

Welcome Preschool students and parents!

We are excited about the future of Glad Tidings Preschool. The commitment to provide quality care for your child is still our first priority. As we strive for excellence in every area we always welcome your comments and suggestions.

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. With the united effort of home and school, I know we can accomplish much.

May God richly bless you and your family.

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

**GLAD TIDINGS PRESCHOOL
BOARD MEMBERS**

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

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 Fax (337) 477-0486
pdirector@gladtidingschurch.com**

Rev 07/2021

STATEMENT OF PHILOSOPHY

Glad Tidings Preschool was established as a service to families in our community. This service has grown out of a sincere love for children and a desire to help them in the proper development and adjustments in our world today.

First, there is a concern for your child's intellectual development. Appropriate learning experiences have been prepared and are directed by well-trained, experienced Christian educators. Materials have been carefully selected to meet your child's needs without over-structuring the learning process.

Second, there is a concern for your child's physical well-being and development. Your child will receive meals and snacks that are high in nutritional value. Appropriate physical activities have been developed as a significant part of the Preschool's program.

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.

STATEMENT OF PURPOSE

Our Preschool has had significant planning that facilitates and nurtures appropriate stages of development. The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. These tenets are held by the directors and the staff to be essential to the early development of healthy minds, bodies, and spirits. Each child is encouraged to progress at his or her own rate toward enriched experiences, self-discipline, and the ability to make wise choices.

GOALS

Our goal is to work along with you to develop the total personality of each child by providing an educational experience of lasting value.

Spiritual

A daily time of devotion, including Bible stories and songs, which aid in learning that God loves us and we can respond to God's love.

Emotional

- Promoting a sense of security and self-respect
- Developing...
 - a sense of accomplishment
 - a sense of being able to help others
 - a feeling of being loved, respected, and valued
 - a feeling within the child of being known for himself

Social

- The attainment of a balance between egocentricity and a concern for and responsibility toward the rights of others
- The ability to share and take turns through group activities
- Providing opportunities for asserting one's rights and respecting the rights of others
- Providing opportunities for leading, following, and being equal to peers

Intellectual

- The promotion of curiosity and the desire to learn
- Fostering growth and development of oral language
- Exposure to Bible, reading, writing, and math readiness
- Development of the ability to handle concepts
- Development of the ability to observe, listen, and understand
- Development of the ability to perceive and deal with problems

Physical

- Evaluation of and concern for the child's physical well-being and development
- Good health habits
- Opportunities to spend time in a physical facility scaled to the child in which there are a minimum number of negative regulations
- Opportunities to play with a wide variety of equipment with a group of the child's own age
- Development of the large and small muscle coordination and motor skills

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 Pre-K 4. Auxiliary facilities in our Early Learning Center include offices, staff workroom, kitchen, and laundry facilities.

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.

Equipment for these areas consists of slides, climbing apparatuses, as well as a clear area provided for various games and activities.

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.

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.

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.

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	11	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.

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.

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.

PARENT COMMUNICATION

We strive to maintain the very best care and curriculum for your child, and we believe in the quality of our program. However, we do understand that sometimes you may not agree fully with some aspect of our school. Please do not hesitate to speak with us about your concerns. We will be happy to schedule a conference to discuss whatever measures may be necessary to correct the situation. Our intent is to always keep an open line of communication between staff and our parents.

An integral part of Glad Tidings Preschool is the interaction between parents and the staff. This interaction may take many forms. It may include, but is not limited to, the following:

Parental Involvement

We provide several occasions of celebrations which include: Mother's Day, Father's Day, Grandparent's Day, Thanksgiving Feast, Christmas Program, First Responder's Luncheon, and a Spring Program. We encourage all of our parents to participate in each of these activities.

Child View

Child View uses state of the art technology to provide streaming video access to your child's room, parents must fill out an information/security form. Access is usually available within 24-48 hours after the form is received. In order to keep our system running smoothly and to ensure the safety of our staff and children in our care we would like each child's family to limit camera access to only 2 individuals. More than two people accessing any one child's camera allows the possibility for discrepancies to occur and liability concerns to arise. Glad Tidings Preschool provides Child View, and it is a privilege to each student's family. Glad Tidings Preschool reserves 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.

Bulletin Board

Bulletin boards are located throughout the school. Notices, menus, events, inspections, licenses, and various information will be posted.

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.

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.

Daily Reports

The nursery 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.

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.

Special Note to Parents

Please inform the office and your child's teacher of any disruptions in your child's regular schedule such as amount of sleep, health of the child or family member, unhappy emotional event, or any other such situation that might affect the child during his or her time with us at the Preschool. This information will help us to better meet the needs of your child.

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, vegetables, 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. The menu will be sent out monthly. 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 and 9:00. Lunch is served from 10:45 and 11:30. Afternoon snack is between 2:30 and 2:45.

DROP-OFF-TIME

No child shall be dropped off any later than **9:00 a.m.**, absolutely **NO** exceptions, (other than dr. appointments and we will need an excuse). Anytime a child is dropped off after 9:00a.m., it disrupts the class and throws off the performance of every child, teacher, and lunch/snack count. Naptimes begin at 12:30 p.m. and bringing in a child during this time leads to the child not resting and causing a disturbance to their classmates. Breakfast is served between 8:30-9:00.

