

Parent Handbook

Our Mission

Our Mission here at sandys kidz is to provide a safe, clean loving atmosphere for parents to leave their babies while that are away working. We truly believe that the first 5 years are the most important and we want to be a huge part in that. We lovemaking new friends and we are super excited that your child will become a part of our days.

Infants and Toddlers

Each baby will be handled with tender loving care. From constant monitoring of each child to proper feeding and the all-important clean diaper, every need is met, and every action is recorded. Brains will also be stimulated by musical and visual selections chosen specially to promote learning in infants and toddlers. Age-appropriate centers, materials, toys and books are provided for individual levels of growth and development. We use frog street for infant and toddlers as our daily teaching tools.

Preschool Program

Our preschool program was designed with curious children in mind. Sandys Kidz implements a flexible, child-centered curriculum that nurtures all children by offering age-appropriate hands-on experiences. Each classroom is divided into learning centers such as art, block, library, writing, listening, manipulatives, and music. In addition to center learning we provide a stimulating curriculum designed to prepare your child for kindergarten. Our curriculum focuses on teaching the students about their world using weekly themes while integrating the basic concepts, such as shapes, colors, letter and numbers. Children will get plenty of exercise on the developmentally appropriate playground equipment complete with climbing equipment, dramatic play opportunities, riding equipment and exploration of the outdoor environment.

Parental Involvement

Sandys Kidz encourages parents to be involved in their child's early childhood experience. Opportunities for parent participation are held throughout the year which include but are not limited to, classroom holiday parties, muffins with mom, donuts with dads.

Complaint Procedures

Parents may make verbal or written complaints pertaining to Sandys Kidz Learning Center , or any employee to the Director of the center. If the parent does not feel satisfaction in the matter, complaints can be directed to the Department of Education which regulates early childhood centers:

Department of Education
P.O. Box 4249
Baton Rouge, LA 70821
(225) 342-9905
(225) 342-2498 fax
ldelicense@la.gov email

Licensing surveys and inspections, regulations and information regarding early learning centers is available on the Department of Education's website.

Eligibility

Sandys Kidz is open to all children ages 6 weeks through PreK and eligible children through age 13 for our before and after care program. Sandys Kidz Preschool does not discriminate on the basis of race, color, creed, sex, national origin, handicap conditions, breast-fed children, or ancestry.

Hours of Operation and Open Door Policy

Sandys Kidz has an "open door policy", which allows parents to visit anytime between the hours of 7:00AM and 5:00PM, Monday through Friday. Parents are encouraged to speak with their child's teacher to discuss progress, behavior, and any other information pertaining to the child or center.

Enrollment Procedures

To enroll your child at Sandys Kidz completion of the following forms is required: master form, topical application authorization, photography permission form, water activities permission, and tuition agreement. Also, due to Health Department requirements, we must also receive an updated immunization sheet which must be kept current until the child withdraws from the center.

Registration Fee

Sandys Kidz requires an annual registration fee. This fee covers the cost of art supplies, paper, educational materials, etc. This fee is **non-refundable**. If already enrolled, there is no extra fee for the summer session. When a child is enrolled after the beginning of the school year (August) the registration fee for that school year will be due. Registration for the next school year will be due again during regular registration time.

Tuition/Payment Policy

Weekly tuition fees are due on Monday morning for the upcoming week or in advance. A \$20 late fee will be charged if your tuition is not paid in full by Monday evening. All accounts not current by the following Monday will not be allowed to attend Sandys Kidz until the tuition plus late fees are paid. Monthly and bi-weekly tuition arrangements can be made with the Director in advance. In these cases, the late fee will be assessed accordingly following the payment date which was agreed upon between the family and management. Regular tuition is due on holiday weeks or an emergency, such as a hurricane or tropical storm. So basically, tuition will be due as long as child is enrolled no matter if the center is open or closed.

LATE PICK-UP FEE: Sandys Kidz does not have a late fee for late pick up. We **DO NOT ALLOW THIS**. My employees and myself have family just as you do. We are anxiously ready to get to our family by 5. You are expected to plan to have your child picked up by 5:00. After several late pick ups we will withdraw your child from our enrollment.

