

Cribs To Crayons Child Care



Policies and Procedures Manual

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Mission Statement

Cribs To Crayons Child Care, LLC (Cribs To Crayons) is licensed by the State of Louisiana as a Type III daycare facility. It is our goal to provide child care for families in a safe, fun, and loving environment. Every child is unique and we value each and every one of them.

We do not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breast-fed.

Enrollment

The enrollment package must be completed and returned prior to admission. Birth Certificate and immunization record are also required.

Hours of Operation

The center's hours are from 6:00 a.m. through 5:30 p.m., Monday through Friday.

We observe and are closed on the following holidays.

December 31, 2021 – New Years Day 2022	November . Thanksgiving Day
Good Friday, April 15th	November , Day After Thanksgiving
May 30 th , Memorial Day	December 24 th , Christmas Eve
July 4 th , Independence Day	December 25 th , Christmas Day
September , Labor Day	December 31 st , New Year's Eve – close at 3:00

Should the holiday fall on a weekend, the center will close on the Friday and/or the Monday, whichever is common practice.

Rates for New Enrollees

<i>Class</i>	<i>Rate</i>
Infant – 12 months	\$150.00 / week
1 – 13 year olds	\$150.00 / week
Before Care Only	\$15.00 / week
After School Care Only	Currently not offered
Before and After School Care	\$50.00 / week
School Holidays	\$40.00 / day, up to 3 days or \$150 / week Christmas/New Year Break is \$150 / week

Full-Time Care

Our fees are based on a flat weekly rate. Adjustments to the fees will not be made for days that the child is absent, regardless of reason. After your child has been enrolled for one year as a full-time student, you earn Tuition Vacation. Vacation days must be taken consecutively, child cannot attend daycare, and days cannot be accrued. There will be no exception to these rules.

Before and/or After School / Holiday / Summer Care

Before and After program runs parallel with the school calendar, these enrollees are not required to attend any other out of school care program. However, full “normal” tuition is due to school closures or holidays if your child does not attend during these closures.

Holiday and Summer programs have limited spots available and are reserved for parents who have full time children enrolled, children who attend both before and after care, then only before or aftercare. They will be allocated as such. If first eligible for the spots repeatedly give up their spots, others who do attend will be given priority for future needs.

If you enroll your child for care during any break/closure you are responsible for the tuition if your child doesn't attend. Once you enroll, that spot is saved for your child.

Tuition

Tuition can be paid weekly or monthly. Tuition checks for the entire month are due on the first week of the month or you may opt for AutoPay through BrightWheel. For parents who write checks, this means that you will write, and date one tuition check for each Monday of the month. Checks are

cashed on the week that they are written for. This helps avoid late fees. For those who pay cash on a weekly basis, a late fee of \$25 will be assessed for any tuition not paid weekly. Tuition due and late fee are to be paid on the first day the child returns to daycare or the child will not be allowed to remain at the center.

State Assisted Child Care

Cribs To Crayons Child Care, LLC, is a CCAP provider. Parents may apply for tuition assistance on the Louisiana Believes website. Parent/Guardian is responsible for all tuition until the child has been approved, and the state assistance begins. Parent/Guardian is also responsible for tuition shortages caused by failure to check child in/out daily into the IVR system.

Termination of Enrollment

Should you choose to terminate your child's enrollment with Cribs To Crayons, we require a two week notice. Tuition is due during the notice period, should you decide to pull your child during the two week notice period. This notice does not pertain to children who enter into the school system at the PreK level. However, it does pertain to children who are accepted into the HeadStart program.

Center Closures

Should the need arise to close the center due to reasons beyond our control, tuition will be prorated to cover the monthly operating expenses of the center. If a center closure lasts for more than 2 weeks, Tuition Vacation will be cancelled for the remainder of the year.

Center Closures due to Covid

Due to the guidelines regarding Covid exposures, tuition will not be charged in the event your child needs to quarantine due to an exposure of a positive staff member. However, tuition at the rate of \$100.00 per week will be charged if quarantine is required due to the exposure of a positive classmate. It is imperative that we all be vigilant and take precautions to avoid exposing classmates.

Arrival and Departure

Please accompany your child into the center. Your child is never, under any circumstances, allowed to enter or leave the center alone.

