

## **Introduction**

We at Glad Tidings Preschool strive to provide a safe, nurturing atmosphere. Activities are planned that stimulate thinking, creativity, and individuality. We want your child to be comfortable and happy in surroundings where they can play, learn, and grow.

Thank you for allowing us to be a part of the nurturing development of your child's early years. We are trusting God to guide us and to make us an extension of His love and care for every child.

We welcome your family and look forward to developing a positive relationship with you and your child.

Sincerely,  
REV. PAUL BURKE, Senior Pastor  
GLAD TIDINGS CHURCH

### **GLAD TIDINGS PRESCHOOL BOARD MEMBERS**

Reverend Paul Burke, Chairman  
Cyndi Burke  
Wilda Chelette  
Henry Gormly  
John Jones  
Sheila Kratzer  
Allen Abshire

This handbook is designed to provide basic information for parents or guardians who are considering entering a child in Glad Tidings Preschool. If there are questions that are not answered in this publication, you may address specific questions to:

**GLAD TIDINGS PRESCHOOL  
3400 Texas Street  
Lake Charles, Louisiana 70607  
(337) 478-9241  
pdirector@gladtidingschurch.com**

Rev 01/2023

## **STATEMENT OF PHILOSOPHY**

Glad Tidings Preschool was established as a service to families in our community. We strongly believe that open communication between family and our staff is essential to fully meet your child's need.

First, we believe that each child is a unique individual. We are sensitive to a child's social, emotional, intellectual and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but the love of learning.

Second, we support our teacher's with training, resources, and freedom to create unique learning experiences for children. We encourage our teachers to create a caring and nurturing atmosphere and foster each child's creativity and a positive self-image. We believe parents are the most significant adults in a child's life. We strive to create mutual respect and encourage daily communication between parents and teachers. A partnership for the benefit of the child with our staff is always a priority.

Third, the Preschool is designed to promote spiritual development through Bible-centered teaching and Christ-like lifestyle examples. Children will be taught to respect others and to apply Christian principles in their own lives.

### Facilities

Glad Tidings Preschool is located at 3400 Texas Street, Lake Charles, Louisiana. Our building contains 20,000 square feet and will accommodate 353 children, ages 6 weeks through Prek-K4. Auxiliary facilities in our Early Learning Center include offices, staff workroom, kitchen, and laundry facilities.

### Center Hours

We are open Monday-Friday from 6:00am-5:30pm.

### HOLIDAYS

Legal holidays observed by the Preschool include:

- |                   |                      |
|-------------------|----------------------|
| *New Year's Day   | *Veteran's Day       |
| *Good Friday      | *Thanksgiving Day    |
| *Easter Monday    | *Thanksgiving Friday |
| *Memorial Day     | *Christmas Eve       |
| *Independence Day | *Christmas Day       |
| *Labor Day        | *New Year's Eve      |

**If a holiday falls on a Saturday, Friday will be observed as the holiday. If the holiday falls on a Sunday, the following Monday will be observed.**

**In observation of Christmas Eve and Christmas Day, or New Year's Day, the preschool will be closed for 2 business days. Should Christmas Eve and Christmas Day/New Year's Eve and New Year's Day, fall on a Friday and Saturday, respectively, the preschool will be closed the Thursday and Friday. If Christmas Eve and Christmas Day/New Year's Eve and New Year's Day fall on a Sunday and Monday, respectively, the preschool will be closed the Monday and Tuesday.**

### Teacher In-Services

Glad Tidings Preschool will close for **FOUR** in-services, to be determined at a later date, to fulfill our staff's requirements as set forth by the State of Louisiana.

### Inclement Weather Closure

Glad Tidings Preschool will **CLOSE** for bad weather when the Calcasieu Parish Schools close due to severe weather conditions. **PLEASE MONITOR ALL WEATHER BULLETINS SO YOU WILL HEAR THE ANNOUNCEMENT BY THE SCHOOL BOARD.** In the event schools are out for summer or holidays, monitor weather bulletins on KPLC TV, GTP Facebook, and Remind App for preschool closures. **There will be no deductions taken on tuition for weather closures.**

### **Adjusting to the Child Care Environment (First Two Weeks)**

The first two weeks in any new environment can produce anxiety in your child's life. Our staff is trained to be aware of your child's reaction to this new environment and will make every effort to help your child adjust as easily as possible. Here are a few tips that you can do as a parent to help ease the adjustment period:

- Take the time to get to know the preschool, teachers, and the staff involved in the care of your child. The feelings you may have could be directly communicated to your child.
- Talk with your child positively about the center and the things he/she will be doing there.
- If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance. We suggest that after the drop off, you say to your child, "Good-bye. I will pick you up later. I know you will have a good time," and then leave. This may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out" because your child is well informed and has the opportunity to say goodbye to you.
- During the first two weeks, you may feel some apprehension after leaving your child. This is a natural response as we know your child's wellbeing is important to us all. During the first few days you may call and ask how your child is doing.
- Try and be consistent with drop-off and pick-up times to help your child learn to feel comfortable in their new routine.

