

# **BEHAVIOR MANAGEMENT POLICY**

Discipline is a form of guidance and shall be constructive; its purpose being to help the child learn acceptable behavior through understanding rather than forcing him to conform to adult standards. The child's age, intelligence, emotional makeup and his experience should be considered when redirecting and guiding the child's behavior.

Children need patience and understanding if they are to establish habits, which make for good citizenship. Discipline will be fair and consistent, and every effort will be made to help the child see it as such. Encouragement and praise of good behavior is more effective than punishment. The child's acceptance of discipline and his ability to profit by it depends largely upon his feeling that he is liked and accepted.

At this center, the following guidelines will be used concerning behavior management and guidance:

1. No child will be subject to 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.
2. No child will be subject to 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.
3. The threat of a prohibited action even if there is no intent to follow through with the threat will be used to discipline a child.
4. No child or group of children shall be allowed to discipline another child.
5. No child will be bullied by another child.
6. No child will be deprived of food or beverages.
7. No child shall be restrained by devices such as high chairs or feeding tables for disciplinary purposes.
8. No child shall have active play time withheld for disciplinary purposes, except time out may be used during active play time for an infraction incurred during the playtime.
9. Time out shall not be used for children under age two. The child shall be placed within sight of the staff when in time out. The length of the time out shall be based on the age of the child and shall not exceed one minute per year of age.

Any suspected abuse and/or neglect shall be reported in accordance with LARS 1411403. The phone number for child protection is 925-4571.

# FEES

## 1. REGISTRATION FEE:

- \$250.00 per child registration fee at the time of enrollment and \$250 on child's first anniversary.
- The registration fee is non-refundable.
- This fee helps defray the cost of supplies and insurance for the current enrollment year.

## 2. TUITION FEE: Debited monthly on the first of each month from the designated checking or savings account.

- Cost:           \$906.00       Infants to 18 months  
                  \$862.00       18 months to 36 months  
                  \$810.00       3 and 4 year olds

The rates for siblings are as follows:

2 Infants	\$1722/month
2 Toddlers	\$1638/month
2 Preschool	\$1539/month
Infant/Toddler	\$11682/month
Infant/Preschool	\$1635/month
Tod/Preschool	\$1591/month

**It is the parent's responsibility to inform Toni of the upcoming birthday of his/her child.**

- **Monthly tuition is due on the first of each month.** If the first falls on the weekend, tuition will be debited on the following Monday.
- Diapers and wipes are furnished by the Center as a service to parents.
- There is a **\$30.00 NSF charge per check/debit plus the \$50.00 late fee will be applied. Once a check/debit has been returned NSF, it must be replaced with cash or a money order.** All further payments to KIDS COUNT, INC. must be made by money order or cash. If NSF checks are not made good they will be turned over to the **District Attorney's Office** for collection. Parents will be responsible for all fees incurred for collection of the debt including reasonable attorney's fees.

## **KIDS COUNT, INC. – FEDERAL ID # 72-1073215**

### **3. SECURITY FEE: Please Read This Section Carefully!**

- Upon admission, each family is issued two key fobs at a cost of \$45.00. The security fee is not an optional fee.
- Lost keys should be reported to the office immediately. **Replacement charge is \$15.00.**
- Do not under any circumstances allow anyone including Kids Count employees, other parents you know, etc through the door with you. The delay is only 3 seconds on the door. Everyone needs to key in separately for monitoring reasons.
- Parents' keys are programmed for **entry through the side parking lot door only**. They **will not** work at the front entrance.
- Parents should never give their keys to **anyone**. All relatives or authorized pick-up persons **must** use the front door for entry. The reason being – I must check their ID and release form before they have access to the child.
- Our system is computer-controlled. At 6:00 PM the door is automatically locked by Custom Security. Entry after 6:00 PM must be made at the main entrance.
- **LATE FEES ARE \$25.00 FOR THE FIRST MINUTE TO FIVE MINUTES. \$5.00 FOR EVERY ADDITIONAL MINUTE.**

