



Parent Handbook

Welcome to the Village!

Our team looks forward to caring for your child as he/she grows and getting to know your family. This handbook contains important information about our center, its policies, and opportunities for family learning and engagement. We encourage you to reach out to our Village Directors with any questions or concerns you may have!

Village Kidz Early Learning Center, LLC

Center Phone: 225-964-5333

Email: Director@thevillagekidz.com

www.thevillagekidz.com

Let's Get Learning!

Our Mission/Vision

At Village Kidz Early Learning Center, our team is dedicated to providing a safe, nurturing learning environment for your child to explore, learn, and thrive in. We know first hand how difficult it can be for parents to spend time away from their little ones. For this reason, our highly trained and caring team works to create a safe space that feels like home. We are excited to provide the Mid-city community with high quality childcare services. We make early education a priority, setting your child up for a lifetime of loving learning.

Our promise is to create a community where all children feel loved, respected and encouraged to develop to their fullest potential as critical thinking, independent and compassionate young learners; to build relationships among children, teachers and families that are based on open communication, trust and mutual respect.

Our Core Values

V alue	We are always striving to provide high quality childcare with the 5 star service your family deserves
I nnovation	We support innovation and creativity with STEAM programming, outdoor learning, and hands-on exploration.
L earning	Our top priority is learning. We achieve this through accredited creative curriculums and lots of opportunities for exploration and hands-on learning!
L eadership	The Village supports leadership development in young children through teaching executive functioning & character development.
A ccountability	Our team is focused on providing a safe and secure environment that promotes healthy practices and sets the foundation for a lifetime of healthy lifestyles.
G rowth	We grow leaders at the Village! We foster individual and community development and involvement for our children and our team members.
E xcellence	We are committed to setting the standard in childcare and exceeding expectations!

Village Kidz Early Learning Center is a Type III Early-Learning Center that is regulated by the Louisiana Department of Education, Division of Licensing. Licensing surveys/inspections, regulations and information regarding early learning centers are available on the LDOE's website, www.louisianabelieves.com.

Village Kidz accepts children ages 6 weeks to 4 years old in our early learning center, and school age children up to 4th grade in our Beyond the Bell (Before and After Care) programs.

Village Policies & Procedures

Nondiscrimination Policy

Village Kidz has a non-discrimination policy that prohibits discrimination on the basis of income, race, color, creed, sex, national origin, access and functional need, ancestry.

Open Door Policy

Village Parents are allowed to visit the Center anytime during regular hours of operation. All parents will be accompanied by a Village Team member at all times while in the facility.

Confidentiality Policy

No information will be shared with the public regarding Village Kidz' families (past or current) without written consent. This includes but is not limited to home addresses, telephone numbers, email addresses.

There are some parents that do not wish to have their children recorded or photographed. We ask that any parent wishing to share information or images taken at the center on any social media networks (i.e Facebook, Instagram, Twitter, etc.) ensure that only your child is displayed in photos or comments.

At the beginning of each year, families will be asked to complete a Media/Photography Release Form, giving Village Kidz permission to share their child's image on social media and/or print media advertisements. No child's image will be used without the written permission of his/her parent or guardian.

Village Hours of Operation

The Village Hours of Operation are posted in the Lobby of the Center.

Monday - Friday 6:00 AM - 6:00 PM

Saturdays 7:00 AM - 5:00 PM (pre-registration required)

For meal planning and staffing purposes, children are not permitted to enter the Village after 9:00 AM except with a written doctor's excuse. We ask that parents call, alerting the center of your child's tardiness or absence. We do not accept children after 11:00 AM for any reason except scheduled doctor's appointments with prior notice given.

Beyond the Bell Program (pre-registration is required)

Before Care **6:00 AM - 8:00 AM**

After Care **3:30 PM - 6:00 PM**

Extended Care **6:00 PM - 8:00 PM**

Extended Hour Policy

Our Center maintains extended hours to accommodate our parent's work schedules. Extended aftercare and Saturday care is available by reservation only and will have limited availability. Payment for these services are due prior to service rendered.

Village Closures

The Center will be closed in recognition of various holidays throughout the year. There are no tuition deductions for the declared Village holidays or early closures for program planning. If one of the holidays falls on a Saturday, we will be closed on the preceding Friday. If a holiday falls on a Sunday, we will be closed on the following Monday.