### **Entrances**

**The East Entrance** is closed until further notice. When we are able to open; it will be open from 7:00-8:00am, Monday-Friday. It will reopen from 2:30-5:30pm.

**The South Entrance** is open from 6:00am-5:30pm every day. During 10:00a.-11:00am and 3:00-4:00, the gates will be closed so that our 4 year olds are able to have playtime on their playground. When there are children on the playground and the gates are closed, please park across the street and walk through the gates to the South Door. Also, you may park at the back of the building behind our school.

### **Absences**

If your child will be absent, please notify us by 8:00 am each day. We are required to sign each child in and out every morning.

### **Arrival**

Children excel when they have consistent routines in their day to day lives, thus a consistent arrival time helps them in preparing for the transition to Kindergarten. We ask that you have your child/children to the preschool by 8:00am every day. It is important for children to be here by this time so that your child and other children's learning is not disrupted by late arrivals.

### **Loading & Parking**

Spaces are available on the side of the south canopy and on the east or west sides of the main facility for parking cars while children are being dropped off or picked up. **This is a “child” area, so please drive slowly when arriving or leaving the facility.** Please be certain to TURN OFF the car and REMOVE your keys before leaving your vehicle, even if only for less than a minute. **Please obey ALL traffic signs on the property.** There are periods of time during the day when the south parking lot is closed to drive-through traffic to allow children access to the south playground. Times are as follows: 10:00-11:00 and 3:00-4:00. During this time, please use the east entrance. Please remember NOT to park under the south canopy. This creates a problem for all the other parents behind you. **When the gates are closed on the South side and children are on the playground, parents, please do not open the gates and drive through. Please park in front of the gates or across the street and walk through the gates.**

### **Picking up Children**

A designated ADULT MUST COME to the door to pick up a child. Children will only be allowed to leave the preschool with those individuals listed on the registration form. If anyone else is to pick up the child, the parent/guardian MUST notify the preschool in writing or send an email to [pdirector@gladtidingschurch.com](mailto:pdirector@gladtidingschurch.com). A driver's license will be required before the child will be released if the individual is not on the pickup list.

### **Refusal of Service**

Glad Tidings Preschool reserves the right to refuse service for the following reasons:

- Failure of parent or child to follow Glad Tidings Preschool policies, procedures, and rules.
- Parents or children who are physically or verbally abusive to staff.
- Failure to pay fees as scheduled.
- Failure to provide updated information and records.
- Failure to adhere to the centers closing time.
- When the director or owner, at their discretion, believes that the continued service is not in the best interest of the child and/or center.

### **Challenging Behavior**

We at Glad Tidings Preschool do not discriminate to any child provided the program can meet the needs of the child, which includes providing a safe environment. Proper behavior is expected by everyone who enters our facility. We will encourage appropriate behavior, such as walking in the building, keeping the facility clean, and respecting others and using acceptable language. Any child with challenging behaviors will be assessed individually through a 2 week probationary period to decide if the child's needs can be met at Glad Tidings Preschool. Based on the assessment after the 2 weeks, our center will let the parents know about the child's enrollment status. During the 2 week assessment, conversations will be framed and parents will be informed to their child's progress. In order to protect children or staff from any serious threat or harm from themselves or another child, parents may be contacted via phone to pick up the child at any time. In the event a child poses a direct threat to themselves or others, management of Glad Tidings Preschool can suspend or terminate the child's enrollment at any time. Should the management of Glad Tidings Preschool determine by its sole discretion that a child has not adjusted to the daily program, the child may be dis-enrolled and the child may be terminated at the option of Glad Tidings Preschool.

These behaviors include, but not limited to:

- \*Throwing any object large enough to injure a child or employee.
- \*Kicking a child or employee hard enough to cause injury.
- \*Verbalizing threats with intended bodily harm.
- \*Continual pushing, shoving, hitting, spitting, biting, pulling hair, or scratching another child.
- \*Indecent behavior such as but not limited to: stripping clothing, urinating in play area/classroom, kissing other children, your child will be sent home immediately and suspended for 2 days. We do not tolerate any indecent exposure to our children.

Inappropriate Language: A child who uses inappropriate language (cursing, racial slurs, etc.) will be counseled immediately. All incidents will be reported to the parent (s) and all incidents will be recorded with an Incident Report.

