



LEARNiNG

CHRISTIAN ACADEMY

PARENT HANDBOOK

STATEMENT OF STANDARD

3D LEARNING is an advance LEARNiNG Academy where books, computers and hands on merge perfectly.

EDUCATIONAL APPROACH

3D LEARNiNG recognizes little people are individuals and develop differently. This is simply exciting to us! We have an amazing curriculum (Frogstreet) as a way to be on one accord, but ultimately teachers assess each little person individually.

SCHOOL PROCEDURES, PRACTICES AND POLICIES

Non-Discrimination Policy

3D LEARNiNG is open to all little people aged six weeks to five years during school year and up to ten years for holidays and summer regardless of race, gender, color, religion, political persuasion, national origin, handicap, ancestry or sexual orientation. Any person (s) alleging discrimination has a right to file a complaint within 180 days of alleged discriminatory action. All civil rights complaints, written or verbal should be forwarded immediately to:

USDA
Director; Office of Civil Rights
Room 326-W; Whitten Bldg.
14th and Independence Avenue SW
Washington, DC 20250-9410
Or call (202) 720-5964 (voice and TDD)

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, 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 address of persons who may have knowledge of the discriminatory action.

Admission Policy

It is the primary concern of **3D LEARNiNG** to provide its Pearls and Dolphins with a LEARNiNG environment appropriate to the specific needs of the individual Dolphin. For this reason, the little person's parents are required to meet with a representative of **3D LEARNiNG** to discuss the little person's needs and make an initial determination that the Academy's program and facilities can adequately meet those needs. The Academy reserves the right to ask a little person to leave the school if it is determined by the Owner, Director or Director Designee the little person has a special need the Academy cannot meet. The Academy reserves the right to refuse admission on the same basis.



In addition to the Academy's ability to meet the needs of the little person, admission is based on the following:

Application for Admission submitted with the following:

- Non-refundable Registration Fee as per the current Fee Schedule
- Payment of monthly Supply Fee as per the current Fee Schedule
- A current credit card to be kept on file
- Up-to-date Immunization Record
- Master Card which includes Illness Procedure and Permission to Pick Up Form
- Child and Adult Care Food Program Application (when applicable)
- Daily Schedule (if applicable)

Required Documents

The following documents must be presented when the Baby's Application for Admissions is submitted for consideration:

1. Copy of Birth Certificate
2. Copies of both parent's IDs
3. Updated Immunization Record (MUST BE UP-TO-DATE).
4. In the event of court ordered custody, a copy of the court order.

Immunization Record

Everyone attending **3D LEARNiNG** must be immunized and that proof of this immunization be on file at the Academy. Everyone enrolled in **3D LEARNiNG** must have a current immunization signed/stamped by their physician or the Health Unit on file in the Academy. Immunization records must be provided to the Academy prior to the first day of enrollment. A little person will not be permitted to remain in the center if current immunization records are not provided when requested.

****Please note: we recommend scheduling all shot appointments on FRIDAY. Little people are not allowed to attend day of shots (after shots) or the next day in the event a fever is present or a reaction takes place.**

Confidentiality Policy

The little person's records shall be the property of **3D LEARNiNG**, and the Owner or Director shall secure records against loss, tampering, or unauthorized use.

3D LEARNiNG shall maintain the confidentiality of all little people's records and form of payment. Employees of **3D LEARNiNG** shall not disclose or knowingly permit the disclosure of any information concerning a little person or his/her family, directly, or indirectly, to any unauthorized person.



Staff

3D LEARNING will meet or exceed minimum child/teacher ratios required by the Department of Education.

Child/Staff Ratio as required by Louisiana State Licensing (subject to change):

Children

Up to 12 Month - 5:1
One Year Old - 7:1
Two Year Old - 10:1
Three Year Old - 13:1
Four Year Old - 15:1
Forever Dolphins - 19:1

About our Volunteer Workers...

Everyone, who works at the Academy, whether paid or volunteer, must have a criminal background check.

Fees

Registration fees are **NON-REFUNDABLE** and **NON-TRANSFERABLE** under all circumstances, even in the event of a uncontrollable move out-of-town. All rates and fees are subject to increase every year.

Supply Fee

Supply Fees are **NON-REFUNDABLE** and **NON-TRANSFERABLE** under all circumstances, even in the event of a move out-of-town. Supply Fees cover wipes, Kleenex, Noodle & Boo lotions, hand sanitizers, arts and crafts, two snacks including drinks and any other items needed by little people. This fee is \$40, to be paid every **FIRST** of the month.