**Children will not be allowed to attend when accounts are not current. This includes the registration fee, security fee, late fees, NSF fees as well as tuition.**

## ARRIVAL AND DEPARTURE

1. All children are required to visit the Center prior to their first day of school.
2. Parents are expected to bring their child into the Center, and see that the child is under supervision before leaving the premises. Let your child know that you are leaving and will return to pick him/her up. Upon returning, please enter the Center yourself. **Do not send older siblings in to get your child. The State does not allow for VERBAL RELEASE of children under any circumstances.** Only designated contacts on the emergency contact list will be allowed to pick up.
3. It is the parent's responsibility to toilet his/her child before bringing to the classroom.
4. The daily sheet used for our infants and toddlers is our means of communicating with you. Please fill out a sheet each morning and pick it up in the afternoon. The teachers attach artwork and parent notes to the daily sheet.
5. Children must arrive no later than 9:00 AM. **This rule applies to all rooms with the exception of Infant Room #1.** Infant Room #1 may come and go anytime due to each infant being on his/her own schedule.
  - Infant Room #2 and Older Infant Room #1 must arrive and be ready to go down for nap at 9:00 AM.
  - Breakfast will not be served after 8:30 AM.
  - Toddler and Preschool Rooms must arrive by 9:00 AM. It is very disruptive to the class routine to stop class for morning greetings.
  - Doctor appointments are the only excusable reasons to come in late. **This rule is strictly enforced.**
6. Separation from parents is sometimes difficult. Please do not linger when dropping your child at school. It just "prolongs the agony." Tell your child goodbye, and turn he/she over to the teacher. You are welcome to come to the office and watch on the monitors.
7. Older siblings are **not allowed** in any of the Infant or Older Infant Rooms.
  - The easiest way to avoid leaving older children in the hallway is to drop the infant/toddler off to the teacher; go get the older sibling settled then return to settle the infant/toddler in.
  - In the PM go to the Infant/Older Infant room, gather all belongings, then go to the Toddler/Preschool Wing to get the older sibling, then go back to pick up the baby.

8. When arriving/departing please refrain from visiting with the children in other classes. It is very disruptive to the teacher and upsetting to some children to have strangers in the classroom. Time visiting with other teachers is time away from the children!
9. KIDS COUNT, INC. does not provide or arrange for the transportation of children to or from the Center.
10. All parents are required to sign their child in and out each day on the daily attendance log sheet. You must sign your first and last name, initials are not allowed for the State records.

# FORMS

The Enrollment Packet Contains:

1. Application for Enrollment
2. Emergency Contact Information
  - **Make sure Doctor's phone number and address are correct. Please include your child's dentist name and phone number if applicable. If not, put n/a. It is State Law that this be completed.**
  - If you should have an emergency and you need someone to pick up your child not listed on your release form go to the website and print off the one-time release form and fax to 926-2209.
  - It is the parent's responsibility to keep your child's records current in the Office.
3. Child Health Assessment and Shot Record
  - Original HAF must be completed/signed upon entry by physician. A current copy of child's immunizations must be attached to HAF. Updates should be brought to the office as shots are given.
4. Bank Draft Authorization Form

## WITHDRAWALS

1. **A one (1) month written notice is required before the date of withdrawal. If this written notice is not given, parents are responsible for the payment of month's tuition. Withdrawal notices must be given on the first of the month. No partial payments are allowed for the month of withdrawal.**
2. KIDS COUNT, INC. reserves the right to make the determination if a child/parent is making the proper adjustment to the program. If KIDS COUNT, INC. finds either the child or the parent are incompatible with our program, then a 2 week notice will be given before the child/parent is asked to withdraw from the Center.