We require all children be checked into the center by 8:30, doors will be locked at this time. Late arrivals have the tendency to interfere with the daily routine and schedule of the center. Children will no longer be allowed to enter the center after this time, unless a doctor's excuse is provided.

Children can only be released to an adult who has your permission to pick up your child. For the safety of our children, older siblings who may accompany you are not allowed to open the door to any daycare classroom. In addition, if someone other than yourself is picking up your child please notify them that they must enter the center. Children are not allowed to leave the facility with another minor.

Children are not allowed to leave the center with an employee unless the employee is listed on the child's MasterCard. If any child leaves the center with an employee, Cribs To Crayons Child Care, LLC is not liable for the child once it leaves the center. We are not licensed for transportation.

An electronic tablet is located at the entrance of the center, please check your child/children out of the center for the day using your BrightWheel access code.

Late Pick-Up

We understand that unforeseen issues may arise that may cause you to pick-up your child after 5:30 PM. In the event that you cannot have your child picked-up by closing time, please give us a call. Habitual late pick-ups will result in extra fees. A late fee of \$5 per day/ per child will be strictly enforced. Center staff work 10 – 11 hour shifts, and weekly work schedules are such that overtime is avoided as much as possible. If we cannot close at 5:30, the center incurs an additional expense in caring for your child. These overages will be passed on in late fees.

Daily Schedule

At Cribs To Crayons, we create an environment and opportunities for children to build the necessary skills for proper development. Our activities are designed to enhance motor skills, pre-academic, self-help, music/art/story, social skills, and play.

Our days consist of indoor and outdoor play, teacher-directed learning activities, sensory play, music, art, story-time, and circle time.

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

Electronic Devices including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitation:

- a. Electronic device activities for children under the age of two are prohibited*
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.*

Computer Practices, computers with internet access are not available to children.

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, is prohibited in the presence of children. All programing content must be suitable for the youngest child present in the group. "PG" programming shall not be shown to children under the age of 5. "PG" programming shall only be viewed by children age 5 and above and shall require written and parental authorization. Any program with a rating more restrictive than "PG" is prohibited. Video games shall be suited for the youngest child with access to games. "E10" rated games shall be permitted for children ages 10 and older. "T" and "M" rated games are prohibited.

Daily Schedule

6:00 AM – 8:00 AM	Morning Sign-In / Free Play
8:00 AM – 8:45 AM	Breakfast Time
8:45 AM – 9:00 AM	Diaper Changes / Restroom Break
9:00 AM – 10:00 AM	Centers (Teacher Lead Activities)
10:00 AM – 10:45 AM	Outside or Free Play (Weather Determined)
10:45 AM – 11:00 AM	Clean Up Before Lunch
11:00 AM – 11:45 AM	Lunch Time
11:45 AM – 12:00 PM	Diaper Changes / Restroom Break
12:00 PM – 2:15 PM	Nap / Quiet Time
2:15 PM – 2:30 PM	Diaper Changes / Restroom Break
2:30 PM – 3:00 PM	Snack Time
3:00 PM – 4:00 PM	Daily Review (3 year olds)
3:00 PM – 4:00 PM	Free Play or Teacher Lead Activity
4:00 PM – 5:30 PM	Outside or Free Play (Weather Determined)

General Information

- **Infants**

The center uses BrightWheel as a tool to provide information such as feeding times and amounts, diaper changes, and napping schedule. Additionally, BrightWheel is designed to be used as a communication tool; teacher comments and notification for supplies needed.

Parents will provide all diapers (disposable only), wipes, formula (or breast milk) and baby foods.

The center will provide iron fortified cereal.

Pacifiers must be labeled with your child's name.

Bottle Preparation – Bottles must be labeled with your child's name. You may choose to bring prepared bottles daily or provide powdered formula. In the case of breast-fed children, all containers that are used to store your breast milk must be labeled with your child's name and date the milk was expressed. Any unused formula will be discarded after each feeding.

Children will be held while being bottle fed, unless parental permission for child to hold its own bottle is given.

Sleeping – children will be placed on their backs to sleep to reduce risk of SIDS (Sudden Infant Death Syndrome.) If you prefer an alternate sleeping position, we will need a written note from the parent/guardian and from the child's health care provider.