### **Biting Policy**

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children become frustrated by a new experience, such as another child taking away their toy, suddenly being around other children and cause that child to bite as a response. When a child does bite, the following will occur:

- The child who has been bitten is given the attention of the teacher. The area will be cleaned and ice applied if necessary. Parents will be notified by an Incident Report upon picking up their child. The parent will be notified by phone if the bite breaks skin.
- The parents of the child who bit will be notified by phone and be made aware of the situation and the child will be given a behavior paper. We adhere to strict confidentiality rules concerning the children in our care, and therefore we do not give the names of children whom we may be working with their family as they go through this developmental stage.
- If a child bites more than 6 times within a month, then a conference will take place with the parents and at this time the parents may have to seek alternate placement for their child effective immediately.

### **PROGRAM**

#### ***Introduction: Infant/Toddler Program***

The staff in each classroom plans and presents additional activities to meet the developmental needs of various groups and the specific needs of the individual child.

**Infants:** Children follow their own individual schedules for feeding and sleeping in these rooms. Diapers are checked at least once an hour unless a child is sleeping. Children are not left in soiled or wet diapers; they are changed immediately. When the children are not eating or sleeping, they will be involved in play. An information sheet will be sent home daily informing you of your child's activities and/or supplies needed.

**Toddlers:** These rooms offer a program of play, learning activities and music for children 12 months to two years old. Children in this area must be walking, eating table food, using a cup and moving to one nap a day. A well-planned program of play and learning activities, as well as development in self-feeding and basic self-help skills, is provided. Parents will receive a sheet of daily activities and/or supplies needed.

#### ***Introduction: ABeka 2-ABeka K4***

Glad Tidings Preschool uses *ABeka* curriculum. *ABeka* is a traditional approach to Christian education which keeps learning lively, interesting, and memorable. *ABeka* materials have been developed as a result of over 30 years of actual classroom experience in one of America's largest and most respected Christian schools located at Pensacola Christian College in Pensacola, Florida.

The staff in each classroom plans and presents additional activities and art to meet the developmental needs of various groups and the specific needs of the individual child.

### **Two-Year-Olds**

In this class, the children work on short vowel sounds, recognizing consonants, counting 1-30, numbers and number concepts 1-10. They also learn days of the week, months of the year, colors and shapes and Scripture memory verses.

### **Potty Training (Two Year Olds)**

When you and your child are ready to be potty trained we will adhere to the following procedure:

- We ask that you bring pull-ups with the Velcro tabs on the sides. This way we do not have to completely undress the children when changing.
- Training will begin on a Monday. I understand that the weekend prior to that Monday, I will have my child in underwear during all waking hours to help start the process.
- I understand the importance of not sending mixed signals to children. With that in mind, I will also potty train my child, seven days a week, during all waking hours.
- I will not send my child to school in a diaper or pull-up. If I do, I understand that this will mean that we have postponed potty training at this time.
- I will send my child to school in loose fitting, easy to remove clothing during the potty training phase.
- I will not use pull-ups during waking hours, as this again, will send mixed signals to my child. (A diaper or pull up may be used for sleeping hours until the child is able to stay dry during that time.)
- I will provide plenty of underwear and changes of clothing daily for my child. (A minimum of 6 pairs of underwear/changes of clothing during the beginning stages of potty training.)
- I understand that all "accidents" will be sent home in a plastic bag.
- I am aware that the center does not use "potty chairs" or "training seats" at the center, only regular sized toilets are used.

Our staff try very hard to follow these policies, so it is very important that each parent understands these rules before potty training begins. If you have any questions or concerns, please speak to someone in the front office.

NO SIPPY CUPS ARE ALLOWED IN THIS CLASSROOM

### **Three-Year-Olds**

At this level, children progress to short vowel and consonant sounds, counting 1-50, and number concepts 1-15. They also study people of other countries, work on motor skills, and learn finger-plays, poems and songs, as well as Scripture memory verses. Computer skills are introduced at this level.

NO SIPPY CUPS ARE ALLOWED IN THIS CLASSROOM

### **Four-Year-Olds**

In this area, the children are taught to read at first-grade level, short and long vowel sounds, two-vowel rule, and sentence structure. They also learn counting 1-100, number concepts 1-20, counting by 5s and 10s, and simple addition. Scripture memory verses are learned, as well as finger-plays, poems, and songs. Computer skills are continued at this level. They also have monthly themes to study along with the curriculum.

### **DAILY SCHEDULE**

Each classroom will have its own daily schedule to provide opportunity for individual, small and large group activities; indoor and outdoor activities; and routines for meals, snacks, and rest. Activities will be planned for each day to provide the children with opportunities for physical, social, emotional, and intellectual growth in a variety of ways

using a wide range of materials and equipment. This schedule will be posted in every classroom. A general schedule will be at the main office.

## STAFF

Preschool staff must meet the following criteria:

- Have a criminal history check with the LDE Child Care CBC System.
- Must be CPR certified and maintain a current card.
- Must be Infant-Adult CPR certified, Pediatric First Aid certified, and maintain a current card.
- Have three letters of recommendation.
- A 4-day observation period in the classroom.