Village Holidays

New Year's Eve New Year's Day MLK Day Lundi Gras Mardi Gras	Good Friday Easter Memorial Day Juneteenth Independence Day	Labor Day Thanksgiving Day Black Friday Christmas Eve Christmas Day
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Village Holiday Camps will be available during most holiday closures for an additional fee.

Professional Development/Teacher In-Service Training

The Center will be closed for seven (7) professional development/Teacher In-service Days to be determined each year. For dates please see the Village Director.

Each year all Village team members complete:

- a minimum of three (3) hours of Health and Safety Continuing Education Training;
- a minimum of twelve (12) hours of childcare related education and training;
- LDOE child care Orientation courses;
- Department of Children and Family Services (DCFS) State Mandated Reporter course;
- American Heart Association Pediatric CPR First Aid & Safety training certification; and
- Must obtain their Child Development Associate (CDA) certification within 12 months of hire.

Severe Weather/Emergency Closures

Based upon the recommendations of the Governor's Office of Homeland Security (GOHSEP), the center will close to ensure the safety of our Village families and team. The Village will close in alignment with all state and East Baton Rouge Parish School System closures. Center closures may be announced on any if not all of the following avenues: local radio, television, the Village Social media page, Procure software, and text messages.

Village Admission Policies

Prior to enrolling your child into the Village Kidz Early Learning Center, parents must:

- Take a tour of our Village facility
- Meet with the Village Director to ensure the Village will meet your family's needs
- Complete our Village Kidz Enrollment Packet
- Pay the non-refundable application fee
- Attend your scheduled parent orientation to complete all required documentation, medical forms, birth certificate, official immunizations record, and any court documents establishing custody and/or parental rights
- Complete student developmental and educational assessment

Please note that completion of the application and payment of the application fee does not guarantee enrollment in the Village.

Enrollment

New Students

In order to be considered for enrollment, families must submit a complete Village Kidz Enrollment packet. Packets will be reviewed by the Village Director. New students who are granted admission into The Village's infant/toddler program (Discovery Village) or the PreK program (Village Kidz Academy) will:

- receive an acceptance letter;
- will be required to submit all required documents and forms; and
- will need to pay the required non refundable registration fee to secure his/her seat.

Parents must sign our Parent Handbook Acknowledgement Form certifying that they have received and read the Parent Handbook and completed all requirements for admission into the Village Kidz Community.

Child Developmental Assessments

Upon admission and periodically throughout enrollment in Village Kidz Early Learning Center, each child will be assessed prior to entering and/or moving into a new classroom based upon the ASQ (Ages & Stages) and Brigance Screening tools. Results can be requested from the Village Director. Please allow 1-3 business days for processing requests.

Returning students

All returning students will be required to submit all required documents and forms by September 1st of each school year. A nonrefundable registration fee is charged annually, and is due by September 1st to cover administrative costs and supplies.

Please ensure that all of your emergency information (address, home/work/cell telephone numbers, email address, and change in your child's medical information) is up to date at all times.

Required Documentation & Forms

At the time of enrollment and annually, families will be required to complete the following forms:

- Enrollment/Tuition Agreements
- Village Kidz Policy Acknowledgement Form
- Emergency Medical Information Form
- Medication Administration Forms
 - Provide a current physical (within the last 6 months) from licensed Healthcare Provider
 - Provide an Official Immunization Record
- Media/Photography Release Form
- Food Program Enrollment Forms
- Child Care Assistance Application and Forms (if applicable)

Parent- School Communication

Procare messaging and emails are our primary form of communication. It is very important for parents to make sure that all contact information, especially email addresses and contact phone numbers, are up to date.

Daily reports, injury reports, bite notices, etc will be placed in the child's folder each day.

Children's bags should be checked at the end of every school day.

A monthly newsletter will be sent out to all parents via email and procare updates will be shared bi-weekly. The newsletter will include important announcements, events, and other center updates. Questions or concerns can be addressed via email or in person with the Village Director.

Village Kidz Library

All students and families have access to our Village Kidz Library during regular drop off and pick up hours. Each class will be allowed to visit our library weekly and select two (2) library books to read at home with their family. We ask that all books are returned prior to checking out additional books.

Each child will be issued a library card at the beginning of the year.

Tuition

Our registration fee is charged per year and is due before your child attends Village Kidz. This fee is non-refundable. A child is not enrolled until this fee is paid in full.