Cribs will be kept free of bumper pads, stuffed toys, quilts and pillows. Small blankets are allowed.

Bedding (sheets and light weight blankets) will be washed by the center as needed and no less than weekly. Cribs will be sanitized daily.

While awake, children will not be allowed to spend no more than 30 consecutive minutes in a crib, swing, highchair, etc.

- **Toddlers**

Parents will provide disposable diapers (Please refrain from pull-up type unless we are potty training, this type of diaper requires more time to change...time is not in abundance when you have 7-12 to change.). Wipes, formula (if applicable), and any special diet foods (restricted diet) will also need to be provided. If the child can eat solid foods, the center will provide food.

Diapers will be checked and changed (if necessary) on a regular basis. You will be notified through BrightWheel regarding diaper changes throughout the day.

Children will be held while being bottle fed, unless written permission is received from the parent for the child to hold its own bottle.

Bottles, cups and pacifiers brought into the center will need to be labeled clearly with child's name.

Toilet Training – One main function of the toddlers' room is toilet training. The conditions for toilet training are as follows:

1. The child must have a basic understanding of what the toilet is used for.
2. The child must be able to verbalize the need to use the toilet.
3. The parent needs to cooperate with nighttime and weekend toilet training.

If the child shows signs of extreme resistance towards toilet training, we may opt to cease training and try again when the child shows more interest.

Pull-ups or training underwear will need to be provided in the early stages of toilet training. When the child shows signs of understanding and has made some progress, then underwear can be used.

Sleep / Rest

Infants shall be allowed to sleep according to their individual schedules. Children over the age of 1 shall have daily rest time of at least 75 minutes. Children ages 4 and over shall be given the opportunity for quiet time. Quiet time is described as the child will be laying on their mat, resting.

Clothing

Please dress your child in clothing that will be appropriate for the child care setting. We may get dirty! We ask that you please keep an extra set of clothing in your child's cubby or bag, please check their bag regularly. All children must wear shoes, so please put something comfortable and stable on their feet.

Items From Home

Please refrain from letting your child bring in toys from home. If they're unhappy with you taking it away at drop off, they'll be unhappy with us. So please don't make us be the bad guys!

Health Care / Safety Plan

As a licensed child care facility, 100% of our staff is required to maintain training in 1st Aid and CPR. We will also conduct fire and tornado drills as required by the state.

Employment / Provisional Employment

All employees must pass a fingerprinted criminal background check as required by the Louisiana Department of Education. Although it is our intention not to hire anyone without being approved prior to their first day of employment, and provisional employment must take place to maintain the staff required to operate, the director will monitor the status of the provisional employee's CBC daily. The employee will be terminated immediately and will be escorted out of the building should clearance be revoked due to a criminal history in the provisional employee's record.

Infection Control

As most parents are aware, when you enroll your child into a childcare setting you can almost guarantee your child is going to pick up some sort of illness that is spread from child to child. Every effort is made to minimize the number of germs that can be spread, by regular sanitizing and teaching healthy habits to children.

- ✓ Hand washing is done after using the bathroom, before and after meals, and after playing outside.
- ✓ A disinfectant solution is made daily to wash all eating surfaces, chairs, large toys, wall, etc.
- ✓ The diapering area is sanitized after every use.
- ✓ Blankets are stored individually and are washed weekly, or otherwise needed.
- ✓ Toys are sanitized on a weekly basis, or as needed.
- ✓ Communicable diseases will be reported to the health department and notices will be given be given to parents.

Crisis / Disaster Plan

In the event of a crisis or disaster in our area, Cribs To Crayons will follow instructions issued by the Assumption Parish Office of Emergency Preparedness, (985) 369-7380. We will also follow the Assumption Parish School Board with closures due to extreme weather conditions. The exception to these types of closures is only when freezing temperatures have caused damages to schools, and schools are forced to close.

We will use the BrightWheel app and Facebook as means of getting important information out to you quick. Please be sure to have access to at least one, if not both.

Pesticide Policy

Our facility and grounds are treated as needed for insect control. Spraying of the facility will be done at the close of business, and never when children are present.

Serious Injuries or Illness

Parents will be notified in the event of a serious injury or illness. If the center is unable to contact the parent immediately, 911 will be called and the child will be taken to nearest facility able to handle the situation if needed. A qualified staff member will remain with the child until a parent arrives. An incident / injury report will be completed and prompt reporting to DCFS if required.

