



PARKVIEW BAPTIST EARLY LEARNING CENTER

PARENT HANDBOOK 2023-2024

A FIRM FOUNDATION FOR THE NEXT GENERATION

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Welcome to PBELC

Welcome to our Parkview Family! PBELC provides a loving, challenging and biblically-based educational environment for children. We are glad you and your family have decided to join our program.

Our goal is to provide an environment where your child will be nurtured and loved by teachers and staff. We offer an enriching program of social development, character development, developmentally-appropriate opportunities, academic readiness activities, and biblical training.

This *Parent Handbook* has been prepared to provide you with details on the daily operation of the Early Learning Center and your responsibilities as parents or guardians. We have tried to cover all aspects of the program. If you have any questions as you read through this manual, please let us know.

Thank you for taking the time to become familiar with our policies. We look forward to serving you and your family.

The Mission of PBELC

PBELC exists to help children grow in Christ, in truth, in skill, and in love.

Growing in Christ – We believe faith in Christ is the bedrock foundation for life. At PBELC, children both learn about and experience the love of Jesus in their classrooms.

Growing in Truth – At PBELC, we believe firmly that all truth is God’s truth. Whether our children are studying the scriptures, a science text, or learning math, we affirm it is God who ordered the universe.

Growing in Skill – We recognize God made our bodies capable of amazing abilities. Through exploration, play, music, and dance, children at PBELC develop their God-given skills.

Growing in Love – Jesus loved children, and at PBELC we do too. Through personal interactions, PBELC kids learn how to treat one another with love, kindness and mutual respect.

The Mission of Parkview Baptist Church

Our church exists to grow in Christ and share him with others. We desire to see a multitude of people from every ethnicity, culture, and walk of life in Metairie knowing and worshiping Jesus Christ as Lord.

If you don't currently have a church home, consider visiting us!

Services

Sunday School 9:15 a.m.
Sunday Morning Worship 10:30 a.m.
Wednesday Bible Studies for all ages. 6:00 p.m.

For more info visit www.pbcmetairie.com

PBELC Belief Statement

The following is a summary of the beliefs that PBELC holds as the core teachings of Christianity. Although administrators and teachers will teach in accordance with these beliefs, all children and families are welcome at PBELC whether or not their beliefs align with this statement.

The Bible

The Bible is the only book that has been fully inspired by God, was supernaturally preserved throughout the ages, and is sufficient for all matters of life and faith.

2 Timothy 3:15-17, Hebrews 4:12, Luke 21:33, 1 Peter 1:25, Psalms 19:7-10, Romans 15:4

God

God has eternally existed as three separate Persons: Father, Son and Spirit. Each person is completely God, and there is only one God. There is equality among the Persons of the Trinity, but each Person has different roles.

Deuteronomy 6:41, Mark 1:9-11

Creation and Fall

God created humans to have a relationship with him, but also gave them free will. Humans disobeyed God, severing their relationship with the Creator. God made a way for the relationship to be restored, but at a great cost to himself.

Genesis 1, Genesis 3, Job 33:4, Romans 5:8

Redemption

God sent his Son, born of a virgin, to live a perfect life. The penalty for sin is death, but because Jesus had no sin of his own, he was able die on the cross for the sins of mankind. By rising from the dead three days later, Jesus demonstrated his victory over death and hell. Faith in Jesus alone is the only way to restore this relationship with God, as Jesus himself said “I am the way and the truth and the life. *No one comes to the Father except through me.*”

Isaiah 7:14, Ephesians 1:4, Galatians 4:4, Luke 2, Galatians 2:20

The Present

Because salvation is found in no one else, the message of Jesus’ death, burial, and resurrection is of utmost importance. Our task on earth now is to spread the message of Jesus and to encourage others to place their faith in Jesus alone.

Luke 24, Acts 2, 2 Corinthians 5:17-20, Matthew 28:19-20

The Future

Very soon, Jesus will return to the earth to destroy the work of the Devil and claim those who belong to Him. All people will be judged; those who rejected God’s offer to be reconciled to him through Jesus will be eternally separated from him. Those who believed in Jesus and had life in his name will spend all of eternity with God, enjoying the relationship they were created to have all along.

Matthew 24:36-44, John 14:1-3, Revelation 12, Matthew 24:36-44, John 14:1-3, Revelation 12, Revelation 19:11-21, Revelation 21-22

For a more comprehensive resource on what Southern Baptists believe, consult the Baptist Faith and Message 2000. <http://www.sbc.net/bfm/bfm2000.asp>

About this Handbook

This *Parent Handbook* has been developed to help you understand how our program works. Please be sure to read this handbook and keep it for future reference. The following policies and procedures represent the most recent expression of the leadership of PBELC.

Because of changes in state law or unforeseen circumstances, it may be necessary to make changes to this handbook during the school year. Therefore, PBELC reserves the right to modify, augment, suspend, or revoke any policies, procedures, practices, and statements contained in this manual at any time. PBELC will make every effort to inform parents of

changes. Throughout this document Parkview Baptist Early Learning Center may be referred to as “PBELC,” “the Center,” or “ELC.”

Questions about policies/procedures should be forwarded to the director.

The Parent’s Role at PBELC

1. Have the child attend regularly, arriving and departing at proper times.
2. Teach self-reliance by encouraging your child to put on, take off and hang up her things.
3. Teach self-independence by dropping your child off with the teacher at the door instead of entering the classroom. Entering the classroom sends a message to the child that you intend to stay which can make your departure even more emotionally charged.
4. Confer with his teachers about him but refrain from discussing him in his presence. Refrain from holding long conversations while dropping off and picking up your child. If you need to talk to the teacher for more than a minute, please call the office to schedule a conference.
5. Know your child’s teacher, and work with her concerning any problems that may arise.
6. Immediately after picking up your child, take time to listen to your child’s daily experience and discuss with real interest.
7. Build in your child a wholesome, friendly attitude toward his teacher.
8. Make time to do things with your child. Live, work and play as a family.
9. Report any upsetting experiences which you think will help the teacher understand your child better.
10. Help your child anticipate happy experiences in relation to the Center.

