

**Kids Korner Early Learning Center, L.L.C.**

**301 South St.**

 **Mamou, LA.70554**

**337-468-5412**

**Child Care Philosophy**

**&**

**Policy and Procedures**

HELLO!

We would like to introduce ourselves to all parents and children.

My name is Nicole Bordelon. I have been a teacher for nine years. I have a Bachelor Degree in Elementary Education.

My name is Erin Marcantel. I have worked with children for seven years. I have an Associate Degree of Science in the Care and Development of Young Children.

We love working with children and believe that they are our future and our most precious gifts. We look forward to working with parents and children. Our goal, for each child is to ensure their trust, promote each child’s physical and emotional well being, mental capability, and social competency. We hope to enhance the quality of their lives by recognizing their unique needs.

We would like to welcome each one of you to Kids Korner Early Learning Center, L.L.C. You are welcome to visit or call the center anytime you chose to check on your child. If you have any questions or concerns you may contact us at the center 468-5412 or on our cell’s Nicole (337) 459-8317 Erin (337) 831-3380. If you are unable to reach us, please leave a message and we will return your call.

Sincerely,

Nicole Bordelon & Erin Marcantel

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**Child Care Philosophy**

*For the child:*

1. To provide opportunities for learning and being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contributes to the developmental needs of the child.
3. To provide opportunities for meaningful play that is based on the child’s individual needs, interests, handicaps, and abilities, and that will build important foundations for future skills.

*For the Parents:*

1. To provide opportunities to meet with other parents and teachers who have their common concern and interests in the needs of their children.
2. To provide opportunities to grow in the understanding of child development.
3. To provide care for the child while the parents pursue their own work or other interests.

*For the community:*

1. To help meet the needs of the community for an early childhood education facility.
2. To contribute to the growth and development of our young citizens of the community.
3. To provide a setting where people of various religious and ethnic backgrounds can work together.

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**Policies & Procedures Form**

1. **The first ten days of care are probationary for provider, parent, and child. This agreement may be terminated at any time during that period. Otherwise, two weeks notice is required if the child is to be permanently removed from this child care facility.**
2. **Two weeks fee will be accepted in lieu of two weeks notice, and will be due with notice of plans to discontinue enrollment. Except in the case of gross misconduct on the part of either parent or child, provider will also tender two weeks’ notice prior to cessation of care. Your fee will be due when notice is given.**

***Child Care Hours/Holiday Schedule:***

1. We will operate Monday through Friday from 6:45 A.M. to 5:15 P.M.
2. All children must be dropped off NO later than 9:00 A.M**.**
3. Should your child arrive later than Breakfast, you will be responsible for feeding him/her.

**Holiday Schedule**

* New Year’s Eve
* New Year’s Day
	+ Mardi Gras Day
	+ Good Friday
	+ Memorial Day
	+ 4th of July
	+ Labor Day
	+ Thanksgiving Day
	+ The Day After Thanksgiving
	+ Christmas Eve
	+ Christmas Day

We will notify parents two weeks in advance of closure due to vacation or an education conference.

***Child Care Fees:***

**Full Time: Infants—$22.00 / 1-3 Years of Age $20.00 / 4 years & over $18.00**

**Part Time: $25 per day, before and after school is $5.00 per hour**

***Diaper/Pull-Up Fee: $30.00 a month***

***Monthly Supply Fee: $15.00 a month***

***Registration Fee:***

**Non-refundable fee of $50.00 for a single child, $75.00 for two children, or $100 for three or more children. Registration is due annual in July.**

**Late *Fees:***

1. Parents are allowed 10 min. after 5:00 to pick up your children; anything over this is considered late.
2. Anytime you pick up your child after 5:10 p.m. without prior consent of the provider, you will be considered late. A fee of $5.00 for every five minutes will be charged. You will be allowed (2) late pickups (no more than ten [10] minutes each) per month before a late fee is charge. Once you have used up your two late pickups, a late fee will be added to your next payment. Late pickups that are prearranged will be charged at a rate of $5.00 per half hour, and will be due with your next payment.
3. **There will be no credit or refunds for childcare if your child is absent. If you are on a program for childcare assistance, you are responsible for the balance not paid by the program and for payment of the days absent if exceeds more than what childcare assistance allows.**
4. If a child is absent for more than 5 consecutive days without payment or notification, they will be dropped from the center. Please notify the center of all absence and make arrangements for payments. Fees are due in advance and payable no later than the first day of the week, if paying weekly. If paying monthly, payment is due on the first working day of the month. A fee of $2.00 per day will be added if not paid on time, except under special circumstances prearranged and agreed to by the owners.
5. Checks will be accepted. If, however, two checks are returned by the bank, your fee will be accepted in cash only. You will be responsible for a $35 NSF.
6. **You will be charged for all days you agree to have your child attend.**

