



2022-2023



KIDS OF EXCELLENCE LEARNING CENTER

Parent Handbook



Welcome Letter From Our Director

*Kristi Givens,
Executive Director & Owner*



Welcome

Thank you for choosing Kids of Excellence. We look forward to taking this journey together and creating amazing memories that will last a lifetime. It is our desire to form a lasting bond that will carry on long after your little one has graduated from our program. As parents, you are the most important part of this journey. We are committed to keeping you well informed about the happenings at KOE and your child's accomplishments. It is with pleasure that we will work with you as partners in your child's social, emotional, academic, and physical development.

This handbook contains information regarding the KOE's program, policies, and procedures. It is very important that you read this handbook in its entirety and keep it handy as long as your child is enrolled in our program. This handbook will answer many of the questions you may have about our program. Our program follows the guidelines of the Louisiana Department of Education licensing requirements. All curriculum activities are planned and presented by teachers and caregivers who have your child's best interest in mind. KOE provides the highest quality of care in a nurturing and academically stimulating environment where your child is encouraged to learn, grow, and develop their skills. We have an open door policy so whenever your schedule permits, please visit. Again, thank you for choosing Kids of Excellence, and welcome to our special family!

Sincerely

Kristi R. Givens

Owner/ Executive Director

TABLE OF CONTENTS

<i>About Us</i>	4
<i>Role of the Teacher</i>	7
<i>Communication & Family Partnership</i>	8
<i>Curricula & Learning</i>	10
<i>Enrollment</i>	13
<i>Tuition & Fees</i>	14
<i>Drop-off & Pick-Up</i>	17
<i>Attendance & Withdrawal</i>	18
<i>School Closures</i>	18
<i>Emergency Procedure</i>	21
<i>Health & Well Being</i>	23
<i>Code of Conduct for Parent/Guardian</i>	25
<i>Program Policies/Information for Parents</i>	28
<i>Transitions</i>	34
<i>Ratios</i>	35
<i>Nutrition</i>	37
<i>Sick Policy</i>	41
<i>Expulsion Policy</i>	42
<i>Handbook Acknowledgement</i>	43
<i>Appendix</i>	44

ABOUT US

ACCREDITATIONS

THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)

NAEYC is the nation's premier organization for early childhood accreditation and represents the mark of high quality in early childhood education. To achieve accreditation for our Kids of Excellence, our school:

- Completed a rigorous process of self-study.
- Demonstrated high-quality programming.
- Participated in an on-site visit by an early childhood exporter.
- Underwent a final review by the NAEYC commission.

To maintain this accreditation we must submit demonstrate high-quality programming yearly, complete an annual report annually, and participate and pass an on-site visit every five years.

LOUISIANA QUALITY STAR RATING AND IMPROVEMENT SYSTEM

The Louisiana Quality Rating System is a state-specific program that is designed to measure the quality of care and education offered in early childhood programs, Kids of Excellence have continuously scored High Proficient, 4-stars.

The program evaluates:

- Health and Safety
- Curriculum
- Learning environment
- Family Engagement
- Teacher Qualifications

To maintain this rating, each publicly-funded child care center, Head Start, and school serving children from birth to five in Louisiana receive a Performance Profile that includes a rating based on rigorous classroom observations, that is completed twice per year by third-party observers. Each network of providers within a community also receives a Performance Profile. Performance Profiles also include information on best practices, including the use of ongoing assessment and a high-quality curriculum, teacher credentials, and program investment in high levels of individual attention for children.

WHAT DOES ACCREDITATION MEAN FOR YOU AND YOUR CHILD

Your child will attend a school that provides a safe and healthful environment for children, has teachers who are highly qualified and well-trained, uses a curriculum that promotes school-readiness, upholds standards that far exceed state licensing requirements, and implements best practices in early childhood education.

Kids of Excellence and Kids of Excellence Learning Center are both accredited. This is an amazing accomplishment and less than ten percent of early childhood programs nationwide are accredited. As an accredited program, Kids of Excellence joins a select group of early childhood education centers distinguished by our quality, our commitment to young children, and our dedication to excellence.

Kids of Excellence was one of only a few centers in Orleans Parish to make Department of Education first honor roll for the 2017-2018 school year. The Birth to Three Honor Roll highlights sites that provide high quality instruction and care to the state's youngest learners, children birth through age three.

Currently, Kids of Excellence has a 4 star rating by Quality Rated System administered by the Louisiana Department of Education.



WE ENVISION A WORLD WHERE EVERY CHILD HAS EQUAL ACCESS TO QUALITY EDUCATION, UNENDING CURIOSITY, AND LIMITLESS OPPORTUNITIES.

At Kids of Excellence Learning Center [High Quality](#) is Our Business, we provide a dynamic learn through play curriculum of the highest standards so that students and teachers can realize their full creative and intellectual potential. Through a specialized curriculum, a safe and comfortable atmosphere, excellent teachers, and a passion for the success of our children we provide a high-quality and joyful environment for a diverse array of families throughout the Greater New Orleans Area.

MISSION & HISTORY

Kids of Excellence Learning Center is a non-profit 503 (c)(3) established in July of 2016 by Kristi Reddick- Givens, becoming her second Kids of Excellence early childhood center in New Orleans, La. Our mission is to provide the highest quality of education to young children, to ensure readiness for school for all children by using developmentally appropriate practices, and to invest in the development of the whole child, through cooperation of the school, family, staff, and community. Kids of Excellence Learning Center implement the appropriate practices established by the National Association for the Education of Young Children and promoted by the Louisiana Quality Rating System. We believe that all children have the right to high quality care and education that is individualized to meet their unique strengths, interest, and needs. We plan to promote optimal development of all children in our neighborhood. Currently, Kids of Excellence Learning Center has a 4 star rating by Quality Rated System administered by the Louisiana Department of Education. As of March 2019, Kids of Excellence is nationally accredited by the National Association for the Education of Young Children (NAEYC)—the world's largest organization working on behalf of young children.



Vision, Values, & Uniqueness

Kids of Excellence believe that all children have the right to high-quality care and education that is individualized to meet their unique strengths, interests, and needs. Our [vision](#) is to provide this high-quality care and education to ensure that each child has the foundation to meet or exceed their potential. In addition, we believe that children with and without special needs and developmental delays should play and learn side-by-side. This inclusive approach allows all children to develop friendships, become leaders and role models, and learn acceptance and diversity. In general, we value:

- Each child is a unique individual
- Respect for the uniqueness of the individual
- An emphasis on discipline and self-control
- Develop social and emotional needs
- A curriculum that fosters the development of the total child
- Meet the individual needs of all children at the center
- Promote a positive separation from home and parent
- Develop a positive self-image
- Offer learning content in an age-appropriate manner
- Encourage the expression of positive and negative feelings in an acceptable manner
- Promote an understanding of the feelings of others Develop expressive and receptive language skills
- Encourage problem-solving
- Develop fine and gross motor skills
- Assist families to meet child and family needs through the provision of information, resources, referrals, and support.
- Encourage sensory and explanatory in children
- Promote critical thinking

Meeting the Individual Needs of Each Child is the Number One Goal.



Vision, Values, & Uniqueness

What makes our program unique is the value we place on partnerships; partnerships with staff and teachers, partnerships with families, and partnerships with our community. Through these partnerships, we collectively positively impact and contribute to the success of our students.

One of Kids of Excellence main goals is to promote a healthy work-life balance for all employees; we practice this by maximizing ongoing teacher and administrative support inside and outside the classroom and partnering with teachers to specifically address their individual needs. Kids of Excellence leadership team include our executive director, director, human resource manager, and program manager. Our leadership team works together to provide a positive and rewarding atmosphere for our staff. The leadership team supports staff professionally through mentorship, coaching, and targeted professional development training. Our staff meets one-to-one with teachers throughout the month to establish monthly goals and monitor progress. Implementing this target staff-teacher dedicated support system has increased our teacher's confidence in navigating their classroom and instruction time. With our staff being more well-balanced, confident in the classroom, and navigating curriculum and instruction more effectively; the classroom dynamic and student-teacher interactions have soared. It's evident with the students daily, via our teacher strategy gold assessments, and our CLASS scores each year. This partnership has created a positive environment by valuing open communication, collaboration, and teamwork from staff and teachers.

We provide competitive industry salaries, offering one of the highest hourly rates in the city, we provide impactful benefits that include but are not limited to a matched 410K retirement benefits, PTO and holiday pay, vision and dental benefits, life insurance, education support, and access to a variety of supplemental insurances. One of our most unique practices is that we promote from within only, having 100 percent of our leadership as former teachers or program administrators. We truly believe this contributes to our record high retention rate, retaining at least 90% of staff throughout the years.

Lastly, Kids of Excellence's longevity and commitment are a testament to the passion the staff and teachers have for the early childcare industry. The mission never wavered, the commitment persisted, and for over 20 years Kids of Excellence have provided a fun, healthy, and diverse environment that fosters the holistic development of the children we serve. The impact of Kids of Excellence prepares students to thrive; we've prepared smart, excited, well-rounded, and creative learners ready to take on the world and this is the greatest achievement of our program.



Role of the Teacher

Kids of Excellence believes that the nature of teachers' interactions and the techniques and approaches with children play a critical role in children's learning across a variety of developmental areas. Teachers attend to multiple aspects of children's behavior, interests, and needs; to the environment; and to the schedule, groupings, and supervision- all with the goal of providing high-quality experiences for the children in their classrooms. In general, teachers regularly do the following:

- Build positive relationships with children and their families
- Engage children mentally, verbally, physically, and socially
- Foster development of children's emerging skills across developmental areas
- Facilitate children's active involvement in the learning process
- Help children to establish a sense of trust and self-worth
- Welcome family members as part of the program at all times
- Model teaching techniques for families so that parents can teach their children
- Seek to understand the child's home life and family
- Assess children to adapt curriculum, individualized teaching, inform program development, and identify strengths, interests, and potential delays that affect learning
- Obtain 24 clock hours or more of continuing education annual

Expected Outcomes for Children and Families

- Caring and compassionate child
- Self-sufficient child
- Independent and curious learner
- Critical and creative thinker
- Sense of family and belonging
- Sense of community and community stewardship
- Happy and well-adjusted children and families
- Confidence in parenting skills
- Knowledge of developmentally appropriate practices for young children
- Awareness of community resources in support of strong, healthy families
- All students matriculate from Kids of Excellence as life long learners prepared to succeed in school



Relationships with Families

WE ENHANCE CHILDREN'S DEVELOPMENT BY COMMUNICATING, RESPECTING, AND BUILDING POSITIVE RELATIONSHIPS WITH FAMILIES.

Role of Parents and Caregivers

- Serve as the child's first and primary teacher
- Prepare the child to transition to and participate in a group setting
- Play an active part in the child's care and education
- Help the child to establish a sense of trust and self-worth
- Support the teacher to meet the child's individual needs
- Participate in parent meetings and other parent activities at the Center
- Participate in mandatory parenting education training at least two times per year
- Inform teachers of important changes in the child or home that might impact the child's behavior or participation in the classroom.
- Participate in two parents' conferences each year
- Provide updated immunization information
- Communicate directly with teachers and administration and do not rely on the child to share important information.

Family Involvement

Kids of Excellence seek to develop positive, reciprocal relationships with families through family involvement in the center. Family members are a part of the program and are welcome at all times. We invite you to participate in center activities, volunteer in your child's classroom (once Covid protocols are lifted), and attend field trips. To facilitate positive parent participation in center activities, we ask parents to observe the following code of conduct. 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 party, parent or grandparent's day, STEM night, Homebuying workshop, Creative Arts Family night, etc.

Daily Communication

KOE understands that daily communication between parents and our teaching staff is important. Please be mindful that the staff, while providing you with daily highlights and updates, is still responsible for the safety and well-being of all the students in their classroom.