Non-Discrimination Policy

Children are admitted regardless of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed.

Children with special needs are admitted provided we can adequately meet their needs.

Hours and Days of Operation

Parkview Baptist Early Learning Center's operating hours for the 2022–2023 academic year are 7:00 a.m.–5:00 p.m., Monday through Friday. See Tuition Payments and Drop-off/Pick-up Policies for more details.

Curriculum and Enrichment

PBELC's curriculum is Christ-centered with the Bible as the guide for instruction. All classes use the WEE Learn curriculum published by LifeWay Christian Resources. WEE Learn contains teaching suggestions for using books, music, and nature to illustrate Christian fundamentals. Age-appropriate learning activities are designed to lay a foundation for understanding God, Jesus, the Bible, church, self, family, others, and the natural world.

We also use a second curriculum, a Louisiana state approved curriculum, The Creative Curriculum®, by TeachingStrategies. It focuses on daily experiences, offering guidance on engaging children in playing with toys, imitating, and pretending, enjoying books and stories, creating with art, and much more. It helps teachers and caregivers be intentional about the daily experiences they provide, while giving them the flexibility to respond to the changing interests, abilities, and needs of the children in their care. Developmentally appropriate activities are incorporated into the program to develop fine and large motor skills. Foundations for math and reading readiness skills are laid. The ELC provides hands-on activities to provide an enjoyable learning experience. Classrooms for 2–4-years old, are equipped with learning centers where children may work individually and in groups. We follow the Birth to Five Standards set forth by the LDOE.

Chapel

Chapel is conducted once a week with preschool age children–3s and 4s. During this time, the children are told a Bible story, sing praise songs, collect an offering, and learn a Bible verse. The offering is used for a special project, such as buying Christmas gifts for underprivileged children.

Holidays

PBELC follows the holiday schedule of Jefferson Parish Public Schools:

- Labor Day
- Thanksgiving (Monday – Friday) (½ tuition)
- Christmas & New Year’s Day (Winter Break) approximately 2 weeks (½ tuition)
- Dr. Martin Luther King Jr. Day
- Mardi-Gras Break (Monday – Friday) (½ tuition)
- Easter Break (Thursday – Monday)
- Memorial Day
- Juneteenth
- Independence Day
- Teacher Development Week (5 days in July) (½ tuition)

With the exception of the five weeks above, no discounts are offered for any other closures. Please see the official holiday calendar for specific dates. Note these dates are subject to change each year.

PBELC Contact Information

Phone: 504.456.0115

Fax: 504.887.9909

E-mail: info@pbelc.org

Website: www.pbelc.org

Facebook: facebook.com/pbelc.metairie

Early Learning Center Communication

We believe that good communication with parents is essential to providing quality care for children. We will communicate with parents through written notices, email, phone calls, and text messages, as necessary. **Please check your child’s cubby and/or folder daily for written communications, especially from the office and/or teacher.**

Parents may call the ELC to check on their child. The teacher will return the call at the first available opportunity.

If you have concerns regarding classroom matters, please address those first to the teacher. If the matter is not resolved to your satisfaction, then please call, text, or email the director. Your concerns are important to us.

Notification of Information Changes

Parents are requested to notify the Center's office immediately in case of changes in family/child information including new addresses, phone numbers (home, cell and work), e-mail addresses, emergency contacts, custody, and pertinent student medical information (e.g., allergies).

Change of Child Custody: If a child has a change in custody or guardianship, a new **Registration Application** must be completed and signed by the new custodial parent or guardian within three (3) calendar days of the date the change becomes effective. A copy of the court order or official parent plan must also be submitted.

Admission

Admission to Parkview Baptist Early Learning Center is by application. PBELC admits qualified children, regardless of gender, race, color, creed or national and ethnic origin or whether a child is being breastfed, to all the rights, privileges, programs and activities generally accorded or made available to the children at the Center. The Center complies with federal and state disability laws (as applicable to the Center), and it will make reasonable accommodations to otherwise-qualified applicants. The Center cannot guarantee a child's eligibility for continued enrollment after his or her initial admittance to the Center.

Dismissal

The Center reserves the right to dismiss children that we are unable to serve in a way that is most effective for the child. The ELC does not provide special resource programs or teachers. The ELC reserves the right to dismiss a child due to parental non-compliance with ELC policies and procedures, or non-payment of tuition.

Registration Procedures

After touring our facility and deciding you would like to enroll your child, please:

1. Return a completed registration packet.
2. Provide the child's current immunization record.
3. Pay the registration and supply fee for each child. The registration and supply fee are non-refundable.

Licensing

PBELC is a Type III center, licensed by the Louisiana Department of Education. The Center is inspected by the Jefferson Parish Health Department, the Louisiana Department of Education, Division of Licensing, and the State and Jefferson Parish Fire Marshall several times a year.

Reporting Abuse and Neglect

Any suspected abuse and/or neglect of a child must be reported to the local child protection agency at 1.855.4LAKIDS(1.855.452.5437) in accordance with Bulletin 137 15:1509.

Teacher-Child Ratios

Parkview ELC meets and often exceeds all required teacher-child ratios. At minimum, we maintain the following ratios:

<i>Ages of Children</i>	<i>LA Required (Staff: Child)</i>
Infant (under 12 months)	1:5
1 yr. old	1:7
2 yr. old	1:10
3 yr. old	1:13
4 - 5 yr. old	1:15

Staffing

Employee Qualifications: All employees of Parkview Baptist Early Learning Center have been chosen based on their spiritual maturity, educational background in early childhood development and their God-given gifts to work with young children. They are professionals who are dedicated to the nurturing and care of each child.