***Meals:***

Breakfast, Lunch, and Snack are served each day.

1. Please do not send any food with your child, except for special occasions or illness requiring a special diet ordered by a doctor.
2. Should your child arrive later than mealtime, you will be responsible for feeding him/her.
3. A weekly menu will be posted

***Guidance:***

1. **Our guidance policy is Time Out.** Time out is used after a child is given one warning after he/she has shown unacceptable behavior. The child is placed in time out for one minute per age of the child. The child is taken away from the group but not out of sight of the teacher. If a child is refusing to cooperate during group time, they may be placed in a high chair so as not to distract the rest of the class.
2. No child is ridiculed by anyone while in time out.
3. I ask that parents please wait until their child/children are back home before carrying out their own form of discipline.
4. No child shall be subject to physical, corporal punishment or verbal abuse threats.
5. No derogatory remarks shall be made in the presence of the children about family members or the children themselves.
6. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon the children.
7. No child shall be deprived of meals or snacks for any disciplinary reason.
8. No child or group of children shall be allowed to discipline another child.

***Complaint Procedure:***

 If you have any complaints about the center or staff,

Please let me know so that we can address the problem.

You may call the DEPT. OF LICENSING at (225) 922-0015

(Fax) (225)342-9905

or write to: DEPT OF SOCIAL SERVICES

BUREAU OF LICENING

P.O. Box 3078

BATON ROUGE, LA. 70821

***Activities:***

1. Education is the basis for all activities at Kids Korner Early Learning Center, L.L.C. Through the education program the children will learn to explore, discover and express creativity. Creativity is fostered by a flexible, accepting, and open environment and by openly discovering, inventing, and creating. In addition to having the opportunity for self-expression, children are developing small and large motor skills, eye-hand coordination, and developing cognitive skills.
2. Lesson plans will be posted.

***Illnesses/Medication:***

* 1. Should your child become ill during his/her day here; you will be notified and are expected to pick up your child as soon as possible.
	2. Your child will not be allowed to return until 48 hours after the illnesses has subsided or medication is given.
	3. Medication will be given according to the medication policy on

Pages 21&22.

***Emergency care/Accidents:***

* + 1. In an event of a medical emergency, immediate first aid will be given.
		2. An ambulance will be called and the recommendation of the paramedics followed.
		3. Parents will be notified as soon as possible. If you are not available, other family or friends on your emergency contact form will be notified.
		4. Everyone who cares for your child takes a Pediatric First Aid and CPR course each year.
		5. Parents will be notified of all accidents, and a record of injuries will be kept on file.

***Non Discrimination policy:***

1. We will provide services and benefits to all persons without regard to race, color, national origin creed, sex, handicapping condition, ancestry, or whether the child is being breastfed.
2. We will not discriminate on the basis of age in provision of services unless age is a factor necessary to the normal operation or the achievement of any statutory objective of the center.

***Child Abuse and Neglect Policy:***

1. As mandate reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with RS14:403 to the local child protection agency. The local Child Protection Agency telephone number shall be posted.

**Local Child Protection Agency Phone Number 363-6011**

***Transportation:***

* 1. Kids Korner Early Learning Center, L.L.C. does not provide transportation of any kind to or from the center.

***Open Door Policy***

* + 1. Parents are welcome to visit the center at any time.
		2. Parents are welcome to call any time to see how their child is doing.