Minor Injuries

If a child has a minor injury during childcare hours, the provider will tend to the child and notify the parent using the BrightWheel app, as a practice of contactless procedures in place per state guidelines. If you are contacted for a minor injury, please respond acknowledging that you have seen the report.

Guidelines For Illness

Please do not bring your child to daycare if he / she has any of the following symptoms:

- 1. If you feel the need to medicate your child prior to drop-off, please contact us with symptoms that are present in the child for clearance to attend.**
2. If he/she is in a foul mood, this generally means they are not feeling well. Kids who do not feel well are more aggressive towards other children.
- 3. Temperature greater than 100 degrees. Must be fever free for 24 hours without fever reducing medication before returning.**
4. Unusual or lethargic behavior
5. Unusual, unexplained rash or contagious rash.
6. Vomiting of any kind in children over one year of age.
- 7. Diarrhea, three or more watery stools within the last 24 hours. Children may be sent home with stools that are uncontained and foul smelling.**
8. Yellow or green discharge from the eyes or nose. (generally indicates infection)
9. Any nasal discharge or persistent coughing not addressed by physician.
10. Exposure to Covid-19, CDC guideline will be followed.
11. Nits or lice.

If any of these symptoms are observed at daycare you will be notified, your child will have to be picked up immediately. In addition, the child cannot attend daycare for 24 hours. Children whose symptoms require a doctor's visit may not return to daycare without a doctor's release. The release must indicate the date in which the child is able to return to daycare.

Procedures for Medication

A. Written authorization. No medication or special medical procedure shall be administered to a child unless authorized in writing by the parent. Such authorization shall include:

1. Name of child;
2. Drug name and strength;
3. Date(s) to be administered;
4. Directions for use, including the route (oral, topical), dosage, frequency, time and schedule and special instructions, if any. It is not acceptable to note “as indicated on bottle”; and
5. Signature of parent and date of signature.

B. Required Container/Packaging

1. For prescription medication to be administered at the center, the center shall maintain the original pharmacy container with the complete pharmacy label.
2. For non-prescription medication to be administered, the center shall maintain the original bottle packing for the medicine or a printed document from the manufacturer’s website, which shall include the drug name and strength and clear directions for use.

C. All medication shall be sent to the center in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.

D. If a non-prescription medication label reads “consult a physician,” the early learning center shall also maintain a written authorization from a licensed health care provider for the child to take the medicine.

E. Aerosol. All aerosol medications shall be delivered to the center in pre-measured dosages.

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

G. Self-Administration. Children shall not administer their own medications without written authorization from the parent and such children shall administer medication in the presence of a staff person.

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

1. Name of the child and medication name and dosage administered;
2. Date and time medication administered;
3. Documentation of telephone contact with parent prior to giving “as needed” medication;

4. Signature of person administering medication or witnessing the child administering own medication;
5. Signature of person completing the form; and
6. When a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by either the parent or a staff member.

I. Authorization for “as needed” prescription and non-prescription medication shall be updated as necessary or at least every six months by the parent, and shall include circumstances for administering “as needed” medication and any applicable special instructions.

J. Medical Procedures. Children that require medical procedures such as tube feeding shall have specific instructions from a health care provider as part of the overall care plan for the child.

1. Administration of feedings or medications through a tube-feeding apparatus shall be performed by a staff member trained and authorized by the parent or individual designated by the parent.
2. Parental authorization and training shall be documented and shall include the name of child, date of training, name of staff trained, signature of staff trained, and signature of parent.
3. Documentation of feedings and medications administered shall include the name of child, date, time, what was administered, and signature of administering staff member.

K. Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:
 - a. method of administration;
 - b. symptoms that indicate the need for the medication;
 - c. actions to take once symptoms occur;
 - d. description of how to use the medication; and
 - e. signature of parent and date of signature.
2. Medication administration records for emergency medication shall be maintained and include the following:
 - a. symptoms that indicated the need for the medication;
 - b. actions taken once symptoms occurred;
 - c. description of how medication was administered;
 - d. signature of administering staff member; and
 - e. phone contact with the parent after administering emergency medication.