## EMERGENCIES

1. In case of a medical emergency, parents will be contacted immediately. Your child Will be taken to the Peds ER at OLOL.
2. In emergencies such as hurricanes, fires, floods or other inclement weather, parents will be expected to pick up their children immediately. We will follow the East Baton Rouge parish School System for closures. Please be aware of the conditions and come for your child as soon as you hear East Baton Rouge is closing. **Do not wait for us to call you.**
3. KIDS COUNT, INC. has monthly fire/tornado drills in accordance with the State Fire Marshals Office.
4. The Emergency Preparedness Plan as required by State Licensing is in the office for Parent review.

# HOLIDAYS

Full tuition is due for the weeks containing holidays. The center is open Monday thru Friday (6:30 AM – 6:00 PM), twelve months of the year. We will be closed for ten (10) holidays and three days for in-service staff training days. If one of the following holidays falls on a Saturday or Sunday, KIDS COUNT, INC. will be closed either the Friday before the holiday or the Monday after the holiday. Information about closing will be posted on the website.

HOLIDAY	DATE
New Year's Day	January 1 <sup>st</sup>
Mardi Gras	
Good Friday	
Memorial Day	
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Friday after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas	December 24 <sup>th</sup> and 25 <sup>th</sup>

## School closed for In-Service Staff Training on the following days:

Monday before Mardi Gras  
Friday before Memorial Day  
Wednesday before Thanksgiving

# FOOD

1. In accordance with the Louisiana State Standards for the Licensing of Child Care Centers, it is **not permissible** for children to bring their own food into the Center. This includes unfinished breakfast items.
2. The only food/drink allowed is:
  - Bottle formula, baby food, and snacks for the infants and older infants. All bottles must be plastic and labeled with the child's name. Bottle caps are required by the Board of Health.
3. A mid-morning and two (2) afternoon snacks are provided. A well-balanced meal is served each day.
4. The lunch count is taken at 9:00 AM. If your child has a doctor's appointment, please call so that he/she may be included in the lunch count.



5. Weekly menus are posted on both hall bulletin boards.
6. Parents of children in Infant #1, Infant #2 and Older Infant #1 Rooms must furnish Food-Formula-Milk. Children begin eating from the kitchen when he/she can handle the food without chance of choking. Parents must sign a release for your child to begin eating from the kitchen.

## **INFECTION CONTROL PRACTICES/DISEASE PREVENTION**

1. Children shall wash their hands at least at the following times:
  - Upon entering the Center
  - After toileting
  - Before and after eating meals or snacks
  - Anytime hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge)
2. The staff will ensure that the children are taught the use of running water, soap, and single use of disposable towels. Hands shall be washed and scrubbed for at least 10 seconds with soap and warm running water.
3. Noses shall be blown or wiped with disposable one-use tissues and then discharged in a plastic lined and covered garbage container.
4. Draining or oozing cuts/scores shall be covered.
5. Any child with the following illnesses or symptoms will be excused based on the potential contagiousness of the disease. Periods may be extended beyond these depending upon individual conditions.

Temperature above 100.0 degrees

Diarrhea

Eye Secretions

Undiagnosed Generalized Rash (*In the case of Hand Foot and Mouth Disease, the children cannot return to school until all exposed blisters have dried up*)

Meningitis and Hib Disease

Chickenpox

Hepatitis

AIDS (or HIV infection)

Sudden onset of Vomiting, irritability or excessive sleepiness

**If your child becomes ill during the day, parents are expected to pick up their child immediately. You must have someone available on your emergency contact list to pick up if you are unable to within 30 minutes of being called.**

6. Children absent with a contagious disease will not be re-admitted without a signed release from a physician, indicating the child is no longer contagious.

7. Children sent home with:

**Temperature above 100.0 degrees:** Must be free of fever without any medication for twenty-four (24) hours before returning to school regardless of the origin of the fever.

**Diarrhea:** According to the Board of Health, if diarrhea cannot be contained in the diaper, children must be sent home. Children sent home vomiting or with diarrhea may not return to school the following day. They must be able to eat a normal diet upon returning.