Effective 12/2022, a late fee of \$20.00 will due if not paid by the 5th of every month.

Parents or other responsible parties enrolling a little person will be personally liable for payment of fees and tuition. If a parent is under the age 18, a co-signer must sign the contract to act as a guarantor to the contract and agree to be bound by all financial terms.

In the event any portion of fees are turned over to an attorney or other collection agency, the responsible party will also have to pay collection fees in the amount of \$250.00 or 33% of the principal amount due, whichever is greater, together with court costs and interest at the rate of 18% of principal and collection fees per year until paid.

Tuition is due bi-weekly.

Beginning January 2020, tuition is to be paid the Friday for the next two weeks. We have implemented a "no pay, no stay" policy. The little person will not be able to stay the Monday if payment is not received immediately at drop off. Late payment of tuition will result in a late fee of \$50.00. Tuition is considered LATE by close of business Monday and fees will immediately be incurred. Tuition is still due in the event your little person is absent. If the little person is absent, please make arrangements with the **owner to pay over the phone. There will be a 4.5% credit card convenience charge. Your account will not be considered paid in full until both your tuition and late fees are paid.**

All returned checks will be charged a fee of **\$50.00** per transaction.



Charges for Late Pick Up of a Little Person

Everyone must be picked up as scheduled. There is an initial fee of \$30.00 and an additional \$2.00 per minute after 5:30 p.m.

Dismissal Policy

3D LEARNiNG reserves the right to require the immediate withdrawal of a child for any of the following reasons:

- The Owner, Director or Designee regards the little person's presence in the school as undesirable.
- The director regards the little person's behavior as unacceptable.
- Continued biting incidents as outlined in our Biting Policy.
- Failure of the little person's parents/guardians to comply with all policies and regulations.
- Little Person's account balance is past due.

Note: This list is for illustration purposes only. The above list of reasons for required immediate withdrawal does not include all circumstances that can result in required immediate withdrawal.

Withdrawal

If it is necessary for you to withdraw your little person from **3D LEARNiNG** for any reason, a **TWO WEEK** advance **WRITTEN** notice is necessary. Failure to give the written notice will result in being charged for two weeks of attendance regardless of whether your little person actually attends. Should the Owner or Director feel that a little person is not adjusting to the school's program, the parent will be notified of the situation in order to find alternate placement for the little person. **3D LEARNiNG** will give a two week notice. However, if a baby proves harmful to himself or other little people, **immediate** withdrawal is required.

Absences

Fees continue regardless of the absence of the child.

3D LEARNiNG Hours

Posh Infant Corner Hours are 7a - 4:30p. Hours for the facility are from 7am - 5:30pm. Daily attendance shut off time is 9:00 a.m. **ZERO EXCEPTIONS**. We ask for all appointments to be scheduled **after** iREST times begin or completed throughout the facility. Due to our standard of health and safety, little people are unable to return after an appointment. Doctor's offices are a breeding ground for germs. In the event you are unsure, a schedule is being furnished via text to each parent.

Transportation and Third Party Pick Up

Parents are responsible for transportation. Each little person must be in an age appropriate seat when being picked up. The Academy cannot accept the responsibility of sending a little person home with a stranger. Car seats are a must. We will not release without a car seat. If attaining a car seat causes a delayed pick-up, you will be responsible for late pick up fees. Please remember, we are **MANDATED REPORTERS**. Parents are required to notify the Owner or Director if an unfamiliar person is to pick up a little person. Notification must be given in writing, in person.

Arrival and Departure of Babies

Time of arrival for each baby must be recorded each day. Time of pick-up must be recorded along with the **FULL NAME of the person picking up the little person** for that day. **No initials please.** Staff members are on duty from 6:50 a.m. to 5:30 p.m.

A previously approved adult **MUST** come to receive a little person. Little people will only be allowed to leave the center with those individuals previously authorized, in writing, by the parent/guardian. If this is an unfamiliar person, picture identification, such as a driver's license, will be required before the little person will be released to that individual. We will also have photos in the little people's file of all authorized individuals. We will request monthly this is checked and updated.

Non-Custodial Parent

In the absence of a court order, the school will provide the non-custodial parent on file with access to information regarding the little person. If there is a court order specifying that no information be shared, it is the responsibility of the custodial parent to provide the Academy with an official copy of the court order.