Tuition is due on Friday by 5 PM prior to care. Parents must complete enrollment in the tuition express software at the beginning of the year. ***There will be no cash payments accepted at the Village.***

A \$35.00 NSF fee will be applied to your account for any refunded debits. NSF fee and tuition payments will need to be paid by money order ***only*** for all returned payments.

Parents will be asked to withdraw their children for nonpayment of tuition and/or lack of adherence to our tuition payment policies. We will not prorate or credit tuition for emergency school closures, sickness, or absence of any kind.

Tuition is reviewed annually and adjusted in the fall as we improve our facility, programming, and team salaries. Adjustments are made based upon the cost of living. For all questions regarding tuition, please contact our Village Director.

Withdrawing your Child from the Village

If you choose to withdraw your child from the Village, you are required to provide a two (2) week paid notice upon departure of the center. The full monthly tuition is due if the child enrolls before the 15th of the month or withdraws after the 15th of the month.

Families may be disenrolled from the Village for the following:

- Nonpayment of tuition.
- Repeated behavioral problems.
- Conduct unbecoming of a parent on premises which includes, but is not limited to:
 - Derogatory comments
 - Unruly behavior
 - Cursing, yelling or violent threats
- Based on negative information given out in public regarding Village Kidz, its owners, directors, staff and/or families.
- Refusal to supply the center with needed supplies for your child or having inadequate records filled out in a timely manner.
- The owner reserves the right to disenroll a child for any other reason deemed appropriate that may or may not be listed.*

***If we elect to disenroll your child based on any of the above listed reasons we may/may not refund tuition that has been paid in advance.**

Child Care Assistance Program (CCAP)

All parents are responsible for tuition payments. If you receive child care assistance, it is your responsibility to clock your child in and out on the KinderConnect system. If at any time you do not clock your child in/out and the state does not pay the portion it has reported to you, we will notify you and you will be responsible for the remainder of the tuition. All childcare payments are due weekly or the 1st of the month only. We are not responsible for contacting LDOE for any short payments or disqualification from the program. ****CCAP contract must be Signed****

Village Uniform/Dress & Supply Policies

Uniforms are mandatory every day except for special identified free dress days. The Village Kidz uniform includes:

- Red, White, or Grey Uniform polo with our Village Logo
- Navy or Khaki bottoms
- Village Kidz Spirit shirts - can be worn on Fridays and for field trips
- Closed toe shoes are required

Shoes are required for all children who are walking. All shoes must have rubber soles, closed toes and have a closed heel or heel strap. Flip flops, sandals and/or shoes with wheels are not allowed in the Village. All infants who are beginning to walk must wear rubber soled, closed toe shoes. NO EXCEPTIONS.

Our school is a uniform school for the following reasons:

- **Belonging:** We believe children share a sense of belonging to something special and camaraderie. This feeling of belonging helps to create a school spirit as well as a sense of community within our Village.
- **Equality:** In a world full of brands and fashion, having a school uniform reduces judging, teasing, and bullying as everyone dresses the same.
- **Consistency:** Studies show that school uniforms encourage positive behavior. When a child wears a uniform, they tend to behave better as they feel more professional in their attire.
- **Financial:** It is far cheaper to buy a few school shirts every school year rather than a whole wardrobe of new school clothes. Our school uniforms are economical and designed to withstand regular washing and wear.
- **Calmer Mornings:** School mornings can be less stressful when “what to wear” is not up for debate! Parents do not need to worry about what outfit, there are less arguments, and no unnecessary stress each morning.

Personal Belongings & Clothing

Please be sure that your child has one (1) complete set of extra clothing in their storage area at all times along with a sweater, coat, or jacket during colder periods. All clothing should be clearly labeled with your child’s full name and should be checked routinely to ensure that it fits properly. Village Kidz does not assume responsibility for any lost, stained, soiled or torn clothing.

The Village understands that many children find comfort in special toys or objects. Your child is allowed to bring a blanket for rest times. We ask that you not allow your child to bring any additional items from home to the center because these items often create tension between the children. Guns, water guns are expressly forbidden. Village Kidz is not responsible for any lost or broken outside item/toy/electronic device brought into the center.