Brightwheel

As we are a curbside facility, we maintain our relationship in person and via our [Brightwheel app](#), which has been a huge success. We continue to provide constant communication and relationship building, as we develop positive, reciprocal relationships with families virtually. With the Brightwheel app KOE implements and shares the following:

- Daily food, diapering, potting, and sleep routines of the students
- At least two videos and photos of student growth, developmental milestones, and activities
- Accessibility to directors and staff via messaging
- Access to billing statements and auto-draft tuition
- Virtual meetings via zoom for parent-teacher conferences and meet and greets
- Alerts of newsletters, calendars, school closures, and policy updates

Parents please provide written notice when you remove or add someone to Brightwheel pick-up and drop-off list.

Newsletter

Newsletters provide center news, events, announcements, food calendars, event calendars, etc. These newsletters are available monthly by via the Brightwheel app.

Family Gatherings

Prior to Covid and starting back in August 2022 we will build relationships through family involvement in the center. Family members will have access to the centers. We will invite parents to participate in center activities, volunteer in their child's classroom, attend field trips, and participate in other opportunities. We will offer annual parent events, as well as monthly workshops/education session opportunities. Some of our past monthly opportunities include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party, parent or grandparent's day, STEM night, Homebuying workshop, Creative Arts Family night, etc.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life within it. We encourage parents to help us plan and celebrate important family traditions, and cultural or religious holidays.

Keep Us Informed

It is essential that all of the information in your child's file be kept up to date for us to provide the best care possible for your child. It is your responsibility to keep us informed of any changes such as:

- New home, work, or emergency contact phone numbers
- New address
- Changes in who is allowed to pick up your child
- Changes in the home that might affect your child's behavior at school (separation or divorce, death in the family, parent out of town for an extended period, new sibling)
- New pediatrician or new pediatric dentist

The information must be updated immediately when change occurs. You may provide this information to your child's teacher, or the Center Director. Additionally, for your convenience, you may email changes:

- precious@kidsofexcellence.com or tyrajohnson51@yahoo.com



Our Curriculum & Learning

Much to the surprise of many parents and some educators, the curriculum isn't the main focus at Kids of Excellence, children are the main focus. Children whose personal interests are recognized, accepted, and supported don't need to be motivated to learn; their own excitement will keep them learning! The Kids of Excellence Child Development Center staff recognizes that at each stage of development, there are skills that need to be mastered: crawling, walking, talking, pouring, cutting, skipping ... and many, many more. Appropriate curriculum planning provides many opportunities for children to choose activities that encourage spontaneity, creativity, problem-solving, and opportunities to play cooperatively. Self-help skills that promote independence (e.g., eating, resting, washing, and dressing), are everyday life experiences that nurture the growth of young children when they are allowed to progress at their own pace. Our curricula can be modified to reflect the values, beliefs, and experiences of our families emphasizing unique cultural values, celebrating the many diverse holidays, and incorporating daily experiences of all families. To address these important developmental outcomes for children, we implement the Frog Street Curriculum for Infants and Toddlers, and Preschoolers. The curriculum is play-based and provides a framework to facilitate child growth and development across developmental areas.

Play is a Child's Work

Play is a good indicator of and contributes to every child's cognitive and emotional growth. The child who plays well and is enjoyable is likely to learn from play; learning derived from play is likely to influence intellectual growth.

From the time an infant is able to grasp an object in hand and bring it before the eyes of or to the mouth, play, is broadly defined, and begins. On another level, one object may be banged on another. Later, infants place one object in or on another and engage in such activities as filling and dumping containers of small toys or repeatedly completing puzzles. Throughout the course of these activities, the infant is learning about defining attributes of objects such as sensory properties, as well as manipulative possibilities. These sensory-motor activities contribute to the development or representing of knowledge of objects and fitting together pieces that match.

Our curriculum will offer a balanced daily routine of activities. The schedule provides consistency while allowing for flexibility. Activities that are age- appropriate will help develop skills needed for language, reading, readiness, math, science, dramatic/pretend play, music, and art.

Outdoor Play

Weather permitting; all children will spend ½ hour to 1 ½ hour per day in daily outdoor activities. There will be relatively few days when children will not be able to play outdoors. Typically, children will play outdoors except on rainy days, extremely cold days (below freezing and overcast), and when health advisories are posted (e.g., mosquito alerts, air pollution alerts). To protect children when playing outdoors, teachers will ensure that children wear clothing that is dry and layered for warmth in cold weather and that children have the opportunity to play in shade in hot weather. Teachers will apply either sunscreen or sunblock with UVB and UVA skin protection of SPF 15 or higher with written doctor permission. And, when public health authorities recommend use of insect repellents due to high risk of insect-borne disease, teachers apply repellents containing DEET to children older than two months, no more than once a day and only with written doctor permission. Accommodations cannot be made for children to remain indoors if they are feeling “under the weather.” A child too sick to be outside is too sick to be at Kids of Excellence Center and around other well children.

Water Play

Water Play is not allowed for children under 3 years old.

Water play at a water table (both in classrooms and on the playground) occurs daily (weather permitting outside). Other water play is limited to “Splash Days” in which the water hose is connected to a sprinkler and provided for the children to run through and get wet. The water hose is also connected to a water slide and provided for children to slide down and get wet; also a small swimming pool (filled with one foot of water). Children are instructed to wear the proper swimwear along with swim-style shoes (aqua shoes) for safety. All teachers who are CPR and First Aid Certified will supervise the children. There will also be a First Aid Kit provided. Water play is only for children three years old and up.

Center Assessment Plan

Purpose

Child assessment is a vital and necessary component of all high-quality early childhood programs for overall program improvement. Assessment is important to understand and support young children’s development, a better curriculum for the program, and improved professional development for the teaching staff. Each classroom teacher completes screenings and assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. It is also essential to document and evaluate how effectively programs are meeting young children’s educational needs, and to inform program improvement.

Child Development

Children do not just grow in size. They develop, evolve, and mature, mastering ever more complex understandings of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture influences development in different ways and the goals for children differ from culture to culture. The quality assessment looks at not only what is happening within the child but also the care that the child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food, and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.



Procedures

All screenings and assessments will be completed by classroom teachers in their assigned rooms or by the parent or guardian. All teachers participate in professional development training on how to assess students and conduct assessments, via workshops, videos, and observational coaching. Assistance in these procedures can be provided by the Program Director or supervisors.

ASQ developmental screenings are completed within the first 45 days of a child's enrollment in the center. This information is then discussed with parents after the screening is completed. Screenings are completed according to the procedures of the screening tool, and the Ages and Stages Questionnaires (ASQ). A copy of the ASQ is shared with parents, our Early Head Start, City Seats, and B:3 partners for students enrolled in these programs. Parents are encouraged to complete the screener based on their experiences with their child at home and in a setting outside the Center.

Developmental assessments are completed throughout the day and year using naturalistic observation of the children's interactions and behavior. Both group and individual observations will be used to compile documentation. Various methods of information gathering are used to document the developmental growth of children. These methods include but are not limited to work sampling, checklists, observation, and rating scales. These observations are documented in the Teacher Strategies online assessment system.

Developmental assessments are ongoing (year-round) with results discussed with the parent throughout the year, both daily at arrival and departure and during two scheduled parent/teacher conferences, one each fall and spring semester. Data captured in the classroom and documented within the Teacher Strategies electronic system are summarized and shared with parents within a parent report form. This form is finalized during the parent-teacher conference with parents and teachers working together to set individual goals/outcomes for children for the upcoming classroom period. The conference allows the parents to raise questions or concerns about how the assessment method will meet their child's needs.

Parents are asked to be involved in their child's screenings, assessments, and planning via the completion of checklists, information sharing, and home observations of skills and behaviors. Also, on a daily basis, the lead teachers discuss with parents developmental milestones reached, developmental progress, and developmental concerns.

Lead teachers in conjunction with the Program Director will annually evaluate the current screening and assessment tools. Outside professionals and parent involvement is sought to inform this evaluation.

Physical Activity

Children under age two shall be provided time and space for age-appropriate physical activity for a minimum of 60 minutes per day.

Children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teachers led and free play.

Teaching Strategies Gold

Teaching Strategies GOLD is an authentic, ongoing observational system for assessing children from birth through kindergarten. It helps teachers to observe children in the context of everyday experiences, which is an effective way to learn what they know and can do. Teaching Strategies GOLD is based on 38 objectives for development and learning that include predictors of school success and are based on school readiness standards. The objectives are aligned with the Common Core State Standards, state early learning guidelines, and the Head Start Child Development and Early Learning Framework. These objectives are at the heart of the system, teachers use them to focus their observations as they gather information to make classroom decisions

At KOE we use TSG on daily basis as a tool to document students' development throughout the school year. Developmentally appropriate, ongoing, observation-based assessment occurs when teachers are observing children during regular, everyday activities on a continuous basis throughout the year. Unlike formal or standardized assessments, which offer a narrow picture of a child's ability at a given moment, ongoing assessments offer a broad, more meaningful picture of development.

Ongoing Assessment Is:

- Happening during regular, everyday activities
- Implemented on a continuous basis throughout the year
- Helping teachers meet children where they are
- Helping children meet challenging and achievable learning goals
- A broader and more meaningful picture of development

Ongoing Assessment Is Not:

- Formal or standardized
- A narrow picture of a child's ability at any given moment
- A one-dimensional measure of ability
- Performed outside of everyday activities
- A screening tool

The 38 objectives at the heart of Teaching Strategies GOLD guide teachers through the assessment cycle, helping them to link observable behavior to essential early learning requirements and predict likely next steps in every area of development and learning.

Teaching Strategies GOLD helps teachers create a developmental profile of each child to answer the questions, "What does this child know? What is he or she able to do?" It supports teachers through every step of the ongoing assessment cycle, helping teachers understand what to focus on, why it's important, how to gather and interpret assessment information, and how to use that information to plan meaningful learning experiences.



Teaching Strategies Gold

Teaching Strategies GOLD help make teachers more intentional and effective. To help children progress, teachers must understand what children currently know and can do, what steps they are ready to take next, and how to help them take those steps. Teaching Strategies GOLD makes it easier for teachers to gather information in the classroom and communicate with families.

Teacher Strategies Gold is unique in that every feature of Teaching Strategies GOLD was designed with teachers in mind. The features save teachers time; help them make effective decisions as they rate each child's knowledge, skills, and behaviors; and focus their efforts on what is most important for each child's learning and development.

The tools and resources of Teaching Strategies GOLD enable teachers to implement a comprehensive, complete system that directly links curriculum and assessment. Teaching Strategies GOLD offers state-of-the-art, interactive options that enable teachers and administrators to run comprehensive reports with just a few clicks of the mouse. It also offers embedded professional development support and meaningful ways to involve families in the assessment process. It builds in support for every type of learner, with specific strategies and resources for working with children with advanced knowledge and skills and children with disabilities. Dedicated objectives and bilingual tools enhance the assessment of English- and dual-language learners.

Lastly, Teaching Strategies Gold is research-based, valid, and reliable. Teaching Strategies GOLD presents a complete assessment solution because it is research-based, valid, and reliable. It offers teachers a clear and effective way to take the guesswork out of the assessment process. With Teaching Strategies GOLD, teachers don't have to wonder whether they're focusing on what's most important for children's development and learning. That's because Teaching Strategies GOLD's unique features and tools help them know exactly what data to collect and how to interpret it, resulting in less guessing and more reliable outcomes.



Results

The information gained during all screenings and assessments will be used to develop curriculum, parent education, and evidence for a referral. Teachers will use the information gathered during the assessment process, to identify children's interests and needs, within their curriculum planning to best meet the needs of all children enrolled.

During scheduled conferences teachers and families develop learning goals for children. These goals are used to plan learning activities for children based on the assessment of individual needs and interests. This is completed both during scheduled conferences and throughout the school year as needed.

Both formally and informally, teachers disseminate the screening and assessment information gathered for parents. This process empowers the parents as they will feel informed and more knowledgeable about their child's developmental progress.

In the event of a potential developmental delay, teachers use the information gathered as evidence for referral for future diagnostic screenings and assessments, only with written parent permission. Depending on the type of atypical development, various external agencies may be involved in diagnostic screenings and assessment (again with parent written permission; Early Steps, LEA Child Search, and Head Start Specialists).