Training and Experience: The staff meets and exceeds all training requirements mandated by the State of Louisiana. Our staff is comprised of teachers who have obtained associate's, bachelor's and/or master's degrees in early childhood and related fields, Child Development Associate Certification, and/or continuing education in early childhood.

Transition Period

During the first weeks of enrollment in the program, parents are encouraged to:

1. Say your good-byes quickly.
2. Prepare your child by speaking about the wonderful things he will be doing.
3. Remind your child she will get to see her friends and teachers.
4. Be positive and refrain from apologizing for leaving your child.

The purpose of this is to demonstrate to the child that you trust us to take good care of him while you are away. A positive outlook and message from you will help to make a quick and positive transition for your child.

Separation from Parents: We are committed to make the separation from you as easy as possible. A teacher or staff person will greet you when you arrive. We suggest you give your child a quick hug, kiss, and smile as you leave, letting him know you love him and will see him soon. Each person on our staff is qualified and trained to care for your child in a special way. If for any reason we feel your child cannot be consoled, we will contact you for recommendations.

Tuition

Tuition is due every Monday. If tuition is paid bi-weekly or monthly, payment must be made in advance. If PBELC is closed on Monday, tuition is due on the first day PBELC is in operation.

- Tuition payments more than one week past due may result in the dismissal of your child from the program. In certain circumstances, alternate payment arrangement can be made with the approval of the director and the ELC Committee. Please contact the director for more information regarding alternate payment arrangements.
- Families receiving CCAP (Child Care Assistance Program) are responsible for payment of any difference between the total monthly charges and the payment received from the agency for the month.
- A \$10 NSF fee will be charged on all returned checks.
- If you have more than one child attending Parkview Baptist ELC, the second child will receive a 10% discount on his tuition. If you are an active member of Parkview Baptist Church, you will be given a 10% discount on your child's tuition. If one or both parents are active or reserve military, you will be given a 10% discount.

- Tuition discounts will not be given for the following: holidays, sickness, emergency closures or absenteeism. The exception to this is a ½ tuition discount for the Thanksgiving Break, Winter Break, and Teacher Development Week Remember: you are not paying for attendance, but rather your child's spot at the ELC.
- A payment box is mounted in the hall on the first floor. Tuition payments are to be deposited in this box only. Payments may be made by check, money order, cash, debit, or credit. Cash payments must be deposited in a sealed and labeled envelope. A receipt will be issued for cash payments.

Morning Drop-Off

The child's parent or authorized designee is to escort him to the classroom door each morning and sign in with the child's teacher. **We ask that you not enter the classroom when dropping off. Entering the classroom sends a message to the child that you intend to stay which can make your departure even more emotionally charged.** The best practice is to either let them walk into the classroom themselves or have the teacher take the child into the classroom. Families with multiple children may choose the best order to drop off children, but please note older children are not allowed in the nursery suite classrooms.

Afternoon Pick-Up

Each child must be signed out by his parent or authorized designee. If someone other than the regular pick-up person comes to get your child, please remind this person to bring a photo identification. This photo identification will be requested before your child will be released to this individual's care. In addition, in accordance with Bulletin 137, Louisiana State Licensing Regulations, "parents may further authorize additional individuals via a text message or email to the Center in unplanned situation and follow it with a written authorization." Authorized designees must be at least 18 years old per Licensing Regulations.

In case of a custody dispute the ELC cannot make a decision regarding the legal and physical custody of your child. A court order must be on file in the Center in order to restrict parental access to a child.

Absence

If your child will be absent for the day, we ask that you inform the office by 9:00 a.m., indicating the reason for the absence. If your child has a communicable disease (e.g., Covid-19, chicken pox), we need to inform the teacher and other parents. The name of a child with a contagious illness is kept confidential. Tuition must be paid even if a child is absent. No tuition refunds or credit will be given for days the ELC is closed for circumstances beyond our control, i.e., hurricanes.

Late Pick-Up

In the event you anticipate not being able to pick up your child by 5:00 p.m., we ask you contact the office at 504.456.0115 and notify the director or designated person in charge. If a child is picked up after 5:00 p.m., a \$20 late pick-up fee along with a \$1 per minute charge will be billed to your account. A bill, due upon receipt, will be sent for this late pick-up fee. A child habitually picked up late may be dismissed from the program.

Late Drop-Off

We require all children to be in their classroom by 9:00 a.m. as this facilitates a smooth transition into classroom activities. Excused late drop-offs include doctor's visits or other wellness/legal visits provided a written note of excuse is provided. **Unexcused late drop-offs exceeding five (5) per academic year will incur a \$10 per-instance charge.** In the event your child will arrive later than 9:00 a.m. we ask that you call the office to make us aware. **A child habitually dropped off late may result in dismissal from the program.**

Mid-Day Drop-Off/Pick-Up

Please be sensitive to mealtimes and nap times for your child. If you are bringing them mid-day due to a medical or unforeseen issue, please ensure your child is fed as they may have missed a meal or snack. Drop-offs are not allowed during nap time (12:00-3:00pm) in order to not disrupt the rest of fellow students. Pick-ups during nap time are not recommended but are allowed.

Release of Child and Information

The ELC will allow the following to either of the child's parents or legal guardians unless the Center receives sufficient evidence that a court order,

legally binding document (e.g., a document relating to divorce, separation, custody), or law or regulation specifically revokes those rights:

1. The release of a child
2. Information about the child (as deemed appropriate by the Center, its sole discretion)
3. Access to Center educational records for the child
4. Make decisions on behalf of the child

In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the Center may elect to take any action it deems appropriate, including taking no action.