DISCIPLINE POLICIES

Discipline Policy

We never want to dampen a little person's spirit or character. Nor create a negative climate, therefore we will find an alternative method from time-out and simply interrupt the pattern that is noticed. We will redirect and encourage a "think about it" mindset.

Biting Policy

All bites will be washed with soap and water. If the skin is broken, the bite will be washed with soap and water and a bandage applied. The parent will be contacted if the skin is broken. Any time a little person bites or is bitten, the **Incident/Accident/Injury Report Form** will be completed.

1. If a little person inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the little person's behavior and how the behavior may be modified.
2. If a little person again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the little person will be suspended for 2 business days.
3. If a little person once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other child care arrangements.

If a little person, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the little person bites again.

If a little person bites twice in a 4 hour period, the little person will be required to be picked up from **3D LEARNING** for the remainder of the day. This will not count towards the 2 day suspension.



Director / Director Designee's Authority

In accordance with the Academy's philosophy and values or in situations where policies or procedures have not been established, the director has the authority to determine and invoke actions or redirecting consequences regarding children and parents.

The director has the authority to:

1. Amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through written notices sent through the children.
2. Determine what is appropriate behavior.

The Owner has the final decision making authority in all matters of redirecting or related matters and may waive any rule that isn't detrimental for just cause at her discretion.

MISCELLANEOUS

Holidays

There is no reduction in tuition when the school is closed for holidays.

Holidays observed by the center include but are not limited to:

New Year's Day
MLK's Day
Mardi Gras Holiday (Mon & Tues)
Good Friday
Easter (Monday After)
Memorial Day
JUNETEENTH (Friday before if on a Saturday, Monday After if on a Sunday)
Christmas in July (Annual Breather - 3 Days surrounding Fourth of July)
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
End of the Year Christmas Break (depends on when Christmas falls)

Center Parties

Center parties are scheduled for Harvest Time, Christmas, Valentine's Day, Mardi Gras, Easter and monthly birthday parties / Free Day. Birthdays, special events and activities, which correlate with the curriculum, may also be held at the discretion of the teacher under the leadership of the Owner.

Invitations

Children may distribute private party invitations at school WHEN THE ENTIRE CLASS IS INVITED.



Permission to Photograph

Any moving or still photographs taken with the intention of being published for use in media publications (newspaper, television, brochures, etc.) to promote or publicize the center or the center's events, or to recognize accomplishments will require the completion of a Photography Permission Release for each event.

School Property

3D LEARNING is VERY proud of its facility. It is the responsibility of everyone to respect the Academy and its furnishings. Property damaged or destroyed willfully or through negligence will be replaced or paid for by the parents of the little person responsible. In the event it is not within ten days, the little person may be termed.

Substance Abuse

State law prohibits tobacco in any form by anyone (parents, visitors, etc.) on the Academy's grounds or at any Academy related functions. Parents and friends who fail to comply will be considered in violation of policy.

State law also prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in the center.

It is the parent's/guardian's responsibility to inform family and friends who may visit the center of this policy.

Personal Belongings

We ask that personal belongings be left at home unless otherwise stated. All toys should be left at home, unless otherwise stated.

Clothing

Please mark all clothing with the little person's name. This is very important to avoid loss and confusion.

Food

1. Lunches are provided by Baby Baby Baby , It's Good! Food Truck.
2. Two snacks, juices and water are also provided.
3. Breakfast is to be eaten prior to drop-off. We do not accept any opened, currently eating items.
4. When a little person requires a special diet, a written statement from a medical authority shall be on file. It is the parents responsibility to furnish special diets.

Communication

From time to time parents will receive letters/memos, text messages or e-mails outlining school activities, projects and school procedures and policies via BLOOMZ. Changes in procedures and policies are announced in BLOOMZ. You are requested to keep it for reference. Please notify **3D LEARNING** immediately if any contact information i.e. home, cell or work numbers change in the event our app is experiencing delays.

Parent Handbook

The Parent Handbook is updated periodically. Handbooks are emailed and can be resent upon your request. A form stating that the parent agrees to read and abide by policies stated in the Parent Handbook must be signed and dated. The owner has the right to amend the handbook. Parents are notified of changes through BLOOMZ.

Parents are to comply with the terms of the Parent Handbook. Failure to abide by the terms may subject the little person to be termed from the Academy.

Conferences

Conferences will be held when deemed necessary to keep parents informed of the progress their little person.