Enrollment

Admission Procedures

The following are guidelines for your child's enrollment into the Kids of Excellence Child Development Center:

- Apply online via the center websites and complete the interest form for admission, for the private pay and Child Care Assistance Program families. Families will be notified of enrollment via phone and/or email.
- For families in EHS, NOEEN, and B-3 apply via the OneApp, applications are available starting in November of the previous school year.
- Pay a non-refundable registration fee to secure and hold a student seat at the center.
- Accept the Brightwheel application and complete the registration form via the Brightwheel App. No child will be considered for admission until the application and appropriate fees are received at the Center.
- All necessary enrollment documents must be completed and submitted to the office one week prior to the child's admission.
- Health and Safety information must be documented by completing the student enrollment form. This form asks you to share special information about your child and family and information about any special health, nutrition, or developmental information about your child, Immunization Record, completed Child Care
- Food Application Form
- We accept children from the ages of 6 weeks through 12 years old.

Parent Interviews

The Director will meet with parents prior to the child starting at the Center. During that time, we will discuss any special needs of your child, answer any question you might have about the Center, and assist you in completing any necessary forms.

Tuition Policy

Registration and Enrichment Fee

A non-refundable registration fee of \$250.00 is required when the child is first enrolled, and a registration enrichment fee every year thereafter.

Tuition:

Tuition is paid via direct deposit unless other arrangements are made through the Director. The fact that there will be holidays and absences due to illness has been figured into the overall tuition charges and does not change the tuition rate for a single week. These days may not be used for credit or vacation.

Tuition fees are as follows:

Infant: \$260 per week

Toddler: \$250 per week

Preschool: \$240 per week

Monthly: Drafted the 1st of every month

Bi-weekly: Drafted 1st & 15th or 15th & 30th of each month

Weekly: Drafted on Monday for the week of service

The Processing Fees for your program are:

- [Checking Account](#)- free, no fee by parent
- [Credit/Debit](#): 2.9% per transaction by parents starting January 2023.

Declined Fee: If a card is declined parents are responsible for a \$20 fee.

The late fees are as follows:

\$25.00 per week, if not paid the week services are rendered. Fees for service are considered late when they are not paid in full on Monday for the week service is provided to your child.

Five Days Late ----- Ground for Termination for Service

If payment is not received in full including late fees by the following week, you may be asked to withdraw your child from the program, unless payment arrangements are made in the office to settle the amount at an appropriate time. It is your obligation to contact us about your child's tuition.

Tuition Increase:

KOE is always sensitive to the impact on families that any fee increase incurs, however it is deemed necessary to increase tuition fees to continue to provide the highest quality for all students, maintain competitive salaries for our staff, and offset the increase in the cost of living in New Orleans. There will be no increase for the 2023 school year; Kids of Excellence will provide advance notice of future tuition increases.

Orientation

A parent orientation meeting is held once a year, typically at the beginning of each school year in August or September. This meeting provides families with policies and procedures and other important information about the Center. A highlight of the meeting is a presentation on the Center's curriculum, including a description of the philosophy and day-to-day implementation of the curriculum.

Children with Special Needs or Disabilities and Diagnostic Evaluation

Kids of Excellence recognize the value of including young children with special needs or disabilities in classrooms with their typically developing peers. We believe the benefits for all children are considerable and that children from birth through age five are in a formative period for getting to know each other. We believe that an inclusive early care and education program must have involvement, input, and ongoing collaborative efforts from all participants, including the families receiving services and the early intervention, special education, and public school personnel. Therefore, Kids of Excellence with Early Steps, Families Helping Families, Early Childhood Supports and Services (ECCS), Local Education Agencies, and other community support programs.

The staff at Kids of Excellence complete developmental screening and curriculum-based assessments on each child twice per year. When children demonstrate potential developmental delays, the staff provides documentation and explanation for the concern, the staff discusses concerns of challenges with families and with family permission, as a next step, makes referrals for evaluation to the appropriate agency (Early Steps or LEA Child Search). Teachers and administrators then partner with families and support families to (a) navigate the early intervention systems, (b) collaborate in the development and implementation of IFSPs and IEPs, and (c) maintain copies of documents and confidentially. KOE communicates and give information about any resource for diagnostic evaluation that can support the child and family. Kids of Excellence requires early intervention personnel to sign in and out for each visit to the Center and maintains a personnel file in the office that includes each interventionist's identification, credentials, and criminal background check.

Confidentiality

Child's health and safety records are confidential but are immediately available upon request for review by the child's parent or legal guardian, the child's teacher, the Center Director, Assistant Director, Center office administrators, authorized employees of the state Licensing Agency, and authorized employees of the Early Head Start Program (for Boys Town children only) and Agenda for Children (NOEEN and B-3 students only) who have consent from a parent or guardian to access the records. All records are stored in a cabinet with a lock and key.

Program Information

Classroom Placement

Your child's placement in a given class is based primarily on chronological age. Children's strengths, interests, and special needs also are considered when appropriate.

Classroom Placement

Teacher/child ratios are maintained according to standards established by the National Association for the Education of Young Children. These standards exceed the licensing standards for teacher-child ratios established by the Louisiana Department of Education. Our goal is to maintain a well-organized staffing pattern to better promote individualized care and education for all children in the Center.

Children are under adult supervision at all times; thus, teachers are not always able to talk with families for long periods due to their responsibilities to the children and the classroom. If you would like to talk with a teacher about important issues related to your child and family, please schedule a meeting so the teacher can give her undivided attention to your communications or concerns.

Parent- Teacher Conferences

Parent-teacher conferences are held at least twice a year for each child enrolled in the Program. These conferences provide a formal or structured opportunity for parents and teachers to discuss child development and progress. Information on child growth and development is collected by teachers on a regular/routine basis through classroom observations, anecdotal notes, and formal assessment procedures. Teachers use the Teacher's Strategies online assessment system to document child progress and share this information with families. Scheduled parent-teacher conferences also help whenever a child is moved to another classroom (other than at the end/beginning of the school year). Additionally, conferences can be requested by parents or teachers at any time.

Building Security and Access

As of today, all three locations are curbside pick-up and drop-off, so families can not enter the center.

Parents must use the doorbell or call the center phone to get access to the front door. It is required that each parent sign in and sign out students via Brightwheel each day. This is our way of knowing how many children are in the building at any given time

Sign In and Sign Out

All parents must sign their child in and sign their child out every day by an adult and/or person approved by the parent and the center. All children must be signed out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, must be listed on the Pick- up permission form or be approved in writing via Brightwheel. The provider will verify the identity of the authorized person prior to releasing the child. In an emergency, the parent may further authorize additional individuals via Brightwheel or email to the center in unplanned situations and follow it with written authorization. The email addresses are precious@kidsofexcellence.com and tyrajohnson51@yahoo.com and the fax numbers are 504-947-3217(Franklin)/ or 504-324-9337(Higgins). The center reserves the right to not allow any individual onto Kids of Excellence property for drop off or pick up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes to this form whenever necessary. This form is re- done annually.

Drop Off:

Parents must accompany their child (children) into the KIDS OF EXCELLENCE drop-off area every morning and sign in their child (ren) immediately via Brightwheel. Children will not be permitted in the building prior to opening hours. The children are not allowed to come into the Kids of Excellence area alone or to sign themselves in. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

Authorized & Unauthorized Pick Up:

If there is a separation or divorce, or legal custody issue of which this Center should be aware as it relates to the individual(s) who are not legally allowed to visit/pick up your child, please contact the center director immediately. A copy of the custody documentation must be submitted to the center director. Parents can not remove other parents off Brightwheel.

The authorized pick-up/drop-off person must be 18 years or older. No younger siblings can pick up/drop off the students. Students can not be picked up via uber without an authorized adult.

Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center via Brightwheel app.

The parent may further authorize additional individuals via a text message, fax, or email to the center in unplanned situations and follow it with written authorization via Brightwheel app.

A child shall never be released to anyone unless authorized in writing by the parent. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent. The center shall verify the identity of the authorized person prior to releasing the child.

Parking Policy:

We strongly urge you to turn your car off and lock it when you come in to drop off or pick up your children. Kids of Excellence is not responsible for items or stolen from cars or from the parking lot or facility.

Idling Vehicles Policy:

Kids of Excellence discourage idling vehicles (buses, families automobiles) in our parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

Arrival and Departure Procedures:

Arrival and departure times are important for you and your child's benefit of the established schedule:

- Children are accepted no earlier than 7:00 am and no later than 9:30 am each morning to maintain the class schedule. Breakfast stops at 9:30 am.
- During drop off and pick up please refrain from using your cell phone. These times should be used for parents to briefly communicate about pertinent information concerning their child.
- Children must be left in the presence of the drop-off staff member.
- Children must be signed in and signed out by a parent or other authorized adult when arriving and leaving the center (see the previous section).
- Written permission must be given to the office if anyone other than a parent or legal guardian is allowed to pick up your child.

- A picture I.D. must be presented by anyone other than the parent or anyone unknown to the staff when picking up a child.
- Pick up your child from the designated pick-up area.
- Examine Brightwheel and find out how your child did that day.
- Ask the teacher any questions you may have.
- Collect your child's letters, messages, artwork, and your child's belongings your child.

These procedures are strictly enforced to ensure effective Center operation and allow for the best care for all children enrolled in the Center and encourage family-staff interaction.

Absence

If your child is going to be absent or arrive after 9:30 AM, please contact us at 504-947-5437/ or 504-325-5623 or make a note via the Brightwheel app. We are concerned about the health and safety of your child. If we do not hear from you by 12pm, an administrator will call to verify your absence in two days.

Withdrawal by Parent

A thirty day written notice is required for withdrawal from the Center. Failure to provide proper notification of withdrawal from the Center will result in the parent being charged 2 weeks tuition following withdrawal.

Note: Refunds are not issued which is why proper notification is very important.

Transfer of Records

If your child is transitioning to a new school and your child's account is in good standing, a signed request is required before any records can be released.

School Closure Days/ Special Activities/ Hours of Operation Franklin

Hours of Operations

Kids of Excellence is open Monday through Friday from 7:00 am-5:30pm at our Franklin location.

School Closure Days/ Special Activities/ Hours of Operation Higgins

Hours of Operations

Kids of Excellence is open Monday through Friday from 7:00 am-5:00pm at our St. Claude location.

School Closure Days/ Special Activities/ Hours of Operation Higgins

Hours of Operations

Kids of Excellence is open Monday through Friday from 7:00 am-5:00pm at our Higgins location.

School Closure Days/ Special Activities/ Hours of Operation Franklin & St. Claude:

NO SCHOOL unless otherwise stated.

- New Year's Eve Early Dismissal- 12 pm
- New Year's Day
- Martin Luther King Jr. Day
- The week of Mardi Gras
- Good Friday
- Day after Easter
- Memorial Day
- 4th of July
- Labor Day
- The week of Thanksgiving
- Christmas Eve & Day and the Whole week after
- NAEYC Professional Development Trainings
- End of Year Celebration/ Moving Up Celebration
- Summer Staff Team Building- Week in June
- Staff Vacations-July

If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. All holidays will be charged at the regular rate. Full tuition is due for the weeks containing holidays and disaster events.

School Closure Days/ Special Activities/ Hours of Operation Higgins:

- New Year's Eve Early
- New Year's Day
- Martin Luther King Jr. Day
- The week of Mardi Gras
- Good Friday
- Day after Easter
- Memorial Day
- 4th of July
- Labor Day
- The week of Thanksgiving
- Christmas Eve
- Christmas Day and through the Monday after New Year's Day (two weeks)
- Professional Development Training-Third Wednesday of Each Month
- NAEYC Professional Development Trainings
- End of Year Celebration/ Moving Up Celebration
- Summer Staff Team Building- Week in June
- Staff Vacations-July

If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday.