Preschool staff must maintain 15 clocked hours per year and attend quarterly staff meeting.

## CHILD RATIOS

Glad Tidings Preschool will maintain the regulations set by our state.

	<u>Children</u>	<u>Staff</u>
Infants (under 12 months)	5	1
Toddlers	7	1
Two-Year-Olds	10	1
Three-Year-Olds	13	1
Four-Year-Olds	15	1
Five-Year-Olds	19	1
School-Age	23	1

In addition, college students may be working as aides or afternoon teachers in the classrooms on a regular basis.

Teachers in the classrooms are trained in childhood education and continue in-service training, workshops, conferences, and staff meetings. Preschool staff is supervised by the directors who have the responsibility for the overall operation of the preschool.

### ***Rest Time***

Quiet time and activities will be scheduled throughout the day to provide adequate rest for the children.

Afternoon naps start at 12:30 and end at 2:30. Each child is provided a cot with a sheet. Parents provide a blanket which will be taken home every Friday to be washed and returned on Monday morning. Please make sure all items from home are **marked with a permanent marker so that misplaced items may be returned.**

## CLOTHING

Activities at the Preschool are child-oriented and include indoor and outdoor play, working with paint, water, puzzles, activities for motor skill development, and eye-hand coordination. We have three wonderful playgrounds equipped to meet the state requirements and provide the highest level of fun for your age child. Although we take every precaution to protect the children's clothing, accidents do occasionally occur. Please help by dressing your child in clothes that are comfortable, allow freedom of movement, and are easy to put on and remove. Do not send your child to school **bare-footed**, or in **flip-flops**. Low rubber-soled or tennis shoes are accepted. Always send your child to school dressed appropriately for the day's weather. **Label all clothing with your child's name in permanent marker.**

In our Toddler and Two-year-old classes, children learn the majority of their toilet training skills.

To better help your child, you should:

- Dress your child in pants, shorts, and underwear that can be easily removed. This will make the process easier and increase your child's abilities in toilet training.
- Bring four or five pair of training pants daily. Please check your child's box for soiled clothes.

Every child **MUST** have a complete extra change of clothes in case of accident or if the clothes worn to school become heavily soiled. This change of clothes may be left at school.

#### ***What to Bring for Your Infant***

- All food, milk, formula or juice your child will need. A separate bottle, pre-made, for each feeding is required by state regulations. **Each bottle and bottle cap must be labeled with the child's first and last name.**
- Diapers may be brought in large quantities and stored at the Preschool. We recommend one diaper per hour. It is very important that you label all of your child's supplies with a permanent marker.
- Diaper ointments, diaper wipes, and any other supplies should be labeled. Please instruct staff on procedures. A physician's authorization form must be completed for prescription medications prior to application and must be checked in at the office.
- A **COMPLETE** change of clothes.

#### ***What to Bring for Your Toddler***

- Diapers or training pants. We recommend one for each hour your child is in the Preschool. Please label all supplies with a permanent marker.
- Diaper ointments and diaper wipes. A physician's authorization form must be completed for prescription medications prior to application and must be checked in at the office.
- A **COMPLETE** change of clothes.
- A blanket for nap time.
- In cold weather, a warm coat, mittens, and head covering.
- Items on supply list given to parents by the teacher.

#### ***What to Bring for Your 2-to 4-Year-Old***

- A **COMPLETE** change of clothes.
- A blanket for nap time.
- In cold weather, a warm coat, mittens, and head covering.
- Items on supply list given to parents by the teacher.

#### ***Personal Belongings***

Except for blankets needed for nap time, we ask that personal belongings be left at home. **All toys & stuffed animals should be left at home.** If an item is brought to school, we cannot be responsible for it. If there is a special book, video, or cd your child would like to share with the class, please make sure it is labeled with the child's name. Please give these items to the teacher upon arrival. Please do not allow your child to bring money to class. It is upsetting to the child if the money is lost. If money is found, the teacher may not know to whom it belongs.

#### **Rest Time**

Quiet time and activities will be scheduled throughout the day to provide adequate rest for the children. Afternoon naps start at 12:30-2:30. Each child is provided a cot with a sheet. Parents provide a blanket which will be taken home every Friday to be washed and returned on Monday morning. Please make sure all items from home are **marked with a permanent marker so that misplaced items may be returned.**

#### **Infants Feeding**



- Parents of infants are to bring bottles with tops premade. The tops and bottles must be labeled with the child's name.
- If you are providing frozen, bagged breast milk, you must provide clean labeled bottles (first name, last initial) for each individual feeding. The bagged milk must have the baby's first name and at least their last name clearly marked on them at all times.
- We closely adhere to the Child and Adult Care Food Program for the age appropriate serving amounts for all children in our center, infants included.
- Juice is not served to infants under 12 months of age.