Supply Policy

Discovery Village (Infants to 2 yo)

All parents/guardians will be required to provide the necessary diapering supplies for your child each week upon drop off. Each child needs the following:

- One pack diapers/Pull ups (Child will use roughly 30-40/week while in the center)
- One (1) Pack of unopened wipes
- One (1) change of clothing

*After two (2) requests have been made for the supplies, you will be asked to pick up your child from the center. Your child will not be able to return until all requested diapering supplies have been brought. If this behavior is repetitive, your child may be disenrolled.

Village Kidz Academy (PreK 3 & 4)

ALL villagers are required to provide one (1) change of clothing each day.

There will be an annual activity fee due by September 1st of each year. This fee covers STEAM planned activities, outdoor learning experiences, and classroom project supplies. Each teacher may ask for certain supplies as needed for “special” projects and you will be given at least one (1) week notice.

Village Attendance Policies

For meal planning and staffing purposes, children are not permitted to enter the Village after 9:00 AM except with a written doctor’s excuse. A phone call alerting the center of a child’s tardiness would be greatly appreciated. We do not accept children after 11:00 AM for any reason except scheduled doctor’s appointments with prior notice given.

Arrival and Departure

In order to ensure the safety of your child, Village Kidz has implemented the following safeguards:

- It is mandatory that you check your child in and out daily utilizing our ProCare system and KinderConnect system for CCAP families.
- Once your child is checked in, we ask that the adult dropping off or picking up leave or meet your child in the lobby.
- **Cell phone use while dropping off/picking up is PROHIBITED**

Visitors must ring the doorbell and be personally admitted by staff. *Holding the door to allow others to enter, while considerate, may allow someone to enter who is NOT authorized to have access. We strongly encourage all individuals to enter only after they have been let in by our team.

*** Any parent caught holding the door open for others will be reprimanded and may be disenrolled from the center for potentially putting others safety at risk.**

Late Pick Up

We understand that on occasion parents have emergencies that cause them to pick up their child after designated times. If your child is not enrolled in our extended care program, and exceeds their designated care time by ten (10) minutes, your account will be assessed the appropriate extended care rate(s). This charge is due at the time of service and must be paid prior to your child attending school the following day.

If your child is not picked up after the normal closing time and you have not notified the center of the possibility of a late pick up, the following guidelines will apply:

- Village Kidz will attempt to contact you or the person(s) authorized to pick up your child.
- If we are not successful in reaching you or another authorized person within thirty (30) minutes after closing time, the Village Center Director or person in charge will determine whether and when child protective services or the appropriate authorities should be contacted based on licensing regulations.
- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the center door advising you of specific information including name and phone number of the agency or person to contact.

Sick Days & Absences

To maintain the quality of care, we charge a full week tuition if your child does or does not attend any portion of the week. If your child is absent on a particular day, please notify the center of the absence and reason for the absence if it was health related. Students will need to present a medical excuse to return to the Center after an extended illness (more than 2 days).

Village Health & Wellness Policies

Village Kidz Early Learning Center prioritizes the health and well-being of each child here at our center. We recognize that young children in our care are growing rapidly and building up their immune systems. The purpose of these policies are to decrease the spread of illness within the Village and to teach our children healthy habits. All policies are developed based upon the Louisiana Department of Health's regulations and recommendations. It is vital that parents and Village team members work together to ensure the health and safety of children.

Illness Prevention and Sanitation Practices

Village Kidz takes precautions to prevent the spread of germs and illness within our center. This is done by frequent cleaning of the Village classrooms and toys, annual team member Health &

Safety training, and through the yearly policy reviews and updates for our parents and team members.

Handwashing

Your child will be required to wash his/her hands upon arrival at the center, before eating, after bathroom visits, after outdoor activity, and at any other appropriate time throughout the day as required by his/her teacher. It is important that you reinforce this behavior with your child at home. If a child perceives hand washing to be fun, it is far more likely that the child will make it a habit.

Cleaning procedures

Our team uses the following procedures when handling ALL body fluids (blood, vomit, urine, feces) and wound exudates of all children in the Village:

- All spills of vomit, urine, and feces on floors, bathrooms, table tops, toys, kitchen countertops, and diaper changing tables are cleaned and disinfected immediately.
- Spills of blood or blood containing body fluids and injury or tissue discharges are cleaned and disinfected and the team member will wear the appropriate personal protective equipment (PPE) such as gloves.
- Toys and surfaces are cleaned daily.