**Eye Secretions:** Must be on eye drops for twenty-four (24) hours and have no secretions before returning to school. Eye infections are very contagious and children should remain on drops for the prescribed amount of time to avoid a re-occurrence.

**Undiagnosed Generalized Rash:** Must have rash examined by the doctor and return with a note stating they are not contagious.

**Meningitis and Hib Disease:** Proof of non-carriage – Either by completion of appropriate drug regimen of Rifampin (two day course for Meningococcal disease or 4 day course for Hib disease) or by a negative throat culture obtained after the completion of treatment for meningitis.

**Chicken Pox:** Skin lesions (blisters) are all scabbed over.

**Hepatitis:** A one week after illness started and fever is resolved.

**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 and the Center director.

**Vomiting and Diarrhea:** Children sent home vomiting or with diarrhea **MAY NOT RETURN TO SCHOOL THE FOLLOWING DAY.**

8. Children sent home ill must be able to participate in all activities, **including outside play upon returning to school.**

9. If your child will be absent for the day, we would appreciate a phone call. You can leave the message on memory call if no one answers.

# MEDICATIONS

1. A Medicine Authorization Form must accompany all medication given by the Center. It is not necessary to write medications on the Daily Sheets. Medication provided on an as “needed basis” or “maintenance” prescription shall be updated as changes occur or at least quarterly by the parent.

No medication of any type, prescription or nonprescription shall be administered by Center staff unless authorized in writing by the parent. Authorization shall include:

- Child’s full name
  - Name of the medication
  - Date(s) to be administered
  - Dosage
  - Time to be administered- it **MUST** be circled on the sheet
  - Side effects (**NONE** is not an appropriate side effect for any medicine)
  - Signature of parent (first and last name) and date of signature
  - Circumstances for administering “as needed” medication
2. All medications sent to the center shall be in the original container, shall not have an expired date and shall be clearly labeled with the child’s name to ensure that medication is for individual use only.
  3. Siblings are not allowed to share prescription medications unless both names are on the bottle with the correct dosage for each child.
  4. Ask your pharmacist to put medicines in a plastic bottle rather than a glass one.
  5. **INFANT WING:**
    - The Infant #1, Infant # 2, Older Infant #1, and Older Infant #2 Rooms’ Medicine Authorization forms are kept in the respective classes clipped on the side of the refrigerator.
  6. **TODDLER/PRESCHOOL WING:**
    - Medicine Authorization forms for these classes are kept in the kitchen on the counter on a clipboard. After completing the form, leave it on the clipboard.
    - All medicines for this wing are kept in a basket in kitchen cabinet.

**REMEMBER ALL MEDICATIONS MUST BE IN A ZIP-LOCK BAG  
LABELED WITH THE CHILD’S NAME.**

7. All medicines must go home on Friday. Medications left over the weekend will be discarded.
8. Children moving from the Infant Wing to the Toddler/Preschool Wing should take all diaper cream, powders, drops, etc home. On the Toddler/Preschool Wing these items should be brought as needed. These items should never be left in the cubby.

## **MISCELLANEOUS**

1. Parents are welcome to visit the Center to observe on the monitors in the Office any time their child is present.
2. KIDS COUNT, INC. will obtain written informed consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.
3. Children are allowed to stay at KIDS COUNT, INC. a MAXIMUM of 10 HOURS PER DAY. This is strictly enforced. Adults are burnt out after 8 hours of work – same goes for little people.
4. Toys, trinkets, jewelry, etc. are not allowed. Please do not ask the staff to take items away from the children on the playground or in the building. These items may not be kept in the cubby. Books and videos are always welcome. Label clearly with child's name. Toys brought in the Center become the property of Kids Count, Inc.
5. Children will be moved from one room to the next after an evaluation by the teacher and the Director. Movement will also take place at the discretion of the Director based on what is best for the child, the teacher, and the Center.
6. All children must have a change of clothing for emergencies. All clothing must be marked with the child's name. The center is not responsible for lost clothing. Remember, as seasons change; clothes in the cubby must change also.
7. Children will be encouraged to play outside except during inclement weather. In cold weather the children need coats that zip, hat, and mittens if necessary. The only reason allowed for not going outside is if there is a weather advisory or it is raining.
8. All children will have an afternoon rest period/nap as required by State law.
9. BITING: If a bite has occurred parents of both the biter and the child bitten shall be notified. The bite will be cleaned with soap and water.