Illness or Injury/Medical Emergencies

In case of illness or injury a child is temporarily cared for by school personnel. They will render first aid treatment only. If emergency medical treatment is necessary, the parent will be contacted. If parents or individuals on the Illness Procedure Form are not available, the child will be taken to Ochsner Lake Area Hospital. 4200 Nelson Rd. Lake Charles, LA 70605 unless indicated otherwise on your little person's Application for Admissions. Simultaneously the parent(s) will be notified and advised on the illness or injury. If the parent cannot be reached, an person listed as an emergency contact will be called. A member of **3D LEARNING's** staff will accompany the little person to the hospital and remain there until a parent arrives and is informed of the situation.

Per Louisiana Administrative Code, Title 48 - Chapter 53, Child Care Center: Minimum Standards, the parent or designated person shall be notified immediately in the following situations.



INCIDENTS - INJURIES - ACCIDENTS (5321.K)

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

ILLNESSES AND/OR UNUSUAL BEHAVIOR (5321.L)

- Allergic reaction
- Skin changes e.g. rash, spots, swelling, etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 100 oral or 99 axillary

Exclusion Criteria

Our Academy has strict guidelines designed to protect your child, other children, and our staff. Families should keep ill children at home. Ill little people cannot remain at the center. If a "dose and drop" is suspected, we reserve the right for immediate termination.

Please have a backup plan concerning who will take care of your child if they are sick.



According to the advice of health experts we will not allow babies with any of the following symptoms to be or remain in care:

1. **Fever** of 100 F or higher with or without accompanying behavior changes or other signs or symptoms of illness. The little person may not return to the Academy the following day. The little person may not return to the Academy until there has been no fever for 24 hours without the use of fever-reducing medication.

Again if a "dose and drop" is suspected, we reserve the right for immediate termination.

2. Uncontrolled **diarrhea** or increased number of stools, increased stool water, and/or stools that are not contained in the diaper, one (1) or more loose stools in a one (1) hour period, and/or blood or mucus in the stool. It cannot be guaranteed that loose stools are being caused from teething, medications, etc., so the little person must be sent home. If a little person is sent home from the Academy with diarrhea, he/she **may not return** the following day. Little people may not return until 24 hours after the last incidence of diarrhea.

3. One (1) episode of **vomiting** within the previous 24 hour period. If a little person vomits at home the previous day or evening, he/she may not come the following day. If the little person vomits at the Academy at any time during the day, he/she may not return the following day. It cannot be guaranteed that the vomiting is caused by medication, mucus, something the little person ate or from coughing too much, so the little person **MUST** be excluded from the Academy.

4. **Signs and symptoms of possible illness** include the following: unusual lethargy (sluggishness or sleepiness); uncontrolled cough; irritability, persistent crying; difficulty breathing; wheezing; severe congestion. These symptoms do not have to be accompanied by fever.

5. Untreated **conjunctivitis** with or without white or yellow drainage from the eyes. If baby has pink eye, he/she may not return to school until 48 hours after the initial treatment has been administered. A physician's "Permission to Return to School" form **explaining what exactly is the cause must be provided**. It cannot be guaranteed that baby's eye ailments are the result of allergies, etc., so we must insist on a physician's statement of treatment or okay.

6. **Undiagnosed rash** with or without fever or behavior change. A physician's "Permission to Return to School" form must be provided. If diagnosed, we need documented explanation.

7. **Untreated infestations** such as scabies, head lice, or other infestations. A physician's "Permission to Return to School" form must be provided.

Please note, 3D LEARNiNG reserves the right to make an executive decision to overrule physician's permission to return to the Academy.

If a little person at the Academy has any of the above mentioned symptoms, the baby's parent/guardian will be notified immediately to pick the little person up and they will be isolated from other children until parent/guardian arrival. If parent/guardian can't be contacted, then we will call alternative emergency persons on the contact form. For the benefit of your ill little person, please provide pick up within **30 minutes** from the time you are contacted. When a little person is excluded from attending **3D LEARNiNG**, the staff will complete an illness/injuries form. All records are kept confidential.

We require that ill little people, as described above in 1-7, not attend the Academy for the following reasons:

- *They are unable to be an active part of our daily program.
- *They expose other children and staff to illness.
- *They are at risk for being exposed to other diseases when their resistance is low.