Parking

Please drive slowly when arriving and departing the parking lot. Children are sometimes difficult to see when they are crossing the parking lot area to reach the sidewalk. Please ensure children remain with parent/guardian when traveling to and from vehicles and the building. Do not leave other children unattended in vehicles while delivering your child to the ELC. We ask that you reserve parking spots closest to the building for handicap persons only/vehicles containing handicap tags or placards.

Parent Visitation and Volunteers

We believe that the home and the ELC, working together, can form a solid base for each child as he prepares to meet life's challenges. We encourage parents to be part of this process by helping with scheduled activities and attending special programs/events. Parent involvement demonstrates to the child the importance placed on education.

These opportunities may include helping with class parties, assisting with special projects, and other opportunities.

While we encourage parents to partner with the Center for scheduled activities and opportunities, we ask that parents refrain from just "visiting" as these visits may be disruptive to the child and the class.

Withdrawal

Parkview Baptist ELC requires a two-week written notice of a child's permanent withdrawal from the program. If no notice is given, PBELC will

charge for the remaining two weeks of tuition, as stated on the registration form signed at the time of registration.

Closure for Weather Conditions

We follow the Jefferson Parish school closings. In the event of bad weather, hurricane, or flooded street conditions, please listen to WWL Radio 870 AM or WDSU-TV for school closings.

Closure and Updates for COVID-19

PBELC uses the most up-to-date ELC-specific Covid-19 guidance for operations. In the event of changes, room closures, etc., the administration will communicate with parents via email and text message.

Emergency Situation Plans

In emergencies of imminent danger parents will be expected to pick up their children as soon as possible. The Center may be closed in the event of emergencies such as hurricane, floods, or lack of electricity. The ELC generally follows Jefferson Parish scheduling, including school closures.

Family Members: In the event of an emergency, please:

- Remain calm
- Adhere to the emergency procedures for the Parkview Baptist ELC if you are at the Center during the emergency
- Adhere to emergency procedures regarding release of children from evacuation sites
- Adhere to emergency procedures regarding lock-down situations

Procedures allowing the dismissal of children to their parents: In the event of evacuation, teachers will take children, along with their class roll, to an assigned location. Parents will pick up their children from that location.

Procedures requiring children to stay at Parkview Baptist ELC:

- Do not attempt to remove your child(ren) from Parkview Baptist ELC during an emergency. You may endanger children, staff, and yourself if you do not wait until an appropriate authority has given an “all clear” message or has authorized family members to enter the Center following an emergency.

- Please do not attempt to reach the staff via a cell phone. In the case of a lock-down situation, if a cell phone is not silenced, a call may alert a transgressor to the location of the cell phone.

The ELC will send updates via text and/or e-mail when possible.

Child Guidance

Respectful and trusting relationships between adults and children are the cornerstone of the Center's guidance policies. Positive, guiding communication is our primary method of helping children to develop a sense of independence, confidence, and competence in their own abilities and to get along with peers and adults during classroom activities. Daily schedules, curriculum concepts and components, classroom arrangements, and teachers are chosen to promote positive learning experiences.

Children are afforded the right to:

- Be an individual with special talents and needs
- Be protected from physical and emotional harm
- Need special help in some areas
- Be respected by all individuals in the program

Becoming socially and emotionally competent is a developmental process with many components:

- Young children are in the process of learning to use words and other forms of communication to express their feelings and needs. (Language delays and learning multiple languages can make this more challenging for some children.)
- Young children learn from experiences to connect actions to consequences.
- Young children learn over time to control impulses.
- Young children need practice to cooperate, share and take turns with others.
- Young children gradually learn to consider other's feelings and perspectives.
- Young children gradually learn to distinguish what is real and what is fantasy.
- Challenging behavior refers to any activity that:
 - Interferes with children's learning, development, and success at play
 - Is harmful to the child, other children, or adults
 - Puts a child at risk for later social problems or school failure.

The causes of challenging behavior are extremely complex and intricately interconnected. We focus on elements in the child's environment that we can influence directly and work to increase children's capacity to develop the skills that support them in full participation in the classroom and with adults and peers.

Strategies that have been shown to work effectively are:

- Setting clear and consistent boundaries
- Assisting children in social competence and impulse control
- Calmly acknowledging children's feelings before beginning to deal with conflicts and solutions
- Posing choices that give the child control over the situation
- Modeling expected behavior – act as we desire the children to act
- Telling children what to do, instead of what not to do
- Observing and analyzing behavior (adult's and children's) to better understand it
- Adjusting environments so that challenging behavior is not needed
- Teaching appropriate behavior that helps children participate fully
- Naming the behavior, you want to reinforce (“You put the puzzle on the puzzle shelf all by yourself!”)
- Avoiding comparisons between children
- Helping children appreciate their own behavior and achievements (“You must feel proud of the way you shared the markers with Sam,” rather than “I like the way you . . .”)
- Remaining calm and respectful, not angry or threatening
- Viewing challenging behavior as an opportunity to teach
- Encouraging sharing, providing sufficient toys, showing our own generosity toward others, and acknowledging children when they do share
- Avoiding situations where children must wait beyond their ability
- Preparing a safe environment
- Trusting children to succeed
- Adequately preparing children for transitions and changes
- Stating rules simply – “I cannot let you throw the blocks.”
- Expressing interest in children's play or work – commenting on specifics.

The following practices are never employed at Parkview Baptist ELC:

- Spanking or any form of physical punishment
- Ignoring as a form of withholding comfort, contact, interaction
- Threatening
- Humiliating – belittling

- Yelling
- Embarrassing
- Insulting
- Teasing
- Using extrinsic reward strategies
- Withholding food or rest
- Shaming
- Scaring or intimidating
- Isolated time-out

Inappropriate Behaviors Policy

Inappropriate behaviors are unfortunately a part of child development. **These behaviors include biting, hitting, kicking, tripping, scratching, throwing objects, cursing, spitting, removal of clothing at inappropriate times, self-inflicted injury, and others.** Often children struggle to communicate, and inappropriate behaviors serve as a communication outlet. However, these behaviors can be harmful to the child, other children and to staff.