### **Important Info**

- We provide crib sheets and bibs for all babies. If you opt to bring your own items, please insure that they are labeled with your child's first and last name.
- Diapers are checked hourly, but changed every other hour unless needed before then. Parents must provide diapers, wipes, and any diaper ointment that they want on their child at diaper changing.
- All pacifiers must be labeled (first name, last name) and be on a pacifier holder. Pacifiers that have stuffed animals attached to them may not be used in our center.
- No child is allowed to wear "Amber Necklaces" and/or "Teething Necklaces" while in attendance at our center, these are considered to be a choking hazard.

### **Safe Sleep**

- All parents, staff and/or teachers who care for infants in our center will adhere to the following safe sleep practices to help prevent Sudden Infant Death Syndrome (SIDS):
- Infants will always be put to sleep on their backs. Once an infant is able to roll over, the infant will be put in a crib to sleep on his back and allowed to assume a referred sleep position.
- Infants will be placed on a firm mattress, with fitted crib sheet, in a crib that meets the consumer Product Safety Commission safety standards.
- No soft or looser bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads and comforters will be used in cribs for children younger than 12 months of age.
- If additional warmth is needed, a sleep sack with arm holes or sleep clothing, such as sleepers or footed pajamas may be used.
- In the case of a medical condition requiring swaddling, use of a sleep positioning device or requiring a sleep position other than on the back, the parent must provide a signed "Sleep Exception Waiver" completed and signed by the infant's physician and the parent.
- The infant's head will remain uncovered for sleep. Bibs will be removed. Lighting in the room will allow the caregiver to view the infant's face at all times.
- The room arrangement will allow sleeping infants to be actively observed by sight and sound.
- Infants will not be allowed to sleep on a pillow, car seat, swing or bouncy chair. If an infant falls asleep any place other than the crib, the infant will be moved to the crib immediately.
- An infant who arrives asleep in a car seat will be moved to a crib immediately upon arrival.
- Infants will be placed in cribs that offer adequate space so that one infant may not reach into another crib.
- Infants may be offered a pacifier for sleep, if provided by the parent. No "Wubbanub" pacifiers are allowed (stuffed animal attached to pacifier).
- Amber teething necklaces are considered to be a choking hazard for young children and are not allowed in our facility.
- Infants that are awake will have supervised "Tummy Time" several times daily.
- Our child care program is smoke-free. Smoking is not allowed in Glad Tidings Preschool. This includes e-cigarettes and any type of vaporizers.

## Birthdays

Children are allowed to bring in a commercially prepared/store bought treat to share with their friends during snack time to celebrate their birthday.

## Health Checks

Every morning as children arrive into our care we check for visible signs of illness or injury. Some symptoms we look for are a fever, a runny nose, a constant cough, a rash, and greenish/colored runny nose. In addition, if we see any signs of bruising, scratches, or marks of any kind, it is brought to the attention of the office to investigate and make sure it is written on the daily observations. We do this to determine if the child is contagious and cannot attend or if contacting the parent is needed for further explanation.

## Health Policies and Requirements

In accordance with the Louisiana Licensing Standards and Regulations, the parent or guardian must submit the child's immunization record, a list of special health needs, and the name, address, and telephone number of the child's physician and dentist.

**IMMUNIZATIONS must be kept up-to-date for each child. A periodic check will be made to insure each child's immunizations are current.**

ANY child showing symptoms of illness will not be allowed in the preschool. Any child with a fever of 100 degrees, diarrhea, or vomiting cannot remain in the preschool, and parents are expected to **pick up the child from the office areas within 30 minutes from receiving the phone call**. If a parent cannot be reached, a person listed on the emergency portion of the registration papers will be called. Children cannot return to the preschool until they are **fever-free (no medicine), free from vomiting, or diarrhea for 24 hours**.

**If a child needs any medication, the doctor must sign an authorization sheet. A print-out of possible side effects must accompany all medication. The only medication that we will administer is emergency medication.** Medication must be labeled and in the original container. Medicine will be administered one time a day, between 11:00-12:00. Additional dosages must be administered at home.

When children are absent with a communicable disease, the preschool staff shall be notified and the information passed on to the staff and other parents.

The information below was obtained from the Calcasieu Parish Health Unit for illnesses requiring exclusion:

- Fever
- Uncontrollable diarrhea – two or more loose stools (1x if foul smelling odor/sickly smell)
- Vomiting two or more times (1x if foul smelling odor/sickly smell)
- Mouth sores with drooling, unless physical exam states that child is non-infectious
- Rash with fever or behavior change until illness determined not communicable
- Conjunctivitis, defined as pink or red conjunctiva with eye discharge
- Infestation (i.e. scabies, head lice) until 24 hours after treatment begins
- Impetigo, until 24 hours after treatment was begun
- Streptococcal pharyngitis (strep throat) until 24 hours after treatment has begun
- Pinworm infection until 24 hours after treatment was begun
- Varicella (chicken pox) until 6 days after onset of rash or until lesions have dried and crusted
- Pertussis, until 5 days of appropriate medical treatment has been completed
- Mumps, until 9 days after onset of gland swelling
- Hepatitis, a virus infection, until one week after onset of illness or until after immune serum has been given to appropriate children and staff in the program

