protection Agency.

Monitoring Policy for Provisionally Employed Staff Members

A critical component of the employment process is a satisfactory Childcare Criminal Background Check (CCBC) for each employee at the ELC. Employees who have lived in states other than Louisiana in the last five years may receive a "Provisional Employment Status" from the La. Department of Education until the Department receives official clearance from other states the employee has lived in within the last five years.

A non-provisional employee monitors employee hired as provisional employees until the employee receives a final determination of eligibility by the Department of Education. The monitoring employee signs a monitoring log every thirty minutes indicating his/her continuous monitoring of the provisional employee.

The monitoring process continues until the provisional status is removed. By copy of this handbook parents are notified of the monitoring policy for provisional employees. A copy of the policy is posted on the Center's bulletin board.

PROGRAMMING POLICIES

Electronic Devices Policy

Electronic devices are used sparingly at the Center. Electronic devices for children under age two are prohibited. Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day.

Computer Practices Policy

Computers used by children at the Center will be equipped with monitoring or filtering software that limits access by children to inappropriate websites, email, and instant messaging.

Programs, Movies, and Video Games Policy

The use of television programs and video games is limited at the Center. All television, video, DVD, or other programming shall be suitable for the youngest child present. Any programming with a rating more restrictive than "G" is prohibited.

Prohibited Items

The following items are strictly prohibited on the childcare premises: alcohol, tobacco, the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns [loaded or unloaded].

Complaint Policy

Parents are encouraged to discuss questions or problems regarding their child with the child's lead teacher. If a satisfactory answer is not obtained, parents should contact the Director. The administration of the ELC commits to work with parents/guardians to resolve any issue.

The Louisiana Department of Education (LDOE) may be contacted by phone or in writing with any significant, unresolved licensing complaints. LDOE may be reached by calling (225) 3429905 or writing to the La. Dept of Education, Division of Education, P.O. Box 4249, Baton Rouge, LA 70812.

OPPORTUNITIES FOR PRESCHOOLERS AND THEIR FAMILIES AT FIRST BAPTIST NEW ORLEANS

First Baptist New Orleans offers a full program of worship, Bible study, and year-round, age graded programming for preschoolers, children, and youth. Programming includes music, Bible study, Bible skills, missions education, and recreation for preschoolers and children. For more information, contact the Children's Minister, Faye Scott, at 504-482-5775 or faye.scott@fbno.org. The ELC is a ministry of First Baptist New Orleans and extends an open invitation to any programming to families of the ELC.

Sundays

- 8:15 Bible Study [limited small groups]
9:30 Worship Service
 Worship Care (younger preschoolers)
 Preschool Worship (ages four thru Kindergarten)
 Kids' Worship (1st— grades)
11:00 Bible Study (age-graded Bible study for all ages, including preschoolers)

Wednesdays

- 5:00 pm Fellowship meal (free to first time guests; no reservation needed)
6:00 pm Kids in Action - Children and preschool programming (infants thru Grade 6)
 Recreation I Music I Mission I Bible skills
6:00 pm The Care Effect (city-wide missions opportunities for adults & youth)
7:00 pm Adult choir rehearsal

FBNO Ministerial Staff

Bob Moore	Associate Pastor of Administration
Ricky Draper	Minister of Worship and Music
Christi Gibson	Minister of Education
Taylor Rutland	Associate Teaching Pastor
Andrew Crosby	Minister of Missions
Trey Gibson	Youth Minister
Faye Scott	Preschool & Children's Minister
Shann Philips	Preschool Ministry Director
Hannah Foval	Children's Ministry Assistant
Cathy Dobbins	Business Manager

Visit www.fbno.org or call 504-482-5775 for more information.

Revision Date: 08/2018

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT OF
FIRST ACADEMY EARLY LEARNING CENTER POLICIES AND PROCEDURES

I have received and read the Parent Handbook of First Baptist New Orleans' First Academy Early Learning Center Policies and Procedures.

I agree to follow and abide by these policies and procedures as set forth in the preceding pages. I understand that the manual may be modified and that guidelines may be modified, revised or eliminated as deemed necessary by the Center's administration and/or the Louisiana Department of Education.

I hereby acknowledge receipt of the Parent Handbook of First Academy Early Learning Center.

Parent/Guardian (Please print)

Signature of Parent/Guardian

Date

[Parents sign both copies of Acknowledgement and Receipt. One signed copy of the is returned to ELC Director to be kept in child's file. The other signed copy is to remain attached to the Handbook and retained by parent.]

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