LOADING AND PARKING

Spaces are available on the side of the south canopy and on the east and 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. Please obey parking directions in the drive-through areas of the east and south canopy. **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 inside the preschool or out to the playground to pick up a child. The teacher on duty must be notified when a child leaves the preschool. Parents or the authorized adult **MUST** sign-out the child on our "Attendance Log". Children will only be allowed to leave the preschool with those individuals listed on the registration form. If anyone else is to pick up a child, the parent/guardian **MUST** notify the preschool in person or in writing. If this is an unfamiliar person, identification such as driver's license will be required before the child will be released.

If those listed on the registration form are unable to pick up your child and someone not listed must come, you may send a fax message signed by you to 477-0486 or add them to the list prior to pick up.

BIRTHDAYS

Birthdays are a big event! If you would like, on your child's birthday, you may bring some cupcakes or cake to share with the class, but no gifts please. Please notify the teacher ahead of time.

HOLIDAYS

Legal holidays observed by the Preschool include:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday

Christmas Eve
Christmas 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 Eve and 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 two 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 for preschool closures. There will be no deductions taken on tuition for weather closures.

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 101 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.** 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 or 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 medicine. Authorization sheets are available at either office location.

Medicine 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 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
- Vomiting two or more times
- 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

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.

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 8th 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 2nd Avenue
Right turn onto 2nd Avenue to 8th Street**

Hamilton Christian Academy is located between 7th and 8th Streets and 1st and 2nd 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.

BEHAVIOR 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 Behavior Management

- Redirect child from an inappropriate behavior to an appropriate behavior.
- Talking with 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 “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.
- 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.

Inappropriate/Aggressive Behavior

- A child who exhibits inappropriate behaviors is subject to immediate suspension until the aggressive behavior improves. These behaviors include but are 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
- A child who exhibits aggressive behavior(s) will be counseled immediately.
- All incidents will be reported to the parent and all incidents recorded with an Incident Report. These behaviors include but are not limited to :
 - Continual pushing, shoving, hitting, spitting
 - Pulling hair or scratching

Any action that may cause visible marks on another person
- When the 6th incident occurs in a 3 month period, the parent(s) will be notified that alternate placement may be necessary until the behavior improves.
- Following at least 6 weeks of alternate placement, if the parent(s) deem(s) that the inappropriate or aggressive behavior improves.

- Upon returning to Glad Tidings Preschool, if the child expresses any of the above unacceptable behaviors, the child will be recommended for alternate placement.

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.
- When the 6th incident occurs in a 3 month period, the parent(s) will be notified that alternate placement may be necessary until the behavior improves.
- Following at least 6 weeks of alternate placement, if the parent(s) deem(s) that the inappropriate language has ended, he/she may contact the directors to discuss the child returning to Glad Tidings Preschool.
- Upon returning to Glad Tidings Preschool, if the child expresses any of the above unacceptable behaviors, the child will be recommended for alternate placement, effective immediately.

Biting Policy

- When a bite occurs with a child who is under the age of 2 years, the biter and the child being bitten will be separated.
- Children under the age of 2 use biting as way of communication, frustration, imitate others, self-defense, or to get attention. If this becomes a regular occurrence, then, we will have a meeting with the parents to discuss further options.
- For a child who is 2 years of age or older, the biter and the child being bitten will be separated and the biter will be placed in "Time Out" up to one minute per age of child.

- The child who was bitten will have his/her affected bitten area attended to as soon as the staff member is aware that a “bite” has occurred. The area will be washed with soap and water and covered with a Band-Aid if necessary.
- Glad Tidings Preschool staff will record the biting incident with an Incident Report.
- Parents of the biter and the child who was bitten will be notified by telephone the same day.
- As extensively possible, staff will closely monitor activities of children who have bitten to anticipate situations before they occur.
- When a child has bitten 6 times in a 3 month period, the parent(s) will be called and a conference with the directors will be offered. The conference is designed for the parents and directors to discuss corrective action and behavior modifications to assist the child from biting at Glad Tidings Preschool.
- Also, at this conference, the parent will be informed that when the child bites two or more times (during this 3-month period), an alternate child placement must be sought until the biting behavior ends.
- Following the conference, should the second bite occur, parent(s) will be notified that they must seek alternate placement for their child effective immediately.
- Following at least 6 weeks of alternate placement, if the parents deem that the biting behavior has ended, he/she may contact the directors to discuss the child returning to Glad Tidings Preschool.
- Upon returning to Glad Tidings Preschool, if the child bites again the child will be recommended for alternate placement, effective immediately.

ABUSE AND NEGLECT

It is required by law and the responsibility of Glad Tidings Preschool to report any suspected case of neglect or child abuse. Glad Tidings Preschool will contact the proper authorities:

**Child Protection Agency
P. O. Box 1850**

337-491-2545
Lake Charles, La. 70601

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:** 1ST Payment is due by the 5th. The 2nd payment is due by the 15th, becoming past due on the 16th. **WEEKLY:** 1ST 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 or weather closures.

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 \$2.50 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 \$45.00 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.”

ENTRANCES

The East Entrance is open from 7:00am-9:00am every day. It closes from 9:00am-2:30pm, and reopens from 2:30pm-5:30pm. The South Entrance will be open during these times.

The South Entrance is open from 6:00am-5:30pm every day. During 10:00am-11:00am and 3:00pm-4:00pm, the gates will be closed so that our 4 year olds will be able to have playtime outside on their playground. During these times, you may 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.

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