Absenteeism/Vacation

Sandys Kidz only accepts full time enrollment, if your child is enrolled you are expected to pay full time regardless if the child is in attendance or not.

Holidays

Parents are provided with a holiday schedule at the beginning of each year, remember things can change so the paper is subject to change... We will always try our best to allow you enough time to make arrangements without stress but life is uncertain and emergency's can arise.

Policy/Procedure Regarding Admissions

Prior to admission, the Director, in consultation with the parent, shall determine that individual needs of each child can adequately be met by the center's program and facilities

Admission of children to Sandys Kidz shall include an interview with the parent or guardian to:

1. Provide the parent with written policies of Sandys Kidz (parents must sign documentation that they read a copy of this handbook)
2. Secure necessary information about the child to include the following
 - a. All information as required on the child's information form (master card)
 - b. An immunization record signed/stamped by physician on each child verifying the child has had, or is in the process of receiving all immunizations appropriate to his/her age as required by the Office of Public Health
 - these documents shall be part of the child's records; when the child leaves the center, these documents shall be returned to the parent
 - if a parent chooses for his/her child not to receive immunizations for personal or religious reasons, documentation from the parent shall be on file.
3. Obtain signed agreements between the center and the parent for each child giving permission to:
 - a. Care for the child during the time he/she is in the center
 - b. Administer and/or secure emergency medical treatment
 - c. Release the child to any person (s) listed by the parent including the non-custodial parent(s), or any other child care facilities, or contract person(s). A child shall never be released to anyone unless authorized in writing by the parent.

We accept children on a 2 week basis, If for any reason your child does not settle in and love to be here with us, we will talk to you and refund your enrollment. We want all of our babies to be happy and love to spend their days with us. We will not keep any child that is unhappy and does not adjust to our setting.

Withdrawal Procedures

A child may be withdrawn at any time, If for any reason you are unhappy and do not feel this is the place you want to send your child, we want you to come talk to us about your concerns but sandys kidz will not expect you to pay if you would like to withdraw.

Referrals

Your referral is the highest compliment you can give us. Sandys Kidz would like to thank you in advance for any referral you may have given or will give.

Confidentiality and Security of Files

All files pertaining to the children enrolled at Sandy's Kidz are confidential. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly, or indirectly, to any unauthorized person. Only information necessary to the direct care of the children will be disclosed to Sandy's Kidz employees. The director of Sandy's Kidz shall supervise the maintenance of records, have custody of the records, and authorize to whom the records may be released. Records shall be the property of Sandy's Kidz, and the Director, as custodian, shall secure the records against loss, tampering, or unauthorized use. For licensing purposes, children's records shall be kept on file a minimum of three years from date of discharge from the center.

Drop Off/Pick Up Policy

Each child arriving at Sandy's Kidz child must be walked into the school and signed in using the Brigh kiosk located near the entrance door. When the child is picked up in the afternoon, he/she will need to be signed out by the parent or pre-designated guardian with the Kiosk.. If you cannot clock your child in, your child cannot stay. If you cannot clock your child out more than 3 times in a 30 day period, you will receive a written reminder of our policy. After receiving a remind for a third time, you may be dismissed from the program. The intent of this policy is to ensure the safety and security of your child. Our records must reflect who is present all at times in preparation of an emergency. If your child is not clocked in, firemen would not know to look for your child when we hand over our attendance. If your child is clocked in but not present, fireman could be entering a dangerous situation to save a child who is not present. We ask for children not to be brought in our center after 9 am.

Non-Parental Pick Up

In order for someone else to pick up your child, arrangements must be made in advance with the center. The person must be listed on the main registration form, which allows others to pick up your child from Sandy's Kidz. In an emergency situation a written note via fax or email is acceptable. However any changes to the master card pick-up list must be done in person with documentation of the date and who made the change. Please advise any family and friends authorized to pick-up your child to bring their picture ID for review upon arrival.

Abuse and Neglect

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the local Child Protection Agency. (St. Tammany Parish Child Protection Agency – 1-855-452-5437)

Behavior Management

Discipline consists of positive redirection or if necessary, time out for children ages two and up. Time out is limited to one minute per age of the child per incident. Time out consists of sitting facing the group, but apart, still within supervision of the teacher. Time out shall not be used for children under the age of two.