## **KIDS COUNT, INC.**

1. KIDS COUNT, INC. maintains the confidentiality of all children's records. Employees of KIDS COUNT, INC. will not knowingly disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly to any unauthorized person.
2. The Director, Toni B. Turnley, supervises the maintenance and security of the children's records. The records are the property of KIDS COUNT, INC., and the Director, as custodian, secures the records against loss, tampering, or unauthorized use.
3. KIDS COUNT, INC. is a State Licensed Class A facility. We are under the Department of Social Services, Bureau of Licensing. Any unresolved issues can be directed to them and the phone number is 342-9905. The office is located at 627 N. 4<sup>th</sup>.
4. Discrimination by our Staff on the basis of race, color, creed, sex, national origin, ancestry, breast-feeding, or handicapping conditions shall be prohibited.
5. KIDS COUNT, INC. is an equal opportunity employer. No person will, because of race, age, color, or national origin, be excluded from participation in, be denied benefits of or be otherwise subjected to discrimination under any program.
6. KIDS COUNT, INC. prohibits the use of tobacco in any form in indoor areas of the Center, on the playground, and on any Center-sponsored field trip.
7. KIDS COUNT, INC. prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet, or BB guns (loaded or unloaded) in the Center, on the playground, and on any Center-sponsored field trip.
8. KIDS COUNT, INC. does not participate in any water activities.
9. KIDS COUNT, INC. does not provide transportation to or from the center.
10. KIDS COUNT, INC. and its staff are mandated reporters of any suspected abuse and neglect in accordance with LARS 14:403. The local Child Protection Agency phone number is 925-4571.
11. Complaint Procedure: If you have a complaint address Toni directly either in person or by phone anytime at 225-268-1889. If the complaint cannot be resolved, it can be taken up with the State of Louisiana, Bureau of Licensing. Their phone number is 225-342-9905.
12. These policies and procedures are subject to change with a two (2) week written notice to all parents.

### 13. Programs, Movies, and Video Games Policy

a. 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.

b. All television, video, DVD, or other programming shall be suitable for the youngest child present.

c. "PG" programming or its television equivalent shall not be shown to children under age 5.

d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.

e. Any programming with a rating more restrictive than "PG" is prohibited.

f. 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.

### 14. Resources for Parents **1-888-LAHELPU**

- Childcare Assistance Regional Office: 412 N. 4th Street 342-9104
- Louisiana Poison Control Center: 1-800-256-9822
- National Poison Control: 202-625-3333
- Child Protection Hotline 1913 North Street: 925-4571
- E.B.R. Police Child Protection Investigation Unit: 342-0500
- LA Dept. of Social Services 627 North 4th Street: 342-9905
- Dept of Health and Hospitals 628 North 4th Street: 342-9500
- E.B.R. Parish Health Unit 353 North 12th Street: 242-4860
- LaChip 1-877-252-2447 [www.lachip.org](http://www.lachip.org)
- Family Counseling Services 4727 Reserve Avenue: BR, La 70808
- Prevent Child Abuse LA 1-800-CHILDREN (800-244-5373)
- Nutrition Education Training 342-3676
- Food Quality Program 5835 Florida Blvd. BR, La. 925-6914
- Pediatricians in Baton Rouge:
  - Dr. Stephanie Kelleher 888 Tara Blvd. 926-4400
  - Dr. Danny Wood 7373 Perkins Road 246-9290