Immunizations Policy

Village Kidz is committed to providing the safest possible environment for all children in the center. Our policy is that we must have an up-to-date official immunization record on each child enrolled before the first day of entry. The Center for Disease Control (CDC) has released recommended guidelines for vaccinating young children. Village Kidz and the American Academy of Pediatrics strongly support the program and urge all parents to follow these guidelines. To obtain these recommendations, please visit the CDC website at www.cdc.gov.

Medical examinations and immunization records must be provided upon enrollment and kept current. No child will be allowed to attend the Village unless immunization records are on file and meet Louisiana state childcare licensing regulations. This is for the safety of your child and all children enrolled.

Medication Administrations

Medications will be administered in accordance with Louisiana's state childcare licensing regulations and as described below.

- It is recommended that you administer medications prior to arrival or after leaving our center. This may require you to request that your healthcare provider prescribed 12 hour dosages when possible.

- To authorize the dispensation of any medication, a parent or legal guardian must complete an **Authorization for Medication Administration Form** indicating the type of medication, child's dose, daily frequency and number of days the child is to receive the medication.
- Provide all information on possible side effects of the medication.
- Bring medication in its original container in a clear bag. Clearly label the container and bag with your child's full name.
- Prescription medication must include a prescription label with specific dispensing instructions, a current date and child's name.
- Do not store medications in diaper bags, lunch bags, backpacks, or any other personal belongings as it will be discarded.
- We will not mix medication with food, formula, or juice, nor will we dispense it in a bottle or cup.
- Take unused medications home every day. Medications cannot be stored in the Village overnight with the exception of emergency medication and medication needed by school-age children who do not arrive with their parents or guardians on their first day of the week.
- **We will NOT dispense any over the counter medications.**
- Any time the manufacturer's instructions require physician dosage or differ from the age and weight information on the label, a physician's written instructions are required.

Topical, Nonprescription Medications

A parent or guardian must authorize the administration of topical ointments prior to our team members administering topical-nonprescription medications. This includes diaper creams, ointments, sunscreen, and insect repellent.

Infant Safety and Security

All infants brought into Village Kidz shall be awake. Bringing an infant into the center asleep is prohibited.

- While awake, infants shall not remain in a crib/ baby bed, swing, high chair, carrier etc. for more than 15 consecutive minutes.
- Infants shall be given the opportunity each day for supervised play while positioned on their stomachs.
- Pacifiers attached to strings or ribbons shall not be placed around a child's neck or attached to a child's clothing.

Sleep / Rest Time

- Infants shall be allowed to sleep according to their individual schedules;
- Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day;
- Children ages four and older shall be offered the opportunity for quiet time

Safe Sleep Policies

- Only one infant shall be placed in a crib.
- All infants shall be placed on their backs for sleeping.

- Written authorization from the child's physician is required for any other sleeping position.
- Written notice of the specifically authorized sleeping position shall be posted on or near the crib.
- Infants shall not be placed in positioning devices for sleeping unless the child has a note on file from the child's physician authorizing the device.
- Written authorization from the child's physician is required for a child to sleep in a car seat or other device and shall include the amount of time that the child is to remain in said device. The written authorization shall be updated every three months and as changes occur.
- "Back to Sleep" sign shall be posted in the room where infants sleep
- Infants who use pacifiers will be offered their pacifiers when they are placed to sleep, and it shall not be placed back in the mouth once the child is asleep.
- Bibs shall not be worn by any child while asleep.
- Nothing shall be placed over the head or face of an infant

Illness

Parents will be notified if your child becomes ill while in care at Village Kidz. Illness is an inescapable reality for any child. Village Kidz understands that all children will occasionally exhibit signs of illness during a day or even prior to arrival at our center. If you intend to keep your child at home for the day, we ask that you notify your Director no later than 9 am. If your child becomes ill while at our center, we will determine if it is necessary for your child to be sent home rather than expose other children to an illness. If your child needs to go home, we will contact you directly and ask you to pick up your child as soon as possible but no later than one hour after being contacted. Any child sent home may not return to our center until the child has been treated and is free of symptoms for 24 hours or we have proof of non-carriage/non contagious. (Ex. If sent home on Monday then child cannot return until Wednesday)

Additionally, your child will not be allowed to attend the center or participate in any activities for any of the following reasons:

- Your child has a reportable condition that the local health department or physician/healthcare provider determines to be contagious, and the child has not had sufficient treatment to reduce the risk of communication to others.
- Your child has an illness or symptom that prevents participation in routine daily activities including outdoor activities
- Your child has an illness that requires more individual care than our center staff members can provide without compromising the health, safety and activities of other children.
- Your child has a fever combined with lethargy, sore throat, rash, vomiting, uncontrolled coughing, earache, irritability or confusion.
- Your child has a fever (taken auxiliary) higher than 100°.
- Your child has diarrhea that is not associated with changes in diet and consists of runny, watery, or bloody stools.
- Your child has vomited two or more times in a 24-hour period.