Unexpected Closings

The decision to close or open on time is made at the discretion of the Administrative Team with the safety of both the children and staff in mind. Should severe weather or other conditions (i.e., storms, floods, tornadoes, hurricanes, earthquakes, loss of power, and loss of water) cause closing or late opening, notification to the families will be announced via Brightwell as a text announcement and message via the app. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange, so kindly arrange for backup procedures if necessary.

Special Activities

Annual Events

A variety of events are held annually at the Center. Some of our events are Grandparents Day, Harvest Festival, Cinco de Mayo Festival, Mom and Muffins, Dad's breakfast, Thanksgiving Feast, Spend a day with your child, Christmas Program, Week of the Young Child, End of the month celebration, etc. These events are coordinated with the Center's curriculum and enhance the richness of our school family life.

Field Trips

Kids of Excellence schedules age-appropriate field trips for preschool children that are linked to our curriculum. Trips are designed to enhance children's learning experiences and extend learning beyond the classroom. Kids of Excellence provide transportation for field trips through an outside contracted source. A written, signed, and dated agreement between the Center and the transportation agency is on file in the office. During all field trips, Kids of Excellence ensures the following:

- Appropriate child/staff ratios are met in the vehicle
- All staff in the vehicle has current certification in CPR and is trained in pediatric first aid.
- Each child shall board and leave the vehicle from the curbside of the street and shall be safely escorted across the street.
- At least one staff person shall have a cell phone to call for help if needed. There shall be first aid supplies in the vehicle.
- The contracted transportation source shall have a back -up plan for transportation if there is a problem with the transportation vehicles during the trip.
- All children participating in the field trip shall have written, signed, and dated permission slips on file in the office prior to the trip.

Nondiscrimination Policy

In accordance with federal law and U.S. department of agriculture policy, Kids of Excellence Child Development Center does not discriminate against any person(s) on the basis of race, color, creed, national origin, sex, age, handicap, ancestry, disability or whether a child is being breastfed. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. To file a complaint of discrimination, write immediately to:

USDA
Director, Office of Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410
Or call 1-800-795-3272 or 720-6383(TTY)

The complaint should contain the name, address, and telephone number of the person filing the complaint, the specific location, and name of the entity against whom the complaint is against, and the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminator action.

“USDA is an equal opportunity provider and employer”

Pictures and Photography

Kids of Excellence may photograph and video the children for curriculum purposes; however, we will notify parents of pictures to be used for external purposes, such as newspaper, television, website, or magazine advertisements. If you do not want your child photographed or included in videos, please notify the director and check “NO” on your child care agreement form. We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive a proof before purchasing. In addition, we may take pictures of the children playing or for use in their cubbies or for use with a project, or we may need pictures of children for promotional use. There is a “Photo Release form” with your paperwork giving us permission to take your child’s picture or include them in short video footage.

Emergency Procedures

In emergency situations, decisions will be made by the Program Director or Director Designee. These administrators will determine whether to shelter in place or evacuate. If for any reason (fire), we must evacuate the center:

- Franklin & St. Claude- Kids of Excellence Higgins, 2 miles from Kids of Excellence is our emergency evacuation site. Children will be transported to Higgins by contracted bus to this site by their teachers with the support of administrators and all support personnel. You will be called to pick up your child from Kids of Excellence Higgins located at 3301 Higgins Blvd. (504-325-5623). You will be called to pick up your child from KOE Higgins.
- Higgins- Thrive 9th Ward less than a block from Kids of Excellence is our emergency evacuation site. Children will be walked, carried, or carted to this site by their teachers with the support of administrators and all support personnel. You will be called to pick up your child from Thrive 9th Ward located at 3600 Desire Pkwy, New Orleans, LA 70126, (504-446-1199). You will be called to pick up your child from Abundance of Desire.

When children and staff must shelter in place, the following procedures will apply. In the event of a flash flood, the child will be taken to the highest ground at the center. If there is a tornado, the children will go to their classroom restrooms and infant and toddler room to an inner hall of the center where there are no windows. If there is a security threat to the facility, teachers will lock themselves and their children in their classrooms and stay away from doors and windows. In the case of a power outage, the Director or Designee will call Entergy to determine the cause and estimated time of repair. Based on this information, the Director or Designee will make a determination regarding the closure of the Center. If a child is lost or unaccounted for, the teacher will immediately notify the Director or Designee. A center-wide search procedure will be employed immediately with all areas searched and documented. At the same time, the Center Director will contact the family to ensure that the child was not already picked up (and not signed out). If a child is confirmed missing, the Director or Designee will call 911 immediately.

Procedures also are in place for medical and dental emergencies of children and adults. For major medical or dental emergencies, the staff is required to notify the Director of Designee immediately and call 911. Any children not involved in the emergency situation are removed from the classroom or area so that emergency personnel can attend to the affected child or adult. Parents of children or emergency contacts of staff are contacted immediately. Emergency personnel (EMTs or 911 staff) are required to take the injured person to the closest emergency room, which is the University Medical Center LCMC Health at 2000 Canal St, New Orleans, LA 70112, (504-702-2138). UMC is a public hospital and is required to treat all presenting patients. For minor medical situations, the staff is required to notify the Director or Designee immediately so that a determination of appropriate action can be made. Additionally, teachers and administrators are trained in Pediatric First Aid and CPR and are expected to use this knowledge and skills as they deem appropriate.

Parents will be notified by phone in the event of any emergency. Parents are requested to have arrangements in place to pick up their child as soon as possible in the event of any emergency. The center believes that children want to be with their parents in times of emergency so parents are asked to stay informed. In the event of such emergencies, the Director or Director Designee shall notify the licensing Bureaus and document the emergency within 24 hours or by the next working day. This includes, but is not limited to:

- The death of a child while in the care of the center.
- Any serious illness or injury requiring hospitalization or professional medical attention other than simple first aid of a child while in the care of the center.
- Any fire or any structural disaster.
- Any emergency situation that requires temporary relocation of the children.
- Any unusual situation that would affect the care of the children (extended loss of power, water, and gas).

Fire drill emergency evacuation procedures are conducted, documented, and evaluated monthly. Other emergency procedures sheltering in place are conducted, documented, and evaluated annually. Additionally, emergency procedures are covered during new staff orientation and at least annually during staff meetings.

Emergency Contacts:

In accordance with federal law and U.S. department of agriculture policy, Kids of Excellence Child Development Center does not discriminate against any person(s) on the basis of race, color, creed, national origin, sex, age, handicap, ancestry, disability or whether a child is being breastfed. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. To file a complaint of discrimination, write immediately to:

Franklin

- Kristi Givens- 504-884-0425
- Tyra Crump- 504-346-9885
- DeJenae Johnson- 504-428-4853
- Brittany Blanchard- 504-920-3549

Higgins

- Kristi Givens- 504-884-0425
- Precious Acker- 504-256-2410
- Taneka Reddick- 504-452-8676

St. Claude

- Kristi Givens- 504-884-0425
- Precious Acker- 504-256-2410
- Tyra Crump- 504-346-9885

In case of an emergency, all staff not at work is asked to tune into WWL 870 AM Radio for emergency closures of schools. When WWL Radio carries emergency closing information, its sister television station, WWL Channel 4(Cox Cable Channel3) also carries the closure information. Kids of Excellence follow the emergency closings of the Orleans Parish Public School Board.

Health and Well-Being

Before a child can be admitted to Kids of Excellence, he/she is required to have a medical record form filled out and signed by your child's doctor. Documentary proofs of adequate immunization with the prescribed number of doses of each vaccine are required. Updating immunization records is the responsibility of the parent. The center must submit all immunization records to the State Health Department before October 1st. Children who are not current with immunizations may be excluded from the center according to the state Health Regulations.

Please report all contagious diseases immediately so we may inform other school parents of the exposure. If your child is not well enough to participate in the outdoor activity period, then most likely, he/she is not well enough to attend school that day.

Children may not return to school until they have been free of fever for over 24 hours.

Do not send a child with a bad cold or cough, as other children and teachers will catch these infections. Ask yourself if you would want your child next to one with what your child has. Remember, when a child does not feel well, he or she wants to be in a comforting situation, not waiting for a parent to be located.

If you have any doubt whether you child is sick, keep him or her home.

We will call you immediately if your child becomes ill or an accident occurs during the course of the school day. We trust that you, or someone who has been in contact with you that morning, will be available to take your child home if necessary. You have approximately 45 minutes to have you child picked up once you have been contacted. Kids of Excellence has the right to call Child Protection if parents are negligent in meeting the needs of their sick child. The child who is to go home because of illness or injury will be in the Director's office.

Medical Records

Updated information is required. Any changes in your child's medical report must be communicated to the Director and Teachers. Record(s) of changes must be placed in the child's enrollment record.

If you have any doubt whether you child is sick, keep him or her home.

- Medications will not be administered without written parental permission and written prescription or other forms of written communication by the child's licensed health care provider. Only staff that has been trained to give medication will administer the medication.
- Prescribed medicine must have the child's first and last name, physician's name, name of the medication or prescription number, expiration date, and original prescription label that details the name and strength of the medication as well as the directions on administering and storing.
- Non-prescription medicine (over the counter) must have a written physician prescription/request for administration with the name of the medicine, the amount to be given, specific circumstances and instructions for individual dosing, and any other needed administration information.
- For the safety of all children, medications should never be left in a diaper bag, on countertops, or placed in your child's cubby.

- Medications must always be locked securely away from children. All medication is stored away, not accessible to students in a high and locked dedicated cabinet. If your child needs to be administered medication during their time at the center, please discuss the center's procedure for medications with the director or your child's teacher.
- To ensure the medicine is given in accurate dosages, please provide an appropriate medicine dropper or measuring spoon. All medicines should be placed in a zip lock bag with the child's name on it. Medicines not brought home after a period of two weeks will be discarded.
- Medication is administered by trained staff only, with a required 3-hour administrative medicine training course every two years.
- Trained staff is those with specialized college-level coursework or professional development training, that can administer medication. *Specialized college-level coursework may include core courses that cover these topics or courses addressing these topics specifically. Our staff will ensure that the medication is recorded and given based on the instructions provided.
- If a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on site whenever the child is present.

Special Diets

Any special dietary needs restrictions or food allergies or intolerances, if applicable.

If a center is on the CACFP, a written statement from a health care provider is required when the child requires a special diet for a medical reasons.

A written statement from the parent is required when the child requires a modified diet.

KIDS OF EXCELLENCE BEHAVIOR AND DISCIPLINE GUIDANCE POLICY AND PROCEDURES



KIDS OF EXCELLENCE SICK POLICY 2022

WHEN IS MY CHILD TOO SICK TO ATTEND THE CENTER?