Our goal is to help identify what is causing the behavior and resolve these issues. If the issue cannot be resolved, this policy serves to protect the child, other children, and staff. Depending on what type of incident occurs, state regulations may require that the parents of all children involved be contacted. Parents of children involved will be notified, but the identity of other children involved will be confidential.

When Inappropriate Behaviors Occur

The staff's job is to keep all children safe and help children learn more appropriate modes of expression. We do not use techniques to alarm, hurt, or frighten children such as washing a child's mouth out with soap.

For any child who sustains injury:

1. First aid is given as needed including applying ice packs, cleaning wounds, and applying bandages.
2. Parents are notified.
3. The "Incident/Accident" form is filled out documenting the incident.

For the child who exhibits inappropriate behavior:

1. The teacher will firmly tell the child "No! Do not _____!"

2. The child will be placed in time out for no longer than the child's age if two or older. If under the age of two the child will be redirected and or removed from the vicinity.
3. The parents are notified.
4. The "Incident/Accident" form is filled out documenting the incident.

When Inappropriate Behaviors Continue

1. The child will be observed by the classroom staff to determine what is causing the child's behavior.
2. The child will be shadowed to help prevent incidents. The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. Books such as "Hands are Not for Hitting," "Feet Are Not for Kicking," "Little Bird's Bad Word," "Teeth Are Not For Biting" etc. will be read to the entire class or to the child with inappropriate behavior to reinforce positive modes of expression.

When Inappropriate Behaviors Become Excessive

1. If a child exhibits a continuous inappropriate behavior that is not mediated by the efforts of the teacher, staff, and administration, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If a child inflicts significant injury to another child or teacher or exhibits a repeated inappropriate behavior two or more times in a 4-hour period, the child will be required to be picked up from center for the remainder of the day.
3. In cases where all efforts to mediate inappropriate behaviors do not result in significant improvement, or in cases where other children are severely negatively impacted, or when the situation endangers the child, other children, or staff, the child will be removed from our program and recommended to seek a center specifically equipped to serve the child.

Health Policy

As Christians, we believe we are commanded by God to respond to the spiritual and physical needs of all people. To carry out this ministry we desire to respond with compassion to the spiritual, emotional, mental, social, and physical health care needs of children and their families. We

will make every effort to provide a loving and safe environment for all who attend Parkview Baptist Early Learning Center.

Immunization Records: Each child's immunization records must be current, signed by the child's pediatrician, and kept on file in the Center's office.

Infectious Disease: An infectious disease is any disease that spreads from one person to another person. This includes, but is not limited to, common childhood diseases such as chicken pox, measles, mumps, respiratory and digestive illnesses, as well as more serious diseases such as Covid-19, Hepatitis B, HIV, and tuberculosis. According to the Department of Health and Hospitals (Title 51, Chapter 3 Child Day Care Centers), "the childcare center shall exclude from childcare the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions."

Family Members with Contagious Illnesses: If a family member who lives with a PBELC child becomes ill due to a contagious disease, we ask that the PBELC child be kept home as well to reduce risk of spread. Therefore, when one child is sent home due to a contagious illness, any siblings attending PBELC will be sent home as well.

The following Health Department guidelines are used at PBELC. However, specific outbreaks may require additional measures to reduce the spread.

Illness/Symptom	Exclude Until
Fever of unknown origin 100.0° (axillary) and some behavioral signs of illness	24 hours fever free without the use of any fever reducers
Diarrhea or Vomiting	24 hours symptom free without the use of medication
Undiagnosed generalized rash	Well or cleared by child's physician. <i>Note must state your child is not contagious and may return to school.</i>
Meningococcal disease	Well, with proof of non-carriage from physician
Hib disease (hemophilus influenza)	Well, with proof of non-carriage from physician

Illness/Symptom	Exclude Until
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, the Director and if necessary, an ad hoc committee (See Infectious Disease).
Sudden onset of irritability, inability to participate, or excessive sleepiness	Evaluated and cleared by physician <i>A doctor's note is required for your child to return to the Center.</i>
Hepatitis A	One week after illness started and fever gone.
If anyone in your household has come in contact with someone or possible exposure to COVID-19	The LA Department of Health is contacted for COVID-19 cases. PBELC then follows the current guidelines provided by the LDH.
If your child has any two of the following symptoms: Rising temperature, chills, nasal congestion, runny nose, loss of taste/smell, shortness of breath/difficulty breathing, diarrhea, vomiting, fatigue, stomachache, lethargy, headache, body aches, poor appetite, or inability to participate.	24-hour symptom free, or cleared by physician. Please note if any of these symptoms are normal for your child, only unusual symptoms will be considered.

Please note, if a child is sent home with an illness, they cannot return the following day

In addition, Department of Health and Hospitals, Title 51 states “With most other illnesses, children have either already exposed others before becoming obviously ill (e.g., colds) or are not contagious one day after beginning treatment (e.g., strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Check with your local health department for information on specific diseases. Children who are chronic carriers of viral illnesses such as cytomegalovirus (CMV) and Herpes simplex can and should be admitted to childcare” (p 252)

- The Early Learning Center Director is to be informed if a child or teacher is known to have an infectious disease. Signs will be posted by classroom doors to notify parents and teachers they have been exposed to an infectious disease.
- The American with Disabilities Act prevents discrimination against AIDS–infected persons.
- Parents are to inform the Director if their child contracts any contagious disease (including chicken pox or German measles) so the parents of the other children may be informed. *Confidentiality will be maintained.*
- The parent or designated person shall be notified immediately in the following situations:
 - Allergic reaction
 - Skin changes (e.g., rash, spots, swelling, etc.)
 - Unusual breathing
 - Dehydration
 - Any temperature of 100° (axillary)
 - Any illness requiring professional medical attention
- A child will not be permitted to stay in the classroom or at an activity once it has been determined he is ill.
- Any child who has been absent from PBELC because of a diagnosed contagious illness must have a medical release from the child’s treating physician stating the child is free of contagious illness and may return to the Center.
- We reserve the right to dismiss a child from the program for reasons that keep the child from functioning in classroom activities.