***Miscellaneous:***

1. Any changes in personal address or phone numbers will be given to provider as soon as possible. Names and phone numbers on emergency forms are to be kept current.
2. Your child will not be released to any one other than the parent or legal guardian and the names that appear on your signed emergency form.
3. Any person picking up your child in an impaired condition (in our estimation) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a legal guardian, but if we feel a child is in jeopardy, we will not hesitate to contact the police.
4. Children are discouraged from bringing their own toys, the center is not responsible for any toys that are broken or lost. Security blankets and/or pacifiers are welcome.
5. Fire drills will be conducted monthly and recorded.
6. All children records are confidential and private property of the center. Only the director, state and federal agencies may have access to children’s records. Only the director is authorized to release any information from children’s files. The director shall secure all records against loss or tampering or unauthorized use. Employees shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.
7. No person will be allowed in the center with the purpose of photographing any child as a group or individual without written permission from the child’s parent or legal guardian. Kids Korner Early Learning Center, L.L.C. shall obtain the written informed consent from the parent prior to releasing any information from which the child must be identified, except for authorized state and federal agencies.
8. Kids Korner Early Learning Center, L.L.C. prohibits the use or possession of alcohol, tobacco, and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks, firearms, pellets or BB guns (loaded or unloaded) on the premises.
9. Parents are encouraged to discuss any concerns they have with us at any time. All concerns and complaints will be kept confidential. Good communication is essential to a good day care and happy children. You may contact us anytime here at **468-5412** or our cells at **459-8317** (Nicole) or **831-3380** (Erin) if you are unable to reach us please leave a message with your number and we will get back to you as soon as possible.

**KIDS KORNER EARLY LEARNING CENTER , L.L.C.**

**MEDICATION POLICY**

1. Medication or medical procedures to be provided on an as needed basis or maintenance prescription shall be updated as changes occur, or at least every three months by the parent.
2. All medication sent to the center shall be in its original container, shall have an expiration date, and shall be clearly labeled with the child’s name to ensure that medication is for individual use only.
3. Center staff shall administer no medication of any type, prescription, non-prescription, and special medical procedures unless authorized in writing by the parent. Authorization Forms shall include the following
	* Child’s name
	* Name of the medication
	* Date(s) to be administered
	* Route
	* Dosage
	* Time to be administered
	* Special instructions, if applicable
	* Side effects
	* Signature of parent and date of signature
	* Circumstances for administering “as needed” medication

1. Medication shall not be administered to any child in childcare if not prescribed or recommended by a licensed health care provider. ( Doctor/Physician, Dentist, Nurse-Practitioner)
2. OTC (over the counter) medication authorization shall include:
	* Child’s name
	* Name of the medication
	* Written instruction received from physician
	* Physician name, business address, telephone number
	* Route
	* Dosage
	* Directions for storage
	* Written statements of the desired effect, side effects, and specific instructions.
	* Signature of parent and date.

**KIDS KORNER EARLY LEARNING CENTER , L.L.C.**

**MEDICATION POLICY (continued)**

VI. OTC Containers shall:

* + Be dated and kept in original container
	+ Contain child’s first and last name
	+ Not be expired
	+ Have legible instructions for administration, storage, and disposal
	+ Name of health care provider who made the recommendation.

VII. Prescription medication contains shall include:

* + Child’s first and last name
	+ Date the prescription was filled
	+ Name of Physician
	+ Medication expiration date
	+ Specific instruction for administration, storage, and disposal
1. Medication administration records shall be maintained verifying that the medication was given according to parent’s authorization, which includes:
	* Date
	* Time
	* Dosage administered
	* Signature (not initials) of staff member who gave the medication
	* Phone contact (date and time) with parents prior to giving “as needed” medication.
2. Medication with instructions such as “as needed” or PRN shall be accompanied by a clear written explanation defining when the medication is to be administered.
3. When parents administer medication to their own children on the child care premises, the following information shall be documented:
	* Date
	* Child’s name
	* Time administered
	* Medication name
	* Dosage administered
	* Name or person administering medication

XI Kids Korner Early Learning Center, L.L.C. shall not apply topical ointments/ sprays/ creams {i.e. sunscreen, insect repellants, and diaper rash ointment, etc.} without a written one-time authorization signed and dated from the parent, unless changes occur.

**KIDS KORENR EARLY LEARNING CENTER, L.L.C**

**ILLNESS PROCEDURES**

**PARENTS:**

 If your child has any of the following illnesses, PLEASE follow the recommended time before returning your child to day care. We try to avoid any of the children passing illnesses to other children.