- Measles, until 5 days after the rash appears
- Rubella, until 7 days after the rash appears
- COVID, follow CDC guidelines

In case of severe injury or acute illness, warranting immediate medical attention, the child will immediately be transported to the nearest emergency facility. At the same time, the parent will be called, advised of the illness or injury, and told where the child has been taken. If the parent cannot be reached, a person listed on the *Consent to Release* form of the application will be called. Scratches and scrapes are inevitable when children play. In the event of a minor injury, soap, water, Band-Aid, TLC, and prayer will be administered as needed. Parents will receive a written *Incident/Accident/Illness/Behavior Report* of all accidents, major or minor, from the staff person responsible for care. This form will be signed by the parent and returned to the office to be placed in the child's file.

### **Food Allergy Emergency Plan**

You must provide a food allergy emergency plan for any child with a known food allergy that has been diagnosed by a Health Care Professional. The child's Health Care Professional and parent must sign and date the plan. The emergency plan will be posted where we prepare and serve food as well as in each room where the child may spend time. All staff are educated on food allergies and they take precautions to ensure children are protected.

A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

- List food the child is allergic to
- Possible symptoms is exposed to that food
- The steps to take if the child has an allergic reaction
- EACH food allergy must have their own emergency plan.
- If a child has a milk allergy and has completed all steps of the Food Allergy Emergency Plan, the preschool will provide an alternative.
- If a child has a food allergy and has completed all steps of the Food Allergy Emergency Plan, the center will provide a substitute for the food that the child has an allergy too.

### **Child and Adult Care Food Program**

We participate in the Child and Adult Care Food Program. This program helps us with providing high quality, nutritious snacks, and meals for children in child care. Every family enrolled in our center must complete the Food Program. ALL children will be part of the program regardless of the financial status of the family. All information will be kept confidential and only be given to the agency that handles the food program. If for any reason a child is unable to partake in any part of the meals served at our center, A Health Care Professionals note explaining the allergy or reason they cannot partake, must be provided.

### **Food and Nutrition**

Well-balanced and nutritious meals and snacks are made available to the children in our care. Our menus are made from the four basic food groups (bread, fruits, vegetable, dairy products and protein products). Milk is given daily during breakfast and lunch. Fruit juice or water is given during snack. A breakfast, lunch, and snack menu is posted monthly on the bulletin board in the classroom and on the Remind App. Food is not allowed to be brought in from outside the facility except as follows:

Formula, cereal, and food for infants supplied by the parents and labeled with the child's name.

\*Food for children on special diets need to be prescribed by a physician.

\*Refreshments for special occasions.

Breakfast is served between 8:30-9:00. Lunch is served from 11:00-11:30. Afternoon snack is between 2:30-2:45.

**NO OUTSIDE FOOD OR DRINKS ARE TO BE BROUGHT INTO THE PRESCHOOL!!!**

## **Behavioral Management**

Besides using well-organized and motivational curricula, teachers will strive to ensure love and acceptance in the classrooms and to promote godly character and proper behavior. We will give praise for success and positive encouragement.

Before expecting good behavior from the children, the children must first know what is expected of them. At the child's level of understanding, standards of good behavior are clearly communicated. In all discipline, we will use guidance in an atmosphere of love and acceptance. Discipline will be dealt with as soon as possible within a given school day.

## **Methods of Behavioral Management**

- Redirect child from an inappropriate behavior to an appropriate behavior.
- Talking with the child.
- Time out will be used in accordance with the State of Louisiana for children 2 years and over, when other positive methods have not been successful.
- If repeated aggressive behavior continues, the parent will be called.

## **Procedures Not Used**

\*No child shall be subject to physical punishment corporal punishment, threats, or verbal abuse which includes, but is not limited to using offensive or profane language, telling a child "to shut up". Prohibited actions include but are not limited to yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth.

\*Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.

\*Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.

\*No child or group of children shall be allowed to discipline another child.

\*No child shall be deprived of meals or snacks, or any part thereof for behavior management reasons.

\*Children shall not be restrained by devices such as high chairs, chairs at a table, etc.

\*Time out, if used, shall take place within sight of the caregiver.

\*The length of each time out session shall be based on the age of the child and shall not exceed one (1) minute per each year of age of the child.

\*Time out shall not be used for children under two years of age as these children are too young to cognitively understand the consequence.

\*Any method of behavior management that violates the spirit of this standard, even though it may not be specifically mentioned as prohibited shall not be used.