Emergency Notification Procedure

Injury or Accident: The parent or designated person shall be notified immediately in the following situations:

- Blood not contained in an adhesive strip
- Head injury
- Human bite which breaks the skin
- Any animal bite
- An impaled object
- Broken or dislodged teeth
- Any injury requiring professional, medical attention

Illness or Unusual Behavior: The parent or designated person shall be notified immediately in the following situations:

- Allergic reaction

- Skin changes (e.g., rash, spots, swelling, etc.)
- Unusual breathing
- Dehydration
- Any temperature of 100° (axillary)
- Any illness requiring professional medical attention

In the event a parent cannot be contacted, the emergency contact person is notified. If none of these are available, the child's physician may be contacted. 911 is called if an illness or injury requires immediate professional medical attention. Children are transported to the hospital of the parent(s) choosing when possible.

Non-Emergency Notification Procedure

- A parent is notified at pickup if a child has become moderately ill or has an injury that does not warrant professional medical attention.
- When symptoms of illness occur, you will be called immediately to pick up your child. **You or another authorized person must pick up your child within one hour of being called.** This is necessary as the center does not have a sick room in which children may wait until they are picked up. Your child will rest in the state-designated isolation area in the main office until you arrive. Please keep all phone numbers current so we can reach you easily.

Medication

Medicine is to be kept in its original prescription container, clearly marked with the child's name on it in order to be administered. The parent must complete a ***Medication Authorization*** form before medication can be administered. No "over the counter" medications will be administered unless the medication has a prescription label.

Authorization for the Application of Topical Products form must be completed for the application of diaper-rash ointment and creams, sunscreen, and insect repellent.

We do not administer fever reducers to the children for fever or pain. The only exception to this is if your child has febrile seizures. If your child has this condition, we must have a note from your child's pediatrician stating that he has febrile seizures, the type of fever reducer to administer, and the amount. You, as the parent, must also complete an ***As Needed***

Medication form, which will be kept on file and maintained every 3 months. The parent is also responsible for providing the fever reducer, which is kept in the medicine cabinet.

No medicine of any kind is to be left in your child's diaper bag, school bag or backpack.

Records

All records must be updated when essential information changes, such as:

- Work and/or home telephone numbers
- Work/home address
- Authorized person(s) – along with telephone number – to pick up your child and in case of emergencies
- Medical forms indicating all required immunizations
- Allergies or personal problems affecting your child

Insurance

Parkview Baptist Early Learning Center provides an accidental injury insurance policy for each child that is enrolled in our program.

Food and Feeding Guidelines

Infant and Crawler Classes:

- Parents must provide capped plastic bottles prepared and labeled with their child's name. If the child is being breastfed, the mother may nurse the baby, if she wishes, at the Early Learning Center at her convenience and upon coordination with the infant teachers.
- When your child starts to eat solid food, please coordinate acceptable PBELC menu items with your child's teacher. If bringing food from home, the food must be in a container clearly marked with your child's name. Menus are posted in all the rooms.
- Please feed your child before drop off. A baby with a full tummy has an easier transition than a hungry baby.

Walker, Toddler, Two-, Three and Four-Year Old Classes:

- These children are served a balanced meal with milk at lunch, a nourishing mid-morning snack and two afternoon snacks.

- Food allergies and feeding problems are to be reported to the director and the classroom teachers. (See *Food Allergy Policy for more information*)
- Food items that might cause choking are not served to preschoolers. These include, but are not limited to, the following: whole grapes, whole hot dogs, nuts, popcorn, and hard candies.

Food Allergy Policy

The ELC recognizes the potentially serious consequences for children who are exposed to a food or substance to which they are allergic. Exposure to such may cause a condition known as anaphylaxis, a severe and potentially life-threatening allergic reaction.

The Center does not purport to be, nor can it be deemed to be, free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. We will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

Parents are to check the daily menu. If the menu notes food and drink will be served to which a child is allergic, parents must provide the child's lunch. If a lunch is not provided, a parent will be contacted and requested to bring a lunch.

Medical Management

Each student at risk for a life-threatening allergic reaction must have a ***Food Allergy Action Plan*** completed annually by a physician and on file with the Center. One copy is stored with each of the child's auto-injectable epinephrine. The medication/pen must be in the original prescription box, with the child's name clearly visible and accompanied with an ***As Needed Medication Form*** as well.

A parent of a child with food allergies is responsible for alerting the Director and teacher to the food allergy and making plans together for how to best accommodate the child based on the guidelines presented in this policy.

Any child who has been given epinephrine, either manually or via an auto-injector device such as an Epi-pen, must be transported to the hospital via emergency services personnel.

All teachers are instructed to recognize the signs and symptoms of an anaphylactic reaction, as well as how and when to administer an auto-injectable epinephrine.

Auto-injectable epinephrine is stored in a secure but unlocked location easily accessible by the Director or teacher to ensure prompt availability in the event of an allergic emergency at the Center.