**\* BRONCHITS, BRONCHIOLITS, or INFECTIOUS CROUP**

48 hours after antibiotics begins and NO FEVER.

**\*CHICKEN POX**

All blisters are crusted and dry, NO FEVER, approximately 6 days after rash starts.

**\*COLDS**

INCLUDES FOLLOWING

Sneezing, runny nose, sore throat, throat infection, coughs, strep throat, watery or irritated eyes, headache, fever, and crankiness. Can return 48 hrs. after antibiotics are given & NO FEVER.

**\*EAR UBFECTUIB**

24 hours after treatment begins, Well enough to participate in activities.

 **\*FIFTH DISEASE**

A few days after the rash appears or when rash starts to fade and NO FEVER.

**\*HEPATITIS A**

A week after illness starts and FEVER is gone.

**\*IMPERIGO or PINK EYES**

24 hours after treatment starts and when discharge stops.

**\*DIARRHEA**

24 hours after NO FEVER AND NO DIARRHEA.

**\*FEVER**

24 hours after NO FEVER

**\*Reminder:** A child needs to be monitored for 24 hours if starting a new medication. Kids Korner Early Learning Center, L.L.C. will not give any type of medication unless it was started at least 24 hours before returning to the center.

**KIDS KORNER EARLY LEARNING CENTER, L.L.C.**

**ADMISSION POLICY**

1. Prior to admission, the director, in consultation with the parent shall determine that all individual needs of the child to be admitted can adequately be met by the center.
2. Admission of children shall include an interview with the parent or guardian to:
3. Provide the center’s written program and policies; the center will have documentation that parents have reviewed or been given a written description of the center’s program and policies.
4. Secure necessary information about the child to include the following:
	1. Completion of Master Card.
	2. An immunization record signed/stamp by physician or designee on each child, including school age children, verifying the child has had immunizations appropriate for his/her age as required by Office of Public Health:
		* These records shall be part of the child’s record and will be returned to the parent when the child leaves the facility permanently.
		* If a parent chooses for his/her child not to receive immunizations for a personal or religious reason, documentation shall be on file.
5. A signed agreement between the center and parent for each child shall be obtained giving permission to:
	1. Care for the child during the time he/she is in the center or on a center sponsored activity.
	2. Administer and/or secure emergency medical treatment.
	3. Release the child to any person listed by the parent including, the non custodial parent(s) or any other child care facility, transportation services, or contact person(s). A child shall never be released to anyone unless authorized in writing by the parent.

**KIDS KORNER.EARLY LERNING CENTER, L.L.C.**

**DAILY ACTIVITIES**

**6:45A.M. – 7:30 A.M. Arrival/Greeting/Free Play**

**7:30A.M. – 8:45 A.M. Center Time**

**8:45 A.M.—9:00 A.M. Clean Up and Prepare for Breakfast**

**9:00 A.M.—9:15 A.M. Breakfast**

**9:15 A.M.—10:00 A.M. Circle Time (Roll Call / Pledge/ Music/ Story)**

**10:00 A.M.—10:45 A.M. Center Time**

**10:45A.M.—11:15A.M. Outdoor/Indoor Play (gross motor)**

**11:15A.M.—11:30A.M. Prepare for Lunch**

**11:30A.M.—12:00A.M. Lunch**

**12:00A.M.—12:10A.M. Story Time and Prepare for Nap Time**

**12:10P.M.—2:10P.M. Nap Time**

**2:10P.M.—2:30P.M. Prepare for Snack**

**2:30P.M.—2:45P.M. Snack**

**2:45P.M.—3:30P.M. Center Time**

**3:30P.M.—4:15P.M. Outdoor/Indoor Play (gross motor)**

**4:15P.M.—5:00P.M. Center Time**

**5:00P.M.—5:15P.M. Clean Up and Prepare for Departure**

**\*Center Time includes access to all centers including: Math/Number, Science/Nature,**

 **Manipulative/Fine Motor, Blocks, Dramatic Play/Housekeeping, Music/Movement,**

 **Sand & Water, Art, Writing/Literacy, Library/Cozy Area, Computer, & Free Play)**