Each day, each child is observed by the classroom teacher on duty. Signs of a child being contagious or infectious could indicate that the child should not be admitted to the center. Should this occur, the parent will be requested to withhold the child from the center until written medical clearance is obtained from the child's pediatrician. We trust that you will not send your child to a school that is not feeling well or has a contagious disease. We ask parents to keep children at home if they have any of the following symptoms:

- **General**- If a student is sick, the child must be observed in person, by the doctor, it has to be a physical observation; virtual or by phone is not acceptable. Parents can not diagnose their child, they must be diagnosed by a different physician.
- **Vomiting**: Must be free for 24 hours
- **Fever >100.4**: Must be free for 24 hours (without the aid of fever-reducing medications)
- **Diarrhea**: Must be free for 24 hours or the child must be cleared by a doctor's note and his/her stool must be contained in a diaper or the toilet. (Diarrhea is defined as one loose stool that is not contained in the diaper or the toilet or over & above what is normal for that child). This includes diarrhea caused by the use of antibiotics and teething.
- **Unexplained rash**: Doctor's note stating rash is non-contagious.
- **Head lice and/or Scabies**: 24 hours after treatment has begun (bring empty box or receipt) and no nits (eggs) seen in the hair.
- **Chicken Pox**: After blisters have dried up and crusted (usually 6 days) & with a doctor's note.
- **Strep Throat**: After 24 hours of treatment with antibiotics has begun and no fever for 24hr, along with a doctor's note.
- **Ringworm**: Same day treatment starts & with a doctor's note.
- **Impetigo**: 24 hours after treatment with antibiotic ointment begins & doctor's note.
- **Conjunctivitis**: Pink or red eyes accompanied by white or yellow discharge, cannot return until 24 hours after treatment begins with drops/ointment & doctor's note.
- **Pain**: Earache, cramps, headaches, etc. Cannot return until resolved.
- **Excessive and/or green nasal discharge**: The child must be cleared by a doctor's note and discharge must be clear to return. If allergies, it can run green in the morning but shouldn't run all day, i.e. past noon and documentation must be provided.
- **Head, Foot, and Mouth**: Viral illness spread from person to person. Fever and blister-like eruptions in the mouth and/or a skin rash, poor appetite, or sore throat. Cannot return until 7-10 days with a doctor's note.
- **RSV**: Students should stay home for 8 days. RSV is highly contagious, this infection shuts down the entire classroom.
- **Croup**: The viruses that cause croup can be spread easily through coughing, sneezing, and respiratory secretions (mucus, droplets from coughing, or sneezing). Children with croup should be considered contagious for three days after the illness begins or until the fever is gone.
- **General Sickness**: If a student cannot participate in general activities due to illness or sleepiness, students must be sent home. Students must get proper rest to be able to function.
- **Signs of possible illness**: Lethargic, irritable, persistent coughing/crying, difficulty breathing, excessive sleepiness—can not return until resolved and cleared by a physician's note.
- **Vaccinations**: Any vaccination that a student takes, the student must return 24hrs after vaccination. I.E if a student takes a vaccination at 10 am, they cannot return until the next day.
- **COVID**: If a child is exposed to COVID at the center, the child must be tested 24 hours after exposure. Staff will monitor students to ensure no symptoms are present. If a child is exposed in the home setting, the child will need to be tested 72 hours after exposure. If a child is positive, the child must quarantine 5 days and be tested on the 6th day. A negative antigen test is required for all students to return after exposure or testing positive. If a vaccinated child is exposed, the child will not need to be tested unless the child is showing symptoms. At Home test will be accepted.
- **Medication**: If the medicine is 3 times a day, parents must apply (give) medication to students twice a day and school will apply once. Staff cannot apply (give) if the medicine is 2 times a day, parents must apply (give) medication to students.

Sick-up Policy – Students must be picked up within 30 minutes of an initial phone call. These are license rules.

The center reserves the right to exclude any child from the center if there is a concern for the health and safety of the other children in the facility. Should a child be determined to be contagious during the school day, teachers will remove the child from the classroom to protect the health and safety of other children. The sick child will be brought to the Program Director's office and made comfortable until a parent arrives to pick up the child. Universal precautions are followed and mandate that all teachers shall routinely use gloves, eye protection, masks, and gowns as appropriate, whenever a reasonable potential for exposure to bloodborne pathogens exists.

The following policies are state license and health department rules, Kids of Excellence is responsible for complying with these rules to meet license and health department requirements. The center takes training yearly to stay up to date with the rules and regulations, the state and health department requires 50% of staff to have these trainings, however, KOE has 100% staff take and implement these policies.

Signature _____

Date _____

Kids of Excellence
EpiPen Policy and Procedure

Epinephrine Introduction

Epinephrine is the drug of choice for the emergency treatment of severe allergic reactions to insect stings or bites, foods, drugs, or other allergens and for basic life support treatment for severe asthma. Epinephrine mimics the responses of the sympathetic nervous system. It quickly constricts blood vessels to improve blood pressure, reduces the leakage from the blood vessels, relaxes smooth muscle in the bronchioles to improve breathing through bronchodilation and alleviate the wheezing and dyspnea, stimulates the heartbeat, and works to reverse the swelling and hives. The drug takes effect within seconds, but the duration of its effectiveness is short (about 10-20 minutes).

The Kids of Excellence trained staff utilizes the auto-injectable epinephrine, a disposable delivery system for self-administration. The Epi-Pen Jr. has a spring activated needle that is designed to deliver a single precise dose (0.15 mg. of 1:1000 solution) of epinephrine to infants/children under 8 years old when activated. It may be necessary in very severe reactions to administer a second dose after five minutes if initial response is inadequate.

Side Effects

The patient may complain of side effects following the administration of epinephrine. Possible side effects include increased heart rate, pale skin (pallor), dizziness, chest pain, headache, nausea, vomiting, excitability, and anxiousness.

Indications for Epinephrine Administration

Epinephrine should be administered if a child exhibits signs and symptoms of a severe allergic reaction (anaphylaxis), including respiratory distress and/or shock (hypoperfusion) or severe asthma. Children who have progressed to severe asthma experience a combination of the following: shortness of breath, mental status changes (anxious, confused, combative, drowsy), inability to speak in sentences, sweaty and unable to lie down.

If a child exhibits signs and/or symptoms of a severe allergic reaction (anaphylaxis), including respiratory distress and/or shock (hypoperfusion) or severe asthma, the Kids of Excellence trained staff will:

- Call for EMS;
- Maintain a patent airway;
- Administer auto-injectable epinephrine to the child whether or not such child has a prescription for epinephrine;
- Contact the child's parent, guardian, and/or emergency contact person; and

- Complete an incident report to document that epinephrine was administered, the dose, and the time of administration.

Procedures for Training and Supply Maintenance

At least one staff at Kids of Excellence will complete a training session each year with review of signs and symptoms and emergency medical care for allergic reaction, anaphylaxis, anaphylactic shock, and severe asthma.

This Kids of Excellence staff will complete a training session each year with instruction in the proper use and maintenance of the Epi-Pen and practice with the Epi-Pen Trainer. This training may be completed by a registered nurse, a licensed medical physician, a child care health consultant, anaphylaxis training organization, or any other entity approved by the Louisiana Department of Health in the administration of auto-injectable epinephrine.

Kids of Excellence may maintain a supply of auto-injectable epinephrine at the center in a secure and easily accessible location but inaccessible to children. This supply will be used by a Kids of Excellence trained staff to administer auto-injectable epinephrine to a child who exhibits signs and/or symptoms of a severe allergic reaction (anaphylaxis), including respiratory distress and/or shock (hypoperfusion) or severe asthma whether or not such child has a prescription for epinephrine.

KIDS OF EXCELLENCE BEHAVIOR GUIDANCE POLICY

Discipline Policy

Teachers at Kids of Excellence provide developmentally appropriate guidance within an encouraging classroom. With this approach, teachers strive to think beyond conventional classroom discipline and help children develop lifelong skills such as mutual acceptance and cooperation, creative, and peaceful problem-solving strategies, and acceptable ways to express difficult emotions.

Teachers are expected to use a soft and reassuring voice, treat all children with respect and kindness at all times, and establishes clear classroom rules. Classroom rules are stated in a positive fashion.

A child attending Kids of Excellence shall not be subject to physical punishment/corporal punishment, verbal abuse, psychological abuse, or coercion under any circumstances by staff. Threats or derogatory remarks shall not be made and food will never be withheld nor threatened to be withheld as a form of discipline.

The following methods of discipline are **prohibited staff practices** at the Center:

Physical or corporal punishment:

- A. Physical or corporal punishment which includes but is not limited to shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hairs, or ears; requiring a child to remain inactive for a long period of time. Paddling, 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.
- B. Being physical disciplined by another child.

Verbal abuse:

- C. 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;
- D. The threat of a prohibited action even if there is no intent to follow through with the threat.

Psychological abuse:

- E. Psychological abuse, which includes but is not limited to shaming, name-calling, ridiculing, humiliation, sarcasm, cursing at, making threats, frightening a child, ostracism, or withholding affection.

Coercion:

- F. Coercion abuse, which includes but is not limited to rough handling (shoving, pulling, pushing, grasping, restraining, of any body part).
- G. Forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm.
- H. Physically forcing a child to perform an action (such as eating or cleaning up)
- I. Depriving food or beverages from a child.

ANY SUSPECTED ABUSED AND/OR NEGLECT OF A CHILD IN THE CENTER WILL BE REPORTED IN ACCORDANCE WITH LA R.S. 14:403 TO THE LOCAL CHILD PROTECTION AGENCY.

Child Protection Number

Challenging Behavior

KOE defines challenging behavior as any behavior that:

- Interferes with children's learning, development and success at play,
- Is harmful to the child, other children, or adults, or
- Puts a child at high risk for later social problems or school failure.

Examples of challenging behaviors are: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ["You can't play with us"], verbal bullying, tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.

When children demonstrate inappropriate or challenging behaviors teachers observe children to identify events, activities, interactions, and other contextual factors that predict challenging behavior and may contribute to the child's use of challenging behavior.

Teachers also observe children to assess the function of the child's behavior and provide positive behavior support strategies. When needed, teachers work with families and other professionals to develop individualized plans to address the child's behavior and support the child's inclusions success.

Actions of the Staff:

1. **Positive Reinforcement** –strengthens behavior by focusing on what is taking place.
2. **Redirection**- focuses on what the child is doing inappropriately and helps them figure out a alternative and more positive approach when conflict arise. Provides an explanation of appropriate behavior, and reinforces more acceptable behavior. Redirect to predictable, daily schedule.
3. **Natural/Logical Consequences**- provides a way for the child to learn more acceptable ways to behave and become responsible for their behavior.
4. **Modeling**- provides an example from which children learn.
5. **Problem Solving**- child finds the solution to an inappropriate behavior. Encourages the children to work through their problems and help them to identify solutions and to use words to solve them.
6. **Sit and Watch**- provides the child time to calm.
7. **Remove Triggered Materials**- remove or modify classroom environment that triggers challenging behaviors
8. **Positive Behavior Supports**- a system of positive supports, natural reinforces, and praise.
9. **Work with Families**- Open and clear communication with families with challenges in the classroom.
10. **Individualize Plans**- creates an individuated plan to address behavior with families and professionals.

Suspensions and Expulsions

Kids of Excellence top priority is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. However, occasionally, there are situations that result in the expulsion of a child from our program either on a short term or permanent basis. These situations are always unfortunate. We want staff and parents to

KOE BEHAVIOR GUIDANCE POLICY

know we will do everything possible to work with the parents/guardian, in order to prevent this policy from being enforced. Exclusionary measures are not considered until all other possible interventions and steps to prevent suspension have been exhausted, and there is agreement that exclusion is in the best interest of the child.

The following are reasons why we may have to expel or suspend a child from our center:

CHILD'S ACTIONS FOR EXPULSION

- Unsuccessful resolution of ongoing behavior challenges individualized plan
- The child is at risk of causing serious injury to other children or himself/herself
- The child threatens the safety and health and well-being of other children.
- Ongoing physical or verbal abuse to other children or staff

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms: including the child's updated immunization records/enrollment
- Habitual tardiness when picking up your child
- Verbal abuse to staff
- A parent threatens physical or intimidating action toward staff members
- It is advised by a physician or licensing agency.
- Enrollment was under fraudulent circumstances.

If exclusionary measures must be taken, the program offers assistance to the family in accessing services and an alternative placement.

Sleeping Policies

Kids of Excellence follows the requirements of the Louisiana Department of Education (DOE). According to DOE, all children must nap or rest for a period of time appropriate to their age. Individual and appropriate sleeping arrangements shall be provided for each child. Each child must have a cot, mat, or crib (baby bed) of appropriate size, height, and material sufficient to ensure his or her health and safety. Sleeping arrangements/accommodations shall be assigned to individual children. Children will be encouraged and supported to nap or rest (e.g., soft music).

Infants shall be allowed to sleep according to their individual schedules.

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

Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day.

Children age 4 and over shall be offered the opportunity for quiet time.

Infants shall have a crib separated from all other cribs (no stackable). Infants will be placed on their backs to sleep, even at nap time, to lower the risk of SIDS. Pacifiers are allowed and encouraged for infants of one month to one year old and bumper pads, pillows, and stuffed toys are not allowed in cribs. Pacifiers will be removed once the child falls asleep. Additionally, infant rooms are kept at a comfortable temperature. No blankets are allowed in the child's crib.