No child shall be subject to any of the following:

1. Physical or corporal punishment which includes but is not limited to any of the following: yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
2. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children.
3. The threat of a prohibited action even if there is no intent to follow through with the threat.
4. Being disciplined by another child.
5. Being bullied by another child
6. Being deprived of food or beverages
7. Being restrained by devices such as high chairs or feeding tables for disciplinary purposes
8. Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Accidents Policy

In the event of an accident or an incident involving your child, an incident report will be completed and you will be notified of the incident via phone, or upon arrival. The incident report shall be signed by the parent and left at the center for the child’s permanent file.

Illness Policy

We ask that if your child displays signs of illness that you keep your child home to protect your child and the other children enrolled in the center. If your child displays any of the following symptoms at Sandy’s Kidz you will be required to pick up your child as soon as possible and keep him/her out according to the following. Always have a plan in case this happens, We cannot keep your child for 2 or 3 hours after we call you. This is not healthy for our other kids, We try our best to keep sickness down.

--Vomiting – a child must be sent home after one episode of vomiting and may return to school after being cleared by a pediatrician or after 24 hours vomit-free without an anti-nausea medicine

-Diarrhea – a child must be sent home after three diarrhea diapers or if it is uncontained. The child may return after being cleared by a pediatrician or 24 hours diarrhea free.

-Fever – a child must be sent home after a fever reaches 100.5 or above. The child must be fever free for 24 hours without a fever reducing medication before return or be cleared by the child’s pediatrician

-Conjunctivitis or Pink Eye – a child must be sent home if the child is displaying symptoms of pink eye. The child may not return without a doctor’s note from a pediatrician stating that the child is no longer considered contagious and no longer requires treatment

-Thick yellow or green nasal discharge – a child must be sent home if they begin to have thick yellow or green nasal discharge. The child may not return without a note from the pediatrician stating that the child is not contagious, and the mucus has thinned in thickness and cleared in color.

-Severe coughing (excessive; red or blue in the face; high-pitched or “whooping” cough) – a child must be sent home if they begin to suffer with severe coughing. The child cannot return without a note from the pediatrician stating that the child is not contagious and coughing as gotten better.

-Chicken pox – a child must be sent home if they are showing signs of possible chicken pox. The child may not return until skin lesions (blisters) are completely gone and have proof of non-carriage from a doctor and being cleared by the pediatrician before returning to school

No child is allowed to come or stay here with fever higher than 100.5. A lot of parents over the years say they are just teething. I cannot allow them to be here even if they are just teething, I am no doctor and I have lots of other babies to protect. I will not allow them to be here for any reason with fever over 100.5

The registration form includes a section for emergency phone numbers used when the parent(s) cannot be reached. Children must be picked up from the center within 45 minutes of an illness call. The Garden of Knowledge staff may use their discretion when making what they feel is the best judgement call to protect themselves and the other children from communicable illnesses. If a child has been sent home due to illness or suspected illness and requires a note to return, the note must be specific when stating clearly that the child is not considered contagious. For example, if your child was sent home because they are showing signs of Hand, Foot, and Mouth Disease, the note from the child's pediatrician must state that they child was seen for this specific suspicion and when the child will no longer be considered contagious, and when the child can return to school. If the child was sent home for multiple illnesses, the note must specify each illness. Lastly, if a child is too ill to participate in the normal day-to-day routine, the child is too sick to attend school.

Medications

A child who has been ill may return to school only when he/she is no longer contagious. If the child is on prescription medication, the parent will need to come to the center to administer the medication. Sandys Kidz does not and will not administer any medications.

EPI PEN

Sandys Kidz will not obtain a prescription for epi-pens, however, if your child has been diagnosed with having anaphylaxis reactions to certain products you can send an epi pen to keep at the center in case of an emergency situation with your child.

Topical

An authorization for topical ointments and sprays is in the registration packet. A one-time authorization for diaper cream, sunscreen and bug spray is required for the center to apply these treatments on an "as needed" basis. The topical ointments and sprays shall be provided by the parent.

Allergies

If your child is allergic to certain foods, insects, etc., please notify us and explain this on the child's registration form.