Auto-Injectable Epinephrine Policy

With the passage of HB 417/Act 335, effective 8/1/22, trained childcare staff are authorized to administer auto-injectable epinephrine to a child who is believed to be having an anaphylactic reaction, whether or not such child has a prescription for epinephrine. At PBELC, each staff member is trained to recognize the signs and symptoms of an anaphylactic reaction, as well as how and when to administer auto-injectable epinephrine. A supply of auto-injectable epinephrine will be at the center in a secure and easily accessible location but inaccessible to children. Any child who has been given epinephrine must be transported to the hospital via emergency services personnel.

Risk Reduction - Classrooms:

All classrooms are peanut and tree nut-free. Depending on the presence or absence of children with food allergies using the classroom and the severity of the allergy itself, packaged snacks which bear a warning that they were processed in a facility which shares equipment with, or processed on a line with, peanuts or tree nuts may not be acceptable.

Treats brought into the classroom for class parties, birthdays, etc., must meet these same peanut and nut-free criteria, and should include full labeling information. For this reason, all treats must be commercially produced. Children with food allergies are encouraged to keep a supply of safe treats at the Center. (See ***Birthday Celebrations*** for additional information)

Classroom activities that involve the use of food, either for craft or educational purposes, requires advance written permission from parents.

A *Participation in Food-Related Activities* form is part of the registration process and will be kept updated and in each child's file in order to participate in the activity.

Teachers will make a note in their plan books and post a notice in their classroom regarding the presence of students with food allergies in their class as well as the location of the appropriate medications. This will enable anyone who comes into the classroom as a substitute to be prepared for an allergic emergency.

Risk Reduction – Preparing for an Emergency.

All teachers are trained in how to recognize life-threatening allergic reactions. The Center's food allergy emergency plans include coordination with local EMS or emergency response in the event of anaphylaxis. Allergy-free foods and access to epinephrine are ensured in plans for fire drills, lockdowns, etc.

Special Diet

Milk: If a child requires an alternative milk parents must fill out a ***Religious and/or Personal Statement for Food Substitution*** form. Parents must provide any alternative milk or beverage other than water.

Religious Reasons: If your child requires a special diet for religious reasons, the ***Religious Statement for Food Substitution*** form is included in the registration packet. A signed copy will be kept in each child's file.

Celebrating Birthdays

Birthdays are a special time in the life of your child. Parents may send refreshments for the class. We celebrate birthdays during morning or afternoon snack time. Please arrange birthday celebrations with your child's teacher prior to the day you want to bring the snack.

Children enjoy thinking about what treat they would like to bring for their birthday. We encourage you to help your child to consider a healthy snack. In accordance with regulations and standards, please use the following guidelines as you and your child are choosing a special snack to share:

- If serving fruit, do not pre-cut. Rather, bring the whole fruit.
- Food must be pre-packaged or prepared in a Health Department-approved licensed kitchen (sealed fruit cups, sealed pudding cups, individually wrapped crackers, or cookies, etc.). Unfortunately, this means we cannot accept or use home-made treats for the children.
- No peanuts of any kind. (See *Food Allergy Policy* for information.)
- Please bring in the nutritional ingredient information on the package so teachers can check it to avoid any known allergies for individual children in the classroom.

Invitations to home birthday parties are not to be distributed at the Center unless the child is inviting every boy or girl in the class. Children hosting limited-invitation parties should use discretion. Limiting guests is understandable but other children should not be conscious of the fact that they are not invited.

Holiday Parties

A limited number of parties will be arranged in each classroom to celebrate special events. Classes may have parties in the fall and at Thanksgiving, Christmas, Valentines' Day, and Easter.

What to Bring

Babies and Toddlers:

1. Diapers and Wipes – We ask that the parents bring a bag of diapers and a box of wipes with a plastic refillable box to leave at the Center. The teacher will advise when you are running low, asking you to bring more a few days before you run out.
2. Bottles and Bottle Caps – These are to be prepared for the day and clearly marked with your child's name.
3. Pacifier (if needed) – Your child's name is to be clearly marked on the pacifier.
4. Clothes and Socks – Be sure to bring extra clothes and socks for your child.
5. Diaper rash ointment/cream (if needed) – Your child's name is to be clearly marked on the ointment/cream. (See *Medication* for further information.)
6. One small blanket and one crib sheet – The crib sheet will be used to lie on; the blanket will be used as cover.

Special Note: Infants must wear socks or shoes each day. Toddlers have outdoor play and must wear shoes each day.

Twos:

1. Diapers and wipes – We ask that the parents bring a bag of diapers and a box of wipes to leave at the Center. The teacher will advise when you are running low, asking you to bring more diapers and wipes a few days before you run out.
2. Pacifier (if needed) – Your child’s name is to be clearly marked on the pacifier.
3. Two Sets of Extra Clothes – This includes underwear (if potty training) and socks.
4. Diaper rash ointment/cream (if needed) – Your child’s name is to be clearly marked on the ointment/cream. (See **Medication** for further information)
5. One small blanket and one crib sheet – The crib sheet will be used to lie on; the blanket will be used as cover.

Threes and Fours:

1. Two Extra Set of Clothes – This includes underwear and socks.
2. One small blanket and one crib sheet – The crib sheet will be used to lie on; the blanket will be used to cover with.
3. When your child wears a jacket or coat, please make sure it is labeled with your child’s name. Also, please be sure to take it home with you each day.

Rest Mats

Rest mats are provided by the Center. Parents provide one small blanket and one crib sheet. The crib sheet will be used to lie on; the blanket will be used as cover.

Bringing Toys

Materials necessary for a happy learning experience are provided by the ELC. As such, the following rules apply to items brought to the Center:

- Personal toys, books, pets, and other items are not to be brought to the Center unless requested by a teacher.
- Children are allowed to bring a small stuffed toy to sleep with during nap time.

- No guns, knives or other war toys of any kind are allowed at the Center.
- The Center is not responsible for broken, lost or stolen toys.