Parents must have written authorization from a physician is required for any other sleeping position.

If infants arrive at the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment.

Written notice of the specifically authorized sleeping position shall be posted on or near the crib.

Infants shall not be placed in positioning devices unless the center has written authorization from a physician to use a positioning device.

Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is allowed in said device.

Back-to-sleep signs shall be posted in the room where infants sleep. Infants who use pacifiers shall be offered their pacifier when they are placed to sleep, but it shall not be placed back in the mouth once the child is asleep. Bibs shall not be worn by any child while sleeping. Nothing shall be placed over the head or face of an infant or child. Staff shall visually check on sleeping infants at least every ten minutes.

Biting Policy

Biting is a natural behavior for very young children. They often do not have the social awareness to control this behavior when it is directed against others. Young child is still limited in their ability to express themselves through language. They are socially unsophisticated and not well attuned to the feelings of peers and finer points of social interaction. Furthermore, in a very young child, teething may be occurring and like the baby who gums objects, the child may be trying to relieve the discomfort in one way or another. Here at Kids of Excellence, we strive to set up a classroom environment that will serve to decrease incidents of biting (small group sizes, excellent adult/child ratios, etc). However, despite these best efforts, whenever young children are grouped together it is inevitable that biting will occasionally occur. If a child is having a problem with biting, the staff will work with the parents to try to resolve the problem together. Infants shall be allowed to sleep according to their individual schedules.

To prevent bites, the Kids of Excellence staff will:

- Set up a challenging, yet safe, environment that is age-appropriate.
- Set clear rules that are consistently enforced.
- If an individual child is “biting,” the staff will try to stay in arms reach of that child.
- Give the biter something more appropriate to do. Offer something that can be bitten.

If a bite occurs, staff will:

- Attend immediately to the injured child. Have the child who did the biting sit to the side where someone can watch him/her.
- Wash the area gently with soap and water; apply cool compresses if needed.
- Fill out an accident report to notify the parents of the bitten child, the parents of the child who bit, and the first aid procedures completed. Once the injured child is settled down, comforted, and all first aid measures are completed it is time to attend to the child that did the biting. (If two teachers are working together, this will be done simultaneously.)
- Tell the child “Biting hurts!! Teeth are for eating food, not for hurting friends!”
- Give some time and attention to the child who did the biting as they probably feel very needy after their loss of control.
- Complete an incident report to let the parents of the biter know about the bite and how the situation was handled.

Touching Policy

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of the children’s body cues and only occur with their permission. Staff members are sensitive to children’s responses and requests for physical interactions and model nurturing touches. Except for safety cleansing, children will always have the right to refuse touch.

- **Nurturing Touch** – is necessary for every child’s emotional growth. Affectionate nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbings or patting backs, cuddling, and hand holding. Children always have the right to refuse these touches.
- **Personal Care Touch** – includes cleaning, dressing, and nap time routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting toileting, examining rashes and unusual marks, nose blowing, and assisting with necessary clothing changes. Genital areas are touched gently for purposes of cleansing only. First aid is administered as gently as possible and always accompanied by a verbal explanation and appropriate comfort.
- **Physical Interaction** – is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught, through modeling and verbal guidance, to use words rather than physical actions to settle their differences with others.

Prohibited Items - Not Allowed

Kids of Excellence prohibits the use of alcohol, tobacco, and the 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.

Abuse/Neglect Policy

As mandated reporters, all center staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS (1-855-452-5437; (in accordance with R.S. 14:403).

An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and

An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Photography of Children

The center will obtain written, informed consent from the parent before allowing any photographs to be taken and before releasing any photographs from which the child may be identified. This permission is given or denied on the “Photographs of Children” permission form filled out at the time of enrollment.

Transportation Policy

Kids of Excellence do not provide transportation to and from the center. Transportation is provided for field trips only. Field trip transportation is provided through a contractual arrangement with a licensed commercial carrier.

Electronic Devices Policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers, and handheld electronic devices, shall adhere to the following limitations:

- Electronic device activities for children under the age of two are prohibited; and
- Time allowed for electronic device activities for children ages 3 and above shall not exceed 30 minutes per day

Computer Practices Policy

Computers that allow internet access by children should be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, email, and instant messaging.

Program, Movies and Video Games Policy

- 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 another programming shall be suitable for the youngest child present.
- “PG” programming or its television equivalent shall not be shown to children under age 5.
- “PG” programming shall only be viewed by children age 5 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 games.
 - i. “E10+” rated games shall be permitted for children ages 10 years and older.
 - ii. “T” and “M” rated games are prohibited.

Car Seat Safety

The safety of the children is our primary concern here at Kids of Excellence. With that in mind, we remind you to please make sure you always properly secure your child in his or her car seat. Please be advised that Kids of Excellence staff is ethically bound to report any instance of a child not being properly secured to the appropriate legal authorities.

Code of Conduct for Parent/Guardian

Kids of Excellence seek to provide an appropriate environment in which children can grow, learn, and develop. In keeping with this goal, we require that all adults on the center premises behave in a manner consistent with decency, courtesy and respect. Achieving this ideal environment is a responsibility shared by our staff, by our parents and by any other adults who enter our facility. Listed below are the behavioral guidelines that we respectfully ask you to follow at all times while at the center.

- Swearing/cursing – no adult is permitted to curse or use other inappropriate language on the center property, whether in the presence of the child or not. At no time shall inappropriate be directed toward members of the staff
- Threatening language – threats of any kind will not be tolerated and will be reported to the appropriate authorities. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. Adults must be responsible for and in control of their behavior at all times.
- Physical/verbal punishment of your child or other children at the center – corporal punishment is not permitted at the center. Parents or other adults visiting the center are prohibited from addressing for the purpose of correcting or disciplining a child that is not their own. If a parent or guardian should witness another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child that parent or guardian should direct their concerns to the center Director or Assistant Director.
- Smoking, firearms, and other potential hazards to children and adults are prohibited at all times.

Please be advised that parents or other adults who violate this code of conduct may not be permitted on the center property and we reserve the right to terminate services to the child and family.

Parent Concerns and Complaints

Parent concerns initially should be directed to your child's teacher for discussion and resolution. Any concerns not resolved at this level must be reported to the Program Director. The Program Director will investigate the complaint by gathering information from all available sources and schedule a meeting with all parties to discuss a resolution. Using this information, the Program Director will recommend a resolution or make a determination as to another appropriate course of action. Future action is to educate families on the Center's grievance policy and procedure, which can be provided upon request at any time. Confidentiality will be maintained at all times. Teachers will not discuss parental concerns or issues with parents of children not enrolled in their classrooms. Teachers will not discuss concerns or issues with other teachers in the Center. Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

Telephone: 504-947-5437, 504-325-5623

Email: kristi@kidsofexcellence.com; precious@kidsofexcellence.com; tyrajohnson51@yahoo.com

LED Licensing

P.O. Box 4249 Baton Rouge, LA 70821

Phone: 225-342-9905 Fax: 225-342-2498

Confidentiality

All information obtained regarding any center family/child (ren) is considered confidential. Information obtained and collected by our program will be shared with program staff on a "need to know" basis. Teachers may use the information during in-service training to identify children's interests and needs. Practicum students and volunteers are not to be included in discussions of children and families, except for the information that is relevant for them to complete their objectives.

While classroom teachers may require assistance from the program staff to compile documentation for assessment, only the classroom teachers and designated graduate assistants/ assistant teachers will have access to the complete assessment materials. All confidential materials will remain in a lockable filing cabinet in the office. All parents/ guardians may gain access to their child's information by either asking the teacher or director.

All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. Teachers along with the participation of parents will review the completed information and together make goals for the child or a referral in cases of developmental delay. No information can be shared with an outside agency without written consent from the legal guardian. Additionally, no outside consultants can be used for screening, evaluation, or intervention purposes without the express written consent of the parent or guardian (see parent permission form in appendix).

We will provide notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website.

On request, regulatory and licensing authorities (Louisiana Department of Education) of the Center will have access to confidential materials.



Language

It is important to the Center that all families are given the opportunity to fully understand, interpret, and become involved with their child's assessment and goals. The Center will provide an interpreter for any family that needs and makes a request.

Children with Special Needs or Disabilities


Kids of Excellence recognizes the value of including young children with special needs or disabilities in classrooms with their typically developing peers. We believe the benefits for all children are considerable and that children from birth through age eight are in a formative period for getting to know each other. We appreciate the extensive legislative, moral-philosophical, and research base that supports the use of natural environments for young children with disabilities. We believe that an inclusive early care and education program must have involvement, input, and ongoing collaborative efforts from all participants, including the families receiving services and the early intervention, special education, and public school personnel. Therefore, Kids of Excellence collaborates with Early Steps, Families Helping Families, Early Childhood Supports and Services (ECSS), Local Education Agencies, and other community support programs.

The staff at Kids of Excellence completes developmental screenings and curriculum-based assessments on each child 4 times each year (as described in Center Assessment Plan). When children demonstrate potential developmental delays, the staff discusses concerns or challenges with families and with family permission, makes referrals for evaluation to the appropriate agency (Early Steps, LEA Child Search, Head Start Consultants). Teachers and administrators then partner with families and support families to (a) navigate the early intervention systems, (b) collaborate in the development and implementation of IFSPs and IEPs, and (c) maintain copies of documents and confidentiality. Kids of Excellence requires early intervention personnel and other consultants to sign in and out for each visit to the Center and maintains a personnel file in the office that includes consultant and interventionist identification, credentials, and criminal background checks. Parent permission for consultant and interventionist services also must be filed in the child's record (e.g., signed IFSP, Head Start Consent to Evaluate Form).

Continuity of Care and Transition Procedures

We are committed to providing the highest quality of care for children. One of the main indicators of quality care is the level of interaction between teachers and children in their care. We feel that placing the children with a primary caregiver is very important to enable each teacher to develop a bond with each child. According to NAEYC's Developmentally Appropriate Practice in Early Childhood Programs, "As the caregiver comes to know a few infants very well, she is able to respond to the temperament, needs, and cues of each baby and to develop a mutually satisfying pattern of communication with each child and family." Kids of Excellence strives to implement a primary caregiver program, especially for infants, keeping caregivers and assigned infants together for 15 to 16 months, until they transition to the young toddler room. At that time, the Center strives to also move a primary caregiver to the young toddler room with a group of transitioning children.

We also will be making every effort to keep our teachers with the children in their groups. And, we will be making every effort to keep children together as a group (i.e., moving children in groups from one room to another). Research has shown that familiar children, as well as familiar adults, provide a sense of stability and familiarity to young children in new circumstances. Typically, groups of children will move to a new classroom at the beginning of summer of each year.



Additionally, developmentally appropriate teaching staff-child ratios within group size (i.e., NAEYC ratios) are maintained throughout the day (i.e., from 6:30 a.m. arrival through 5:30 p.m. departure) to facilitate high quality adult-child interactions and productive activity among children across routines and activities. These ratios and group sizes are maintained during all hours of operation including outdoor play and field trips (only exception is nap time for the Franklin location). The Program is organized and staffed to minimize transitions experienced by an individual child during the day – no child spends more than 30 minutes in the morning or 30 minutes in the evening in a classroom other than their assigned classroom (e.g., a 3 year-old child who arrives at 6:30 am spends only 30minutes in another room before being moved into his regular classroom; a 4 year-old child who leaves at 5:30 pm spends only 30 minutes in the 3-year-old classroom at the end of the day).

Transition into the Center

Kids of Excellence strives to support each child's entry into classrooms within the Center. These transitions are individualized as much as possible to meet the child and family's needs and interests. Families also are given the opportunity to chat with the center director and when applicable the center teacher before enrollment via the Brightwheel app. We work with the child and family to make the child as comfortable as possible as quickly as possible. We use a variety of individual strategies to facilitate the child's adjustment to the classroom, such as posting pictures of the child's family on the tree in the room, singing the child's favorite song, serving a favorite snack, offering a stuffed animal or soft toy, and providing additional teacher attention and support.