Diapers

If your child is in diapers, we ask that you bring enough diapers to last throughout the day. Five diapers is usually sufficient for one day. If you would like to bring diapers in quantity, we will label them with your child's name.

Toilet Training

When a child indicates that he/she is ready for toilet training, the parent should talk to the teacher in charge to coordinate timing and method. Parents are asked to bring several pairs of training pants and several changes of clothes.

Meals

Breakfast is served at 8:30 am. Your child **MUST** be at school before 8:30 to receive breakfast. Lunch begins at 11:30 am and a snack will follow nap at around 2:30 pm. Because we are part of the CACFP all meals must be provided for and prepared here unless the child has an allergy which must be documented by a physician for the exception.

Food brought for birthday parties or holiday gatherings must be store bought. Home-made food items must not be served to children in a childcare center.

Nap Time and Infant Sleeping

The state requires that all preschool children take at least a one-hour nap. Children will be required to bring a sleep mat with his/her name on it. A labeled mat cover and blanket must also be brought to keep in the child's cubby. No big blankets or pillows are allowed. These are washed by your child's teacher once weekly unless your child is sick.

All infants will be put to sleep on their backs as recommended by the American Association of Pediatrics. Once a child can turn over and move about, he/she will be allowed to sleep in any way comfortable.

Infants are also not allowed to have any types of blankets, covers or pillows in the crib while sleeping.

Water Activities

Sandys Kidz will limit water activities to sprinkler or waterslide during the summer months for ages one and up. No type of pool activities will be conducted at or away from the center.

Off-Site Activities

There will be no off-site activities scheduled at Sandys Kidz .

Clothing

Every child needs to have an extra change of clothes at school labeled with his/her name on them. Please be sure the clothing is appropriate for the weather and is the correct size. Also, children need to wear comfortable clothing, suitable for active play. Shoes must be tennis shoes or sandals/flip flops with a strap behind the heel. No heeled shoes, cowboy boots or regular flip flops, to prevent accidents. If possible, please refrain from bringing backpacks or diaper bags to school. A cubby is provided for each child to keep necessary items here at school.

Toys

Please encourage your child to keep his/her personal toys at home. We do not allow children to bring in any items. Many times these toys become lost and/or broken. Also, small toys such as Mardi Gras beads, money, jewelry, etc. are all dangerous to little ones and will not be allowed at Sandys Kidz. Please help us to ensure the safety of our children by not bringing such items.

Transitioning

As children grow and learn, they will need different learning environments. The Director and teachers will work closely with the parents in determining when the child is ready to move to the next class. The

child will spend time visiting the next class and getting to know the teacher and routines. After a few days, and when the parents, teacher and Director are confident that the child is ready, the child will be fully moved over into his/her new classroom. Please know that a lot of times we cannot transition until august when our preschool group leaves off for big school.

Teacher Qualifications

Each teacher is chosen based on their experience working with young children, the interview process, and their education related to Early Childhood Education. Each new hire must undergo a thorough fingerprint-based criminal background system check which includes a search of the Louisiana and federal criminal history information record, a search of the state central registry of child abuse and neglect, and a search of the sex offender and child predator registry at the state and national level. All prospective employees seeking employment with Sandys Kidz shall have a determination of “eligible” before being present in the center and working with the children unsupervised. A person who receives a status of provisional, because of a delay in processing, will be under the direct supervision of a teacher and documentation of an observation conducted every 30 minutes will be recorded on the log obtained from the Department of Education.

Harmful Items Policy

Sandys Kidz strictly prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) in the center and on the playground.

The center also prohibits the use of tobacco in any form in indoor areas of the center and on the playground.

Electronic Devices Policy

The use of electronic devices under the age of two is prohibited at Sandys Kidz. All activities that include electronic devices, including but not limited to television, movies, games, videos, computers and handheld electronic devices, shall not exceed 30 minutes per week.

Health and Safety Procedures

Each employee will complete a three hour course on health and safety training annually. All information and training from the course will be utilized to ensure that proper health and safety standards are met. In addition, 100 % of staff members will be trained in proper First Aid and CPR.