Health Care Plans

Children with special health care needs will need to have a written health care plan in place. The health care form will need to be completed by the parent and approved by the child's physician, and must be completed every 6 months. In the event that we must react to a special health issue, 911 will be utilized if we cannot contact a parent with the need for special instructions.

Photo / Webcam Policy

We have created a FaceBook page, from time to time we may post pictures of children during special events. Authorization forms are included in our registration packet for this policy.

Meals and Snacks

A balanced diet and planned nutritional meals and snacks are provided for all children twelve months and older. Breakfast is served by 8:30 am. Lunch is served by 11:00 am. Afternoon snack is served by 2:30 pm. Snacks will be provided to after school students upon their arrival at the center.

Children are not allowed to bring food or drink into the center. Food and drinks brought in cause two major issues, 1.) We have children with food allergies, crumbs can be deadly!, 2.) Other children want their food too! The only exception to this rule is that your child requires a special diet. If this is the case, a written statement from a medical authority shall be required to be on file.

Menu will be posted.

Discipline vs Punishment

Discipline involves the guidance that is given to children which helps them develop control over their own actions. Punishment is a penalty that is imposed on children when they do not obey the rules.

The main goal of discipline involves helping children develop self-control. For example, you want children to avoid hitting each other because they realize that it hurts, not because they are afraid they will be punished. Discipline shall be based on an understanding of the individual needs of each child and their stage of development. Discipline shall be directed toward teaching the child acceptable behavior. The following forms of punishment are prohibited.

- a. Physical or corporal punishment which includes but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme weather conditions, physical pain, putting anything in the mouth of a child, requiring exercise, or placing a child in an uncomfortable position.
- b. Verbal abuse.
- c. The threat of a prohibited action even if there is no intent to follow through with threat.
- d. Being disciplined by another child.
- e. Being deprived of food or beverages.
- f. Being restrained by devices such as high chairs or feeding tables for disciplinary purposes.
- g. Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Inappropriate behavior will be dealt with as follows:

- Talking to the child, giving the child an opportunity to redirect
- Remove privileges if necessary
- Time-out, for children 2 and over. Length of time out is based on the age of the child, one minute per year of age.
- Communication with the parent, verbal or by incident reports.
- Extreme or continued misbehavior may result in the child being sent home for the remainder of the day.

As the years progress, we feel children have no regard to consequence for improper behavior. Children are becoming verbally and physically abusive to their caregivers. What may be appropriate or acceptable at home may not be tolerated at daycare. Part of our job is to help you raise your child/children to be respectful of adults and friends.

While we do attempt to diffuse these episodes, children who habitually show aggression towards staff members or classmates will be suspended or enrollment terminated.

Biting

Yikes! This is a very painful subject for all involved, the teacher, parents of the bitten, parents of the biter, and let's not forget the child who was on the receiving end of the bite. Biting does happen and for some children can be a normal stage of development.

There are many reasons why some children bite. Most of the biting is due to teething among children under two. Other common reasons among toddlers are independence, trying to control a situation and frustration.

If a child is under the age of two and has a tendency towards biting or aggressive behavior in general and attempts are made to harm another child, the child will be removed from the situation and a redirection / distraction approach will be taken.

Children who have repeated problems with biting or aggressive behavior are subject to having their enrollment terminated for the safety and well-being of the other children in their classroom.

Center Responsibilities

The center will provide written receipts as requested and a year-end total for tax purposes.

The center is required by law to report any signs of child abuse and will do so promptly to Child Protective Services. Disclosure of any such phone call may be withheld only at the recommendation of CPS.

Parent Involvement

We at Cribs To Crayons encourage you to become actively involved in your child's child care experience. You have full access to the center during child care hours.

It is a requirement of the state for the center to offer two events per year in which parents/grandparents are invited to attend. These events will be posted at that time.

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Cribs To Crayons Child Care, LLC

Agreement to Policies and Procedures

Revised 9/2021

I acknowledge that I have been given a Policies and Procedures handbook.

I also acknowledge that I have read and fully understand the policies and procedures as written.

Child(ren) Name:

Print Parent / Guardian Name:

Parent / Guardian Signature:

Date:

(Please return this page to the center, as it will become part of your child(ren)'s enrollment documentation.)