Transitions within the Center

Kids of Excellence strives to make transitions as easy as possible for all children. The developmental level of each child is taken into consideration when transition times approach. The director, teachers, and families all work together to make sure that the child is ready to move on to the next classroom. Continuity and consistency are very important to young children. The classroom arrangement shared play areas, and the friendly nature of our center ensure that children get to know the teachers across age levels. By the time each child is ready to move, they know the teachers very well. To ensure interactions occur across children and teachers of other groups, we create systematic opportunities in the spring and summer of each year. For example, children play outdoors with the next older group of children and teachers, teachers visit younger classrooms during a variety of routines and activities, and during August, children visit the classroom they will be moving into in September.

Transitions within the Center

When children leave a place where they feel safe and secure and head off to the unknown territory of a new school, it can be very difficult. At Kids of Excellence, we work to ensure that each child is as comfortable as possible with the idea of a new school. When the teachers find out that a child is leaving the Center, they work with the parents to help the child feel at ease. The teachers and the children talk as the time nears about what it will be like at a new school. They let the children know that they will make new friends and have fun just like they have at Kids of Excellence. When the child's final days approach, the teachers and parents help the child plan his or her "Happy Good-Bye Day" party. We treat their last day as a celebration of the good times they have had at the Center and of the good times to come at their new school. Each child looks forward to their special day and it helps ease the transition for them.

Transition to Pre-K or Kindergarten

In Orleans parish, parents must complete a common app, OneApp, via Enroll Nola PS to get admitted into a Pre-K 4 or Kindergarten program. Families register via the OneApp portal, <https://oneapp.secure.force.com/>, during designated enrollment periods, the first round typically start in the month of November and December. You can submit your child's application on the first day of the application window or the last. All applications will be processed at the same time after the deadline. Be aware that you may need additional testing for a specific school. Allow yourself time to meet all requirements.

School enrollment depends on the number of seats available, the priority list for the school you are applying to, and then the randomly assigned application number of your child.

Once you submit your application you should receive an email confirming that the application has been submitted. All applications will be processed after the deadline closes. Once matches are made you will receive your school placement in your common app parent portal. You will also receive an email with the next steps on how to accept your child's seat to the email provided in the portal.

Staff

Kids of Excellence is composed of a diverse group of people with training and experience in Early Childhood Education and Child Development. Other staff members give support services necessary in providing quality child care.

To maintain quality, all staff members are required to attend continuing education programs. Current and updated childcare material journals and magazines are provided through the Center resource room located in the office or resource room. Also, staff members are encouraged to be a part of a professional organization.

Staff Qualifications

Our teaching staff is hired in compliance with state requirements and qualifications.

Child to Staff Ratios

Children are supervised at all times during all hours of operation, on classrooms and outdoor settings, and in outdoor learning environments. All caregivers receive scheduled breaks which reduce fatigue and aide in ensuring alertness.

We meet or exceed the following Louisiana Department of Education Standards for child to staff ratios:

Age Category	Ratio	Group Size
Infants	1:4	8
Toddler/Twos	1:4	8
Preschool	1:8	16

Staff Members

- **Executive Administrator** – Oversees the operation of all employees and facility operations in compliance with state and national regulations. The Executive Administrator is responsible for provisions of staff training, staff supervision, financial and operational concerns, and serves as the representative and liaison for Kids of Excellence C.D.C., Inc.
- **Director** – Responsible for center operations and staff training, day-to-day operations with primary responsibilities of managing/scheduling staff, classroom development, and parent support. The Director serves as the liaison between the Center and the Executive Administration.
- **Assistant Director** - Responsible for center operations and staff training, day-to-day operations with primary responsibilities of managing/scheduling staff, classroom development, and parent support. When Director is absent.
- **Supervisor**- Responsible for day-to-day operations, managing teachers, support staff, volunteers, and other employees.
- **Office Manager** – Responsible for center secretarial support which includes office management and parental communication with the director.
- **Head Teacher** – Responsible for teaching staff. The Head Teacher oversees lesson plans and classroom activities and assumes an on-site supervisory role in the absence of the Director.
- **Teaching Staff** - Responsible for all classroom activities and duties related to caring for the children. The Teachers also are responsible for day-to-day communication with parents and other family members.
- **Ancillary Staff** – Staff members provided by the center to support additional services include para-professionals or teacher aides, dietary staff (i.e., cook), housekeeping, and maintenance personnel.
- **Substitute**- Adult who replaces a specific teacher or assistant teacher–teacher aide on a temporary basis. A substitute who replaces a specific teacher or assistant teacher-teacher aide for 20 or more consecutive business days must be considered a member of the teaching staff. NAEYC recognizes that programs may use substitutes to supplement the teaching staff.
- **Support Staff** - Adults employed by the program, but not considered part of the teaching staff. Examples of support staff: Cook, bus driver, janitorial or maintenance staff, administrative support staff.
- **Volunteers** - Adults, neither employed by nor contracted with the program, who are regularly scheduled to provide support services to the program in administrative capacities (e.g., clerical work, creating bulletin boards or displays), classroom management, or other support tasks (e.g., cleaning, landscaping/gardening) without monetary compensation. Examples of volunteers: Parents participating in a parent cooperative program, lunch aides, foster grandparents, and reading buddies.
- **Other service providers** - adults, either employed by or contracted with the program, with appropriate specialized knowledge that arrange or engage children in planned therapies, activities, or experiences that take place for no more than one hour at a time, per group of children. Examples of other service providers: Special subject teachers, extra-curricular instructors, psychologists, social workers, nutritionists, nurses, and speech, physical or occupational therapists.

Teacher Retention

Kids of Excellence believes that high teacher retention is critical to school success and impacts students tremendously. Having a low teacher turnover rate builds positive relationships with students, and consistency in the classrooms, and creates an overall safe environment. Each classroom is assigned two teachers for the year.

Kids of Excellence encourages keeping each teacher for the full year in their assigned classroom. Kids of Excellence encourages keeping infants, toddlers, and two's together with the same two teaching staff for at least nine months, or longer.

Meals and Snacks

All children must participate in the center's meal program, which is administered in accordance with the Child and Adult Care Food Program (CACFP). CACFP is a federally funded program operated nationally by the U.S. Department of Agriculture (USDA) and administered in our State by the Louisiana Department of Education (LDOE). CACFP regulations guide all aspects of Kids of Excellence's meals and snacks, including sanitation and hygiene (including food storage, preparation, serving and handling, portions, and feeding) and the provision of nutritionally sound meals and snacks. Breakfast, lunch, and snacks are provided daily and menus are planned according to State Nutritional Guidelines. No food exceptions will be made unless the office has a completed Dietary Restriction form on file in the office. The Louisiana Department of Education prohibits children from bringing outside food into the center unless the child has special nutrition needs and is on a special diet prescribed by his or her physician. The program asks for your consent to post information about your child's food allergy in the kitchen, classroom, and other areas of the Center your child uses so it is a visual reminder to all teachers and staff who interact with your child.

Food may be brought into the Center for special occasions such as birthdays and holidays. These foods must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

Formula Policy

Infant formula and baby food are provided by Kids of Excellence. We provide all formulas for our infants. We provide whole milk for children 12 months to 24 months. Children ages 2 years and older are provided with 1% low-fat milk. If your child requires any other type of milk, you must bring it in for example Almond, Oat, Goat, etc. We will work with you and your child's health care provider to ensure that the formula and food are based on your infant's individual nutritional needs and developmental stage. We provide three bottles with lids for all parents.

All staff must discard any unfinished and unrefrigerated formula or breastmilk after one hour.

Breastfeeding

Kids of Excellence supports breastfeeding mothers and infants by (a) accepting, storing, and serving expressed human milk for feedings; accepting human milk in ready-to-feed sanitary containers; (b) labeled with the infant's full name and date that the milk was expressed; (c) storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months; ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; (d) providing a comfortable and private place for breastfeeding, and (e) coordinating feedings with the infant's mother. Kids of Excellence offers a breast feeding space for mothers.

Diapering

Diapers are changed every two hours or as needed. KOE provides diapers and wipes for each student through a grant from Pilgrims Baptist Church and Boys Town Early Head Start Program. If the grant is no longer provided. Also, please make sure you provide enough wipes to cover a week's supply of diaper changing. FYI – Teachers' and baby's hands must be wiped with individual wipes after removing the soiled diaper. Once the clean diaper is put on the baby, another wipe will be used to clean his or her hands if the baby cannot hold his or her head up for hand washing.

Potty Training Policy

Potty Training

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. **Potty training will be done in a relaxed manner.** We require that the child must be at least 2 years old and must be showing signs of readiness. The child must be kept in pull-ups at all times. Please keep in mind that the activity levels can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers until your child can and will announce that (s)he must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. The child must be in the classroom for at least 60 days before starting potty training.

Potty Learning Readiness

Verbal Stages of Readiness:

Basic verbal skills: The child is able to speak in three or four-word sentences:

- Stage 1: The child tells you he/she has a wet diaper and recognizes he/she is wet.
- The child tells you he/she is wetting and recognizes the sensation of being wet.
- The child tells you he/she will wet diapers, can control her/himself and use a toilet.

Physical and Psychological Signs of Readiness:

- Stays dry for a long time. (The child is able to “hold” his urine or bowel movements.)
- Can recognize when the diaper is wet or soiled.
- Has bowel movements at a regular time. (Child chooses when to move his bowels)
- Adults can recognize when a child is moving his bowels. (Child is deliberately moving bowels.)
- Can undress and pull up his/her own pants. (Important because this is the work of the child, not the caregiver.)
- Initiates interest in using the toilet and asks to wear underwear.
- Wants to be independent (which is very important for the learning process.)
- Child is emotionally ready and is open to learning (Is the child generally cooperative?)
- Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is behavior that has been seen in children who are ready to use the toilet.)
- Can follow three and four-step instructions. (This is critical for learning to urinate or move bowels, wipe her/him, flush the toilet, and then wash hands.)
- Can use consistent words or gestures to communicate.
- Is able to physically get to the toilet and sit on it without help.
- Must show a willingness to want to sit on the toilet and understand its function.

Our Policy Requires the Following:

- The child will wear loose-fitting clothing (which is easy to pull down and pull up)
- No overalls, bib-type pants, onesies, or T-shirts with snaps between the legs
- No pants with belts or one-piece outfits
- Determine from the beginning of learning whether a child will sit or stand (boys).
- Positive reinforcement must be continued at home
- Students do not be physically punished by parents or guardians for accidents they may during potty training

Change of Clothes

Children while eating or at play sometimes become dirty or wet. With their attention firmly fixed on a task, or reluctance to stop play, children will occasionally “have an accident” and soil themselves. This is a natural function of growing up and potty training. Children will be at different stages of their training and such occurrences will happen, that requires changing

Rationale

We would not like a child to sit around in clothes that are wet or soiled.

Changing Clothes Policy Aims

While making a mess is a normal and inevitable occurrence it is sometimes necessary for children to have their work clothes changed whilst at the child developmental center. This policy/procedure aims to ensure a healthy environment for all children and that clothing can be changed quickly and as least stressful as possible.

Children should have at least three complete change of clothing within their bags, in case of mishaps.

The parent/caregiver will be informed of the incident and will be asked to return any child developmental center clothes after washing.

Parents

Parents will be made aware of this policy at the parent induction session. Parents will need to ensure that their child has at least one change of clothes with them at the child developmental center.


The parent/caregiver will be informed of the incident and will be asked to return any child developmental center after they have been washed.

Uniforms

Uniforms are optional at Kids of Excellence with the exception of field trips. Uniforms must be worn on field trips.

Uniforms may be worn during the school year.

Uniforms may be purchased at: Logo Express Logos 3141 Gentilly Blvd. New Orleans, LA 70122 504-284-3381



The following are uniforms and guidelines for the Toddlers I, Toddlers II, and Pre-K classes. The Center uniform for girls and boys also includes tennis shoes or other shoes that completely cover the feet (e.g., no sandals). Children in the Infant I and Infant II classes are not required to wear school uniforms.