- Your child has persistent abdominal pain that continues for two or more hours.
- Your child has conjunctivitis (pink eye) that is indicated by fluid drainage from the eye.
- Your child has yellowish skin or eyes.
- Your child has head lice/nits or other infestation. Your child may not return to the center until he or she is free of all signs of lice/nits or other infestations for a period of 24 hrs.
- Your child has measles. Child may not return until four days after onset of the rash.
- Your child has pertussis (whooping cough). Child may not return for 5 days.
- Your child has varicella (chicken pox). Your child may not return to the center until all sores have dried and crusted usually after 6 days.
- Your child has mumps. Your child may not return to the center until 9 days after onset of parotid gland swelling.
- Your child has rubella. Your child may not return to the center until 6 days after onset of rash.
- Your child has Shigella. Your child may not return to the center until two stool cultures are negative and the child is cleared to return by the local Health department.
- Your child has strep throat or other streptococcal infection. Your child may not return to the center until 24 hours after initial antibiotic treatment and cessation of fever.
- Your child has RSV. Your child and or any siblings of the child that live in the same household diagnosed with RSV are quarantined for same amount of time as infected child.
- Your child has the Flu or Pneumonia. Your child may not return to the center until 24 hours of antibiotics have been administered.
- Your child has Thrush (Candidiasis). Your child may not return to center until 24 hours after treatment is started.
- Your child has Hand Foot and Mouth.
- Your child may not return to center until 24 hours fever free and no soars are present in the mouth or have dried up and scabbed over.
- Your child Meningococcal disease (Neisseria meningitis). Your child may return after they are well and have proof of non-carriage¹.
- Your child has Hib disease (Haemophilus Influenza). Your child may return after they are well and have proof of non-carriage¹.
- Your child has Hepatitis A.
- Your child may not return to the center until 5 days after illness started and has been fever free for 24 hours.
- Your child has AIDS (or HIV infection). Until the child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician chosen by the child's parent, guardian and the center director.
- Your child has an undiagnosed generalized rash. Your child may return to the center if they are well or cleared by the child's physician.

Contagious Diseases

If a child is recognized as having a communicable disease, the center may:

- Require the child be sent home from the center.
- Require documented evaluation and treatment by the child's health care provider.
- Require notification of the families of other children in our center.
- Require notification of local health authorities.
- Require notification of staff members.

Center Exposures

Parents will be notified of any instance of contagious diseases affecting children who may have had direct exposure at our center and these cases will be reported to the local health authorities where required by law. We will also occasionally distribute educational materials regarding any pertinent children's health issues that may be an ongoing risk or concern in our center. If a child is absent due to a contagious disease, he or she may not return to the center until all state childcare licensing and health department regulations have been met and a written statement indicating that the child is no longer contagious and is able to participate in group activities is provided by a physician/healthcare provider.

** If Village Kidz deems it necessary to send your child home due to an illness, it is our policy that your child must stay away from the center for a minimum of 24 hours, with or without a doctor's/healthcare provider's excuse. This is for the safety of both your child and other children at the center. Occasionally we have to "quarantine" an entire family for illnesses, such as RSV, if over 10% of our students are ill. If this occurs, siblings of the child diagnosed with RSV will not be allowed to attend the center until cleared by a doctor/healthcare provider. If your child was diagnosed with an ear infection which may have caused a low-grade fever, we will excuse this with a doctor's/healthcare provider's excuse only if it is not accompanied by any other symptoms.

Under no circumstances will the Village Director approve a return to the center before the 24-hour exclusion period

Accidents, Injuries

All accidents and injuries are reported to the Village Director and documented on an accident/incident report immediately, no matter the severity. Parents will be notified immediately so the parent may take the child to his or her own doctor. If the center determines the child needs immediate medical attention due to serious injury, emergency medical personnel will be summoned to attend to your child. Parents will be provided a copy of the report at the end of the day.