Plans for Severe Weather and Tornadoes

Director or the center will monitor weather reports via television or radio. Staff will be informed by the Director as to the severity of the situation. Children will be moved into the interiors of the building away from windows and projectile objects. All small objects which can pose a hazard in severe winds will be secured. A monthly tornado drill is conducted to ensure children and teachers are familiar with the proper procedure during the months of March through June.

Fire Plan

In the event of a fire, the fire alarm will sound and all children and staff will exit the building according to the floor plan.

No one will be allowed back into the building until the fire department gives clearance. All parents will be notified by phone in the event of a fire at the center.

Fire drills will be conducted monthly and all records of this will be kept in the Director's office.

Emergency Plan

In the event of a spontaneous emergency situation such as severe weather, tornado, flash flood, fire, long term power outage, bomb threat or unforeseen emergency, parents will be notified as to the situation and location of the children.

The **Washington Parish Homeland Security & Emergency Management** will be contacted as situations will be handled in accordance with the Washington Parish multi-hazard disaster plan. 985-8390434

If it is necessary for children to be evacuated from the center, parents will be notified and children will be transported to the home of Sandy Miller which is 59362 Mt pleasant road Bogalusa, LA 70427

In the event of a foreseen emergency such as hurricane or flood, the center will be closed at least 36 hours prior and landfall of the hurricane or peak flood stage. Parents will be notified by phone, email, social media, text or notice placed on the door of the closing of the center. Sandy's Kidz follows Washington Parish and/or The City of Bogalusa school closings in regards to closings due to weather. The center may reopen earlier than local schools following dangerous weather if the Director feels the children will be safe and secure at The Garden of Knowledge.

Dismissal Policy

Your child's enrollment may be discontinued, and your child dismissed from the center for the following reasons, among others:

In order to assure that there is no misunderstanding about the amount and timeliness of your payment, please make all payments by check payable to Sandys Kidz or if payment is made in cash, make sure that you obtain a receipt from Sandys Kidz showing the correct time of payment and amount paid. Instances of late payment may result in your child's being dismissed.

Unacceptable Behavior of Child

Unacceptable child behavior is behavior determined by Sandys Kidz in its sole judgment to be not in conformity with the following expectations:

- a. A child is expected to be polite and courteous to the staff and personnel
- b. A child is expected to abide by the reasonable requests and instructions of the child's supervisors and teachers
- c. A child is expected to be mindful of the physical well-being of others

Therefore, a child shall not be disobedient, discourteous, disruptive and/or harmful to himself or others. If a child is disobedient, discourteous, disruptive or harmful to himself or other, the Director and/or the child's teacher shall first consult with you and assist you in modifying the child's behavior to conform to the reasonable expectations of Sandys Kidz , as stated above. If after consultations, a child continues to be disobedient, discourteous, and/or disruptive, in the sole judgment of Sandys Kidz , the child shall no longer be accepted to Sandys Kidz and may be immediately dismissed. If your child is dismissed from for any of the above reasons stated, **all tuition and registration fees are nonrefundable.**

Biting Policy

Due to lack of verbal skills and the ability to express frustration, pain (associated with teething), anger or wants effectively, some infants and toddlers do bite. If your child bites, you will be notified of the incident. With your support we will attempt to help the child work through this difficult stage through shadowing, providing teething toys, redirection and support. If your child continues to bite habitually, even after assistance in attempting to stop the behavior, we will dismiss your child from Sandys Kidz.

Lack of Parental/Caregiver Cooperation

Sandys Kidz expects parents and/or the child's caregiver to cooperate with the Director, teachers, and staff, and if they fail or refuse to abide by the reasonable requests of the Director or the child's teachers to assist in assuring that the child will not continue to be disobedient, discourteous, disruptive, and/or harmful, then Sandys Kidz shall have the right in its sole discretion to dismiss the child.

In the event that the child is dismissed because of frequent disregard of the rules, or because the child has harmed or attempted to harm himself or another child, the parent/caregiver will be notified by telephone and you must pick your child immediately.

If your child is dismissed from Sandys Kidz for any of the above reasons stated, **all tuition and registration fees are nonrefundable.**

By registering your child Sandys Kidz you agree to all of the conditions and agreements set forth above.