Lost Items

The ELC staff strives to make sure all clothing, bottles, pacifiers, and the like are sent home each day. We are not responsible for lost or stolen items.

Conferences

If you have a problem or concern, feel free to call or come by the office and the Director or Assistant Director will be happy to discuss the problem with you or set up a time you can meet with the teacher. Together we will work on finding a solution to the situation.

Confidentiality

Confidentiality is of the utmost importance to us. We strive to maintain confidential information, including illnesses and other family issues.

Tobacco Policy

We are a 100% tobacco free campus. Please refrain from smoking and using tobacco products while on ELC grounds, including e-cigarettes. This request is in accordance with the Well-Ahead Louisiana Initiative and Bulletin 137, Louisiana State Licensing Regulations.

Weapon Policy

Possession of any weapon is prohibited on the Center's property and at any Center-sponsored events. This policy applies to parents, children, and individuals visiting/conducting business at PBELC. A weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO₂. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.

- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored in vehicles. Any weapon at the Center in violation of this policy will be confiscated.

Toy Weapon: If a child brings a toy weapon to the Center, the toy will be confiscated and returned to the parent at the end of the day.

Real Weapon: If the child brings a weapon to the Center, the weapon will be confiscated and turned into the ELC office. The child and family will be required to meet with the ELC Director in order to return to the Center.

Should this occurrence happen a second time, the Center may terminate the child's enrollment at the ELC. The ELC may refer any violation of this policy to appropriate law enforcement authorities. Exception to this policy includes any federal, state or local law enforcement officer in the performance of his or her official duties.

Media/Electronic Device Policy

Parkview Baptist ELC does not use electronic devices on a regular basis. There are no computers or TVs in the classrooms. On occasion, as part of a lesson plan, teachers may include short videos/movies, that meet the State Licensing Regulations.

The following sections are an excerpt from Bulletin 137, Louisiana State Licensing Regulations:

Electronic Devices

- Activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand-held electronic devices, shall adhere to the following limitations:
- Electronic devices are prohibited for children under age two.
- Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day.
- All computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging.

Programs, Movies, and Video Games

- Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- All television, video, DVD, or other programming shall be suitable for the youngest child present.
- –“PG” programming or its television equivalent shall not be shown to children under age five.
- –“PG” programming shall only be viewed by children age five and above and shall require written parental authorization.
- –Any programming with a rating more restrictive than “PG” is prohibited.
- –All video games shall be suitable for the youngest child with access to the games:
- –“T” and “M” rated games are prohibited.”

Outdoor Play

Outdoor activities are a vital part of a child’s development. The children go outside several times a day, weather permitting. Please dress your child for outside play each day as she will go out unless there is inclement weather, or a weather advisory is issued for our area.

Nap Time

Every child is required to rest (sleep, if possible) after lunch each day. Parkview Baptist ELC staff respect and accommodate each child’s need to sleep or rest when tired and to wake up on her own when rested. We use the following specific strategies at rest time:

- Provide comfort and contact as needed
- Help children settle down to nap or rest
- Provide for children’s various styles of settling down and waking up
- Begin the next part of the routine in such a way that children are free to join in gradually as they awaken and feel ready

Parents should provide one small blanket and one crib sheet – The crib sheet will be used to cover the mat; the blanket will be used as cover. These blankets are to be taken home each week, or when the child goes home ill, for laundering.

The ELC staff will ensure that each nap mat is properly sanitized and arranged to provide a free and direct means of egress. Parent communication and information concerning sleeping patterns and schedules are important to the staff. Please provide any pertinent information to us. Sleep will never be withheld from children who appear tired or who ask for a nap. Excessive sleepiness can be an indication of illness. See our Health Policy for more info.

School Photos

School pictures and a class photo will be taken in the fall and spring. Parents may purchase a class picture separately from individual pictures.

Parental Involvement Policy

“Parents shall be offered a minimum of two opportunities for involvement each year, which may include, but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday parties, and parent and grandparents day.” (Bulletin 137, Louisiana State Licensing Regulations, p 18) Per LDOE requirements, we keep sign in sheets of such events.

Concern/Grievance Procedure

The following steps are to be taken if you have a concern or grievance:

1. Talk over the problem with the lead teacher. Please schedule a meeting or a phone call with the teacher for this purpose. Pick-up and drop-off times are not ideal as they are often hectic.
2. If the discussion with the teacher does not resolve the issue, the parent should submit the concern to the Director for consideration.
3. If the parent is not satisfied with the response of the Director, the parent may submit the concern in writing to the ELC Committee. A written response will be communicated to the parent.
4. The decision of the ELC Committee is final.

In the event of a significant, unresolved licensing complaint, parents should contact the Louisiana Department of Education (225.342.9905).

Local Community Resources

Service	Telephone Number
LaCHIP	877-252-2447
Medicaid	504-599-0618 or 888-342-6207
Child Care Assistance (DCFS)	888-524-3578
LA Day Care Licensing	225-342-9905
Housing Assistance	504-736-6262 or 504-736-6425
Food Stamps (DCFS)	504-361-6111
Early Steps (Jefferson Parish)	504-496-0165
Child Search (Special needs)	504-736-1821
Shots for Tots (Jefferson Parish)	504-838-5100
The Shot Bus	504-733-3268
The Tooth Bus (Children's Hospital)	504-342-7874
Infectious Disease Control Center (N.O.)	800-256-2748
Health Department ~ East Bank	504-838-5100
Health Department ~ West Bank	504-349-8802
Homeless Shelter (Catholic Charities)	504-347-0772
Mental Health ~ Orleans Parish	504-568-6650
Mental Health ~ Jefferson Parish	504-349-8708
Family Planning (N.O., LA)	504-568-5330

We count it a privilege to serve your family, and we are committed to praying faithfully for our students. Thank you for being a part of the Parkview Baptist Early Learning Center Family!

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