Girls Toddler I, Toddler II and Preschool

- Kids of Excellence khaki style jumper, pants, shorts, or skirt
- White or yellow blouse with “Peter Pan” style collar (no lace please)
- White socks (no lace or ribbons)
- Solid black shoes or black tennis (Velcro or buckle closing)
- Please confine earrings to small stud types (Any dangling earrings or earrings that pose a choking hazard will be removed)

Boys - Toddler I

- Long or short khaki pants with elasticized waistband (no belts)
- Hunter green or White “Polo” style shirts with school emblem (at Kids of Excellence Child Developmental Center)
- All black shoes (including soles, tongue, and Velcro or buckle closing)
- White socks (no designs or emblems)
- Boys are not permitted to wear any jewelry, including earrings

Sweatshirts may be ordered at the beginning of the school year. It is mandatory that children have the Kids of Excellence uniform sweatshirt for cool weather, especially when going on field trips and other off-campus activities.



Kids of Excellence Child Learning Center Parent Receipt of Parent Handbook

My signature indicates that I have received, reviewed, and understand the policies and procedures contained within this Parent Handbook. I agree to abide by them throughout my child's enrollment at Kids of Excellence Child Developmental Center.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____



APPENDIX

City Seats & B-3 Parent Agreements

City Seats Public Assistance Award Parent Agreement

Dear Parent / Guardian,

Your child has been awarded a City Seats public assistance award, a scholarship that covers the full cost of attendance at Kids of Excellence Learning Center. Your scholarship entitles you to:

- Free, quality child care services at this program, for up to 10 hours a day, for the 2022-2023 school year.
- Free, regular assessments and reports on your child's progress and development.
- Free hearing and vision screenings, with a referral to a physician, if needed.
- Ongoing training and support for your child's teachers.
- Recommendations for additional support or interventions for your child, if needed.
- Access to the City Seats Parent-Child support team should your family need assistance.

We are delighted you will be joining our community! In order to keep your child's scholarship, you must fulfill the following requirements. **Failure to fulfill program requirements can cause dis-enrollment from the program.**

PROGRAM REQUIREMENTS

The Parent(s) / Guardian(s) will:

- Maintain the **85%** monthly attendance requirement. It is very important that your child is in attendance every day. Your child's participation is very important to his/her overall success. This means that if the child care provider is open 20 days of one month, then your child is required to attend at least 17 of those days.
- Communicate openly with your child's child care provider concerning absences and reason for absences.
- Understand that chronic absenteeism will result in disenrollment from the program.
- Understand that absences due to vacation will be excused for no more than 2 weeks per year.
- Provide requested enrollment documents within 45 days of your child being enrolled.
- Ensure that your child is present at school for scheduled screening services such as hearing and vision screenings.
- Make efforts to attend and participate in parent meetings and school events as required.
- Understanding that The City Seats program is a 10 hour a day program.
- Be aware that any services provided before or after normal program hours will be accessed by your child's school. Late pick up fees are set at a rate not to exceed \$5.00 for the first minute and \$1.00 each additional minute per child.
- Understand that if my words (or/and adult authorized representative) or actions are perceived to be a physical or verbal threat to staff, other parents, children or volunteers, that they may be dis-enrolled from the program.

- Comply with the child care provider's policies and procedures.
- Provide updated contact and emergency information to the school as the information changes.
- Be aware that the 2022-2023 school year will begin **August 1, 2022** and end **June 30, 2023**.
- Understand that centers may have closure days for Professional Development and other unforeseen reasons. Centers will attempt to communicate with parents in advance if possible.

Lastly, we want to emphasize the importance of the 85% attendance requirement. Attendance is an essential part of maintaining good standing with the program. One reason that attendance is important is due to City Seats being funded through Orleans Parish tax-payer funds. In order to ensure that funds are being fully used, all those enrolled in the program are required to attend at or above 85% of the month. Our hope is that every person enrolled in the program is truly in need of the scholarship and utilizes it to its fullest capacity. Another reason that full attendance is important is because early childhood education ensures positive outcomes for children. Children from birth to three year of age who have attended high-quality early childhood sites have been proven to be more likely to be ready for kindergarten, and are more likely to have positive outcomes later in life.

Of course, we understand that there are some instances where your child's absence may be excused. Please see below for the instances in which your child's absence may or may not be excused:

<u>Type of Absence</u>	<u>Excused / Unexcused/ Both</u>	<u>Parameters</u>
Vacation	Both	<ul style="list-style-type: none"> ● Each child is allowed 2 weeks of vacation per academic year. ● An absence due to vacation is only excused if the child has been attending at or above 85% for 3 months in advance of the vacation. Otherwise, the absence due to vacation will be unexcused. ● Families shall notify the center in writing of vacation dates and Providers shall upload documentation in Child Plus.
COVID-19 Sickness (of child or close relative)	Excused	<ul style="list-style-type: none"> ● If a child or member of the child's family has been diagnosed with COVID, the child care provider and family must follow the CDC and LDOE guidelines for how long a child will be absent from school. Upon return, the child must present a negative COVID test. ● If a child care provider determines that they need to close their establishment in order to contain the spread of COVID-19. ● Your child will not be considered for discharge as long as you can supply a positive Covid test for the child.
Bereavement	Excused	<ul style="list-style-type: none"> ● If a family is experiencing a death in the family, the program will give the family a five-day bereavement period. If the family needs more time, the family must notify the provider and it must be documented in Child Plus.
Transportation	Unexcused	<ul style="list-style-type: none"> ● If a parent/guardian is experiencing transportation issues, the family shall be referred to the City Seats Parent-Child Support Team to determine if support is needed, such as connection to resources or distribution of bus passes.

Undetermined	Unexcused	<ul style="list-style-type: none"> If a parent/guardian fails to make contact with the provider for over one week, the child will be considered for discharge.
Natural Disaster	Both	<ul style="list-style-type: none"> Depending on the impact of the natural disaster, such as hurricanes, flooding, etc., NOEEN will provide guidance on the allowable excused absences.

If your child is absent for 3 or more consecutive days, our team may reach out to see if there is any way our City Seats Parent-Child Support Team may be able to provide assistance or support. Continuous unexcused absences will require an attendance counseling session, which could be provided by your child's center director or our City Seats Parent-Child Support Team. If necessary, we may work as a team with you, your child care provider, and our support team to determine how we can assist you to achieve full enrollment. Failure to improve may be cause for dis-enrollment from the City Seats Program. Thank you in advance for your careful attention to your child's attendance, and for your communication and cooperation with your child care provider.

Thank you for being a part of this program. We look forward to serving your child and working with your family this year and in the future!

Sincerely,

The NOEEN Access Team

In order sign below stating that you understand and agree to these requirements.

--	--

Child's Full Name

OneApp ID

--	--	--

Name of Parent/Guardian #1

Signature of Parent/Guardian #1

Date

--	--	--

Name of Parent/Guardian #2
(If applicable)

Signature of Parent/Guardian #2

Date

**Birth to Three Public
Assistance Award
Parent Agreement**

Dear Parent / Guardian,

Your child has been awarded a Birth to Three public assistance award, a scholarship that covers the full cost of attendance at **<Child Care Center>**. Your scholarship entitles you to free, quality child care services at this program, for up to 10 hours a day, for the 2022-2023 school year.

We are delighted you will be joining our community! In order to keep your child's scholarship, you must fulfill the following requirements. **Failure to fulfill program requirements can cause dis-enrollment from the program.**

PROGRAM REQUIREMENTS

The Parent(s) / Guardian(s) will:

- Maintain the **85%** monthly attendance requirement. It is very important that your child is in attendance every day. Your child's participation is very important to his/her overall success. This means that if the child care provider is open 20 days of one month, then your child is required to attend at least 17 of those days.
- Communicate openly with your child's child care provider concerning absences and reason for absences.
- Understand that chronic absenteeism will result in disenrollment from the program.
- Understand that absences due to vacation will be excused for no more than 2 weeks per year.
- Provide requested enrollment documents within 45 days of your child being enrolled.
- Make efforts to attend and participate in parent meetings and school events as required.
- Understanding that The B-3 program is a 10 hour a day program.
- Be aware that any services provided before or after normal program hours will be accessed by your child's school. Late pick up fees are set at a rate not to exceed \$5.00 for the first minute and \$1.00 each additional minute per child.
- Understand that if my words (or/and adult authorized representative) or actions are perceived to be a physical or verbal threat to staff, other parents, children or volunteers, that they may be dis-enrolled from the program.
- Comply with the child care provider's policies and procedures.
- Provide updated contact and emergency information to the school as the information changes.
- Be aware that the 2022-2023 school year will begin **August 1, 2022** and end **June 30, 2023**.
- Understand that centers may have closure days for Professional Development and other unforeseen reasons. Centers will attempt to communicate with parents in advance if possible.

Lastly, we want to emphasize the importance of the 85% attendance requirement. Attendance is an essential part of maintaining good standing with the program. One reason that attendance is important is due to City Seats being funded through federal tax-payer funds. In order to ensure that funds are being fully used, all those enrolled in the program are required to attend at or above 85% of the month. Our hope is that every person enrolled in the program is truly in need of the scholarship and utilizes it to its fullest capacity. Another reason that full attendance is important is because early childhood education ensures positive outcomes for children. Children from birth to three year of age who have attended high-quality early childhood sites have been proven to be more likely to be ready for kindergarten, and are more likely to have positive outcomes later in life.

Of course, we understand that there are some instances where your child’s absence may be excused. Please see below for the instances in which your child’s absence may or may not be excused:

<u>Type of Absence</u>	<u>Excused / Unexcused/ Both</u>	<u>Parameters</u>
Vacation	Both	<ul style="list-style-type: none"> • Each child is allowed 2 weeks of vacation per academic year. • An absence due to vacation is only excused if the child has been attending at or above 85% for 3 months in advance of the vacation. Otherwise, the absence due to vacation will be unexcused. • Families shall notify the center in writing of vacation dates and Providers shall upload documentation in Child Plus.
COVID-19 Sickness (of child or close relative)	Excused	<ul style="list-style-type: none"> • If a child or member of the child’s family has been diagnosed with COVID, the child care provider and family must follow the CDC and LDOE guidelines for how long a child will be absent from school. Upon return, the child must present a negative COVID test. • If a child care provider determines that they need to close their establishment in order to contain the spread of COVID-19. • Your child will not be considered for discharge as long as you can supply a positive Covid test for the child.
Bereavement	Excused	<ul style="list-style-type: none"> • If a family is experiencing a death in the family, the program will give the family a five-day bereavement period. If the family needs more time, the family must notify the provider and it must be documented in Child Plus.
Transportation	Unexcused	<ul style="list-style-type: none"> • If a parent/guardian is experiencing transportation issues, the family shall be referred to the City Seats Parent-Child Support Team to determine if support is needed, such as connection to resources or distribution of bus passes.
Undetermined	Unexcused	<ul style="list-style-type: none"> • If a parent/guardian fails to contact the provider for over one week, the child will be considered for discharge.
Natural Disaster	Both	<ul style="list-style-type: none"> • Depending on the impact of the natural disaster, such as hurricanes, flooding, etc., NOEEN will provide guidance on the allowable excused absences.

If your child is absent for 3 or more consecutive days, you can expect that your child care provider will reach out to you to discuss your need for the scholarship or potential ways they can support your attendance. If necessary, we may work as a team with you, your child care provider, and our support team to determine how we can assist you to achieve full enrollment.

Failure to improve may be cause for dis-enrollment from the City Seats Program. Thank you in advance for your careful attention to your child's attendance, and for your communication and cooperation with your child care provider.

Thank you for being a part of this program. We look forward to serving your child and working with your family this year and in the future!

Sincerely,

The NOEEN Access Team

In order sign below stating that you understand and agree to these requirements.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Child's Full Name

OneApp ID

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Name of Parent/Guardian #1

Signature of Parent/Guardian #1

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Name of Parent/Guardian #2
(If applicable)

Signature of Parent/Guardian #2

Date