## **Child Abuse and Neglect**

We at Glad Tidings Preschool enforce all standards of state regulations regarding child abuse and neglect. In order to prevent and respond to child abuse and neglect at our facility, we will:

- All employees are required to complete annual training on the prevention, recognition, and reporting of child abuse and neglect.
- Glad Tidings Preschool will contact the proper authorities at:

**Child Protection Agency (DCFS)**  
**P.O. Box 1850**  
**Lake Charles, LA 70601**  
**855-452-5437**

## Child Custody Issues

It is the center's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information with the office about such situations may be helpful to the center staff and will be held in the strictest confidence. The center cannot legally restrict a non-custodial parent from visiting, picking up or reviewing their child's records unless we have been furnished with legally filed, executed, and current documents. Copies of all court documents must be submitted to the center. Glad Tidings Preschool will not acknowledge which party is responsible for payment of tuition fees nor will we be responsible for determining compliance with parent visitation schedules. These arrangements must be coordinated between the two parents.

## EMERGENCY PROCEDURES

In the event of an emergency, such as a hazardous material spill, or an Authorized Personnel directed evacuation, we will go directly to our **primary site** which is:

**Hamilton Christian Academy  
1415 8<sup>th</sup> Street  
Lake Charles, Louisiana 70601  
337-439-1178**

Glad Tidings Preschool and Hamilton Christian Academy have formed an agreement to use the other's facility if evacuation makes it necessary to vacate their own. The route taken away from Glad Tidings Preschool to Hamilton Christian Academy would be as follows:

**North on Texas Street to Prien Lake Road  
Left turn onto Prien Lake Road to 2<sup>nd</sup> Avenue  
Right turn onto 2<sup>nd</sup> Avenue to 8<sup>th</sup> Street**

Hamilton Christian Academy is located between 7<sup>th</sup> and 8<sup>th</sup> Streets and 1<sup>st</sup> and 2<sup>nd</sup> Avenues.

The Lake Charles Civic Center is the location of the **secondary site**.

If any emergency forces the evacuation of our facility, we will await your arrival at the primary or secondary site.

## Outdoor play space:

All of our playgrounds feature the soft-surface material.

- Toddler playground located on the Texas Street Side.
- Two and three year old playground located mid-structure on the Texas Street Side.
- Four year old and school-age play area located across from the South Entrance.

## FINANCIAL INFORMATION

Tuition will be billed on the first of each month. Payments may be divided into two monthly equal payments or four weekly equal payments. If choose to divide your payments: **MONTHLY:** 1<sup>ST</sup> Payment is due by the 5<sup>th</sup>. The 2<sup>nd</sup> payment is due by the 15<sup>th</sup>, becoming past due on the 16<sup>th</sup>. **WEEKLY:** 1<sup>ST</sup> payment is due two weeks ahead and then weekly payments must be made, staying two weeks ahead at all times. A late fee of \$25.00 will be assessed for late payments. There will be NO exceptions. We **DO NOT** extend credit. **Tuition not paid in full by the last day of the month, will result in the child not attending until the tuition is paid in full. If the monthly tuition is not paid in full by the last day of the second month, the child will be dropped from the center.** Tuition is due even if the child is absent. No deductions will be taken for absence, weather closures, or if we have to close due to COVID related issues.

Part-time children are to be picked up no later than 12:30 p.m. Full-time children are to be picked up no later than 5:30 pm. A late pick up fee of \$10.00 will be assessed if you are late, plus \$5.00 for every 5 minutes thereafter.

#### ***Method of Payment***

**Preferred method of payment** would be online (**through the ACS parent portal**), CASH, MONEY ORDER, OR DEBIT/CREDIT CARD. (Debit/Credit Card transaction fee of \$5.00 will be assessed on each transaction).

#### ***Change in Contract/Withdrawal***

Should you decide to change anything on your application (consent to release, address, etc.) you must fill out a Change of Status form. Current information is vital to provide proper protection and availability of contact in the event of an emergency.

A **WRITTEN** notice of withdrawal **MUST** be submitted **TWO WEEKS** prior to your child's leaving. If you fail to notify the office in writing, you will be charged for **two additional weeks**. We have a large waiting list, and we allow our new parents two weeks at their present preschool.

#### ***Enrollment Fee***

A yearly registration fee is due upon our yearly registration. **The registration fee is NON-REFUNDABLE.**

#### ***Sibling Discount***

The cost for the second child in a family is \$40.00 less per month for children ages infant – four-year-olds.

#### ***LCMH Employees***

Lake Charles Memorial Hospital full- and part-time employees may take advantage of the assistance provided by the hospital toward day care.

#### ***Charges for Late Pick-up of a Child***

Closing time for our Preschool is **5:30 p.m.** It is very important for you to pick up your child by this time. There is an initial late fee of **\$10.00** and an additional \$5.00 for every 5 minutes thereafter. *If your child attends half days, the pick-up time is 12:30.* All late fees are applied to the half day program as well. Please notify the office if you know you are going to be late.