Communicable Disease

The Academy keeps records on communicable diseases. Parents will be notified of any outbreak and any unusually large outbreak will be reported to Public Health. Little people may return to the Center when they are no longer contagious and able to participate fully in scheduled activities. A physician's "Permission to Return to School" form must be provided informing the staff that the little person is healthy enough to return to the center. ****Again, 3D LEARNiNG reserves the right to make an executive decision to overrule physician's permission to return to the center.**



Injury While At School

Teachers and/or Administrative Staff will handle minor injuries. An injury/accident form is completed when an injury occurs. State regulations require that a call must be made to parents for any injury occurring above the neck. Injuries noted upon arrival at the center must also be documented. This documentation will need to be verified by a parent or guardian in person or by phone. The parent will be required to sign this document attesting that all information is correct.

Appropriate First Aid

Scratches and scrapes are inevitable when little people play. In the event of a minor injury, soap, water, and Band-Aid will be administered as needed. Parents will be notified of all accidents from the staff member responsible for care.

Medication

3D LEARNiNG does not administer medication.

**The only medication allowed is medication for life threatening emergency purposes (i.e. epipens and asthma inhalers). The paperwork for these items must be updated every 3 months and filled out by little person's physician.

EMERGENCY PROCEDURES

An Overview...

The Emergency Procedure Section of the little people's Illness Procedure Form is the Academy's way of knowing whom to call in the event a parent/guardian **must** be contacted during the day. The parents are contacted first; if they cannot be reached then individuals listed on the Illness Procedure Form are called. Only individuals listed may check out a child during the school day. It is important that this form is kept current. If there is a change in telephone number or individuals to contact, please complete a new form. Your cooperation in keeping this information up-to-date is necessary for the safe care of your child.

Emergency Closure

During the public school year, **3D LEARNiNG** will follow Calcasieu Parish School closings due to inclement weather or other emergency closures. During the summer months or holidays when the public schools are closed, the following procedure will be followed: When a tropical storm or hurricane is threatening, please monitor the local TV or radio stations. If a tropical storm warning is issued, we will monitor the situation and may close if necessary. You will be notified via text. If a hurricane warning is issued or evacuation orders are given, we will close the center. In order for **3D LEARNiNG** to expedite a ruling in an orderly and efficient manner – **PLEASE refrain from calling the to inquire of closings**. Instead monitor BLOOMZ or please text 337-274-1150. **3D LEARNiNG** does have an alert procedure in place. Please keep your numbers updated to assure you receive any and all text messages. Please have a plan in place so that can be picked up as soon as possible.

Weather/Toxic Spill Emergencies

Emergency procedures have been developed and provided to the staff for their implementation in case of a tornado, fire, hurricane, hazardous spill or plant emission. In the event of any emergency, **3D LEARNiNG** will use the following procedures and precautions.

Emergency Evacuations

In the event of other types of emergencies, such as a hazardous material spill or Authorized Personnel directed evacuation, we will go directly to:

Memorial Gauthier Campus
1900 W Gauthier Rd
Charles, LA 70605

Fire, tornado or other emergency evacuation drills will be held monthly or as required by state regulations. If any emergency forces the evacuation of our facility, we will await your arrival at the evacuation site.



COMPLAINT PROCEDURES

Should a licensing complaint not be resolved, parents/guardians are encouraged to contact the State of Louisiana Licensing Bureau.

Our center maintains a Type III Center License (current license #51634).

The address of the state-licensing bureau is:

State of Louisiana
Department of Social Services
Office of the Secretary
2751 Wooddale Boulevard, Suite 330
P O Box 3078
Baton Rouge, LA 70821
Phone: (225) 922-0015
Fax: (225) 922-0014

ABUSE AND NEGLECT

It is the responsibility of **3D LEARNiNG** to report any suspected case of neglect or child abuse.

3D LEARNiNG will contact the proper authorities:

Child Protection Agency
Hot Line Phone: 855-4LAKIDS





Parent Handbook Acknowledgement

I acknowledge that I have read the 3D LEARNiNG Parent Handbook and I am fully aware of the standards.

I have read and understand the fee arrangements and conditions detailed in this handbook. I agree to these conditions and will abide by them.

I have also received a pre-enrollment visit/center tour.

This acknowledgement will be placed in our 3D LEARNiNG file.
Please sign the form and return it to 3D LEARNiNG.

Parent Signature

Date

Parent Signature

Date

*As always, thank you for being the best part of
Baby Baby Baby, LLC - Parent Company of:
our Posh Infant Corner and 3D LEARNiNG Christian Academy!*

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