#### **INSURANCE COVERAGE**

Glad Tidings Preschool carries primary accident insurance for all students for injuries which may occur at our facility or related activities.

#### **NON-PROFIT**

Glad Tidings Preschool, Inc. is a non-profit corporation of the State of Louisiana and a 501c (3) tax exempt corporation registered with the Internal Revenue Service. All donations are exempt from income taxes.

#### **DISCRIMINATION**

Glad Tidings Preschool admits students of any race, color, nationality, ancestry, ethnic origin, handicap or breast feeding mothers to all rights, privileges, programs and activities generally accorded or made available to each child in the facility.

To file a complaint of discrimination, write immediately to:

USDA  
Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, SW.  
Washington, D. C., 20250-9410

The complaint should contain the name, address, and telephone number of person filing complaint, 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 discriminatory action. "USDA is an equal opportunity provider and employer."

### **Emergency Procedures**

In the event of an emergency, such as a hazardous material spill, or an Authorized Personnel Directed Evacuation, we will go directly to our Primary site which is:

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### **Cameras**

Watch Me Grow uses state of the art technology to provide streaming video access to your child's room. Parents will create your own account via the website at <https://watchmegrow.com/my-account/sign-up>. Each parent will need to read/agree to their Terms of Use before your account will be approved. We reserve the right to limit and/or remove camera access at any time that it is deemed appropriate. **WE ASK THAT NOBODY TAKES OR POST PICTURES OF ANYONE ELSE'S CHILD, TEACHER, OR CLASSROOM ON ANY KIND OF SOCIAL MEDIA. REMEMBER, ONLY (2) LEGAL GUARDIANS PER FAMILY WILL ACCESS TO THE CAMERA.**

**THERE WILL BE A \$10.00 FEE PER FAMILY TO HAVE ACCESS TO WATCH YOUR CHILD IN INTERVALS. SIX 10 minute intervals per day/account.**

**Telephone Calls, Letters, Notes, Emails, and Remind App**

These forms of communication will be used to contact you about your child, meetings, to collect data, or the status of your financial account. These means of communication may be used for those parents unable to visit the school or attend scheduled meetings. Your child's teacher will periodically send a letter home regarding the progress of your child with curriculum, poems, numbers, and other skills. Notices, menu, events, and various information will be sent and posted as well.

### **Photographing Your Child**

We occasionally videotape or take pictures of your child during the course of their daily activities to be used for crafts and other purposes. Please let us know if you do not want your child photographed for our Facebook Account.

### **Conferences**

Conferences will be held when deemed necessary to keep parents informed of the progress their child is making in our Preschool. Contact will occur daily as parents bring or pick up their children. It is during these times that parents and teachers can share information and ideas concerning their mutual understanding of the child and his or her individual needs. Parents may request conferences with their child's teacher or the directors at any time. Please call the office to make arrangements for any meeting or conference.

### **Daily Reports**

The nurse will always provide a daily report of your child's activities. This report will make you aware of your child's feeding times and diaper changes throughout the day. It will also remind you of supplies needed for the following day.



## INDEX

ABSENCES.....	03
ARRIVAL.....	03
ABUSE AND NEGLECT.....	12
BEHAVIOR MANAGEMENT.....	11
BIRTHDAYS.....	09
CHANGE IN CONTRACT/WITHDRAWAL.....	13
CHARGES FOR LATE PICK-UP OF A CHILD.....	13
CHALLENGING BEHAVIOR.....	04
CLOTHING.....	07
CONFERENCES.....	15
DAILY REPORTS.....	16
DAILY SCHEDULE.....	06
DISCRIMINATION.....	14
EMERGENCY PROCEDURES.....	12
FACILITIES.....	02
FINANCIAL INFORMATION.....	13
FOOD AND NUTRITION.....	11
HEALTH POLICIES AND REQUIREMENTS.....	10
HOLIDAYS.....	02
INCLEMENT WEATHER.....	02
INSURANCE COVERAGE.....	14
LOADING AND PARKING.....	04
METHOD OF PAYMENT.....	13
NON-PROFIT.....	14
PERSONAL BELONGINGS.....	08
PHOTOGRAPHING YOUR CHILD.....	15
PICKING UP CHILDREN.....	04
PROGRAM.....	05
REST TIME.....	08
REFUSAL OF SERVICE.....	04
SIBLING DISCOUNT.....	14
STAFF & CHILD RATIOS.....	07
STATEMENT OF PHILOSOPHY.....	01
STATEMENT OF PURPOSE.....	01
TEACHER IN-SERVICES.....	02
WATCH ME GROW.....	15
WHAT TO BRING FOR YOUR INFANT.....	07
WHAT TO BRING FOR YOUR TODDLER.....	08
WHAT TO BRING FOR YOUR 2-4 YEAR OLD.....	08