Immediate notification to the parent or designated person is required in the following situations:

- Blood not contained in an adhesive strip;
- Injury of the neck, head and/or eyes;
- Human bite which breaks the skin;
- Any animal bite;
- An impaled object;
- Broken or dislodged teeth;
- Allergic reaction /Skin changes (e.g. rash, spots, swelling, etc.)
- Unusual breathing;
- Symptoms of dehydration;
- Any temperature reading over 101° orally, 102° rectally, or 100° auxiliary;
- Any injury or illness requiring professional medical attention

EPIPEN Policy

With the passage of House Bill 417/Act 335, Village Kidz is required to have a policy in place authorizing a trained center employee to administer auto-injectable epinephrine to a child who is believed to be having an anaphylactic reaction whether or not such child has a prescription for epinephrine.

Our team members are all Medication Administration trained to administer epinephrine and medications safely to children. For more information, please contact our Village Executive Director.

Medical Attention

All Village team members are trained in Pediatric CPR & First Aid. First aid kits are located in the main office and in each classroom. The Village will provide Band-aids and/or ice packs as needed.

EMS is called immediately if:

- The Village team believes the child's life is at risk or there is a risk of permanent injury.
- The child has difficulty breathing, unable to speak, skin/lips look blue, purple, or gray, vomiting blood, significantly dehydrated, or becomes less responsive.
- The child has rhythmic jerking of arms and legs and loss of consciousness (seizures).
- The child has any of the following after head injury:
 - Decrease in level of alertness, confusion, headache, vomiting, irritability or difficulty walking
- The child has increasing or severe pain anywhere, severe stiff neck, headache, and fever.
- The child has a cut or burn that is large, deep, and/or won't stop bleeding.

Parents will be notified immediately after EMS is called.

If the situation is in need of medical attention, but not necessarily in need of an ambulance transport, the situation is handled by notifying the parent/guardian of the child's condition. If the parent/guardian cannot be reached within an hour of the incident, EMS is called and the child is transported to the hospital.

The following situations require medical attention within an one (1) hour:

- Fever in any age who looks more than mildly ill.
- Fever in a child less than two (2) months (8 weeks) of age.
- A rapidly spreading purple or red rash.
- A large volume of blood in the stools.
- A cut that may require stitches.
- Any medical condition specifically outlined in a child's care plan requiring parental notification.

Abuse & Neglect/ Mandated Reporting

In accordance with Federal and State laws, all Village Kidz employees and team members working directly with children are required to report evidence of child neglect or abuse to individual state childcare licensing agencies and/or law enforcement officials. Anyone failing to report evidence of neglect or abuse can be held accountable under law. Anyone interfering with an attempt to report neglect or abuse may likewise be held legally accountable. Please speak with the Village Director if you have any questions regarding this policy. Louisiana Child Protection Statewide hotline phone # is 855-452-5437.

All Village employees and team members are required annually by the State of Louisiana to complete a Mandated Reporter course.

Tobacco Free Policy

Village Kidz Early Learning Center is a designated Wellness Spot by the Louisiana Department of Health. We are a 100% tobacco-free childcare campus (indoor and outdoor grounds and parking lots). This includes cigarettes, smokeless tobacco and electronic cigarettes. Smoking is prohibited within 40 feet of our campus. For assistance quitting smoking, we encourage you to visit: QuitwithUSLA.org or call 1.800.Quit.Now

Electronics Policy

We do not use television or hand-held devices for children two (2) and under. Our children do not have access to independent computer usage in our center.

Per the LDOE licensing guidelines, the Village provides a policy for all activities involving electronic devices, including but not limited to television, movies, games, videos, computers, and handheld electronic devices. All team members adhere to the following policies:

- Electronic device activities for children under the age of two (2) are prohibited.
- Time allowed for electronic device activities for children ages two (2) and above shall not exceed two (2) hours per day.
- Computers with internet access used by children must be equipped with monitoring or filtering software that limits access by children to inappropriate websites, email and instant messaging.
- Programs, movies and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- All television, video, DVD, or other programming shall be suitable for the youngest child present.
- "PG" programming shall only be viewed by children age five (5) and above and shall require written parental authorization.
- Any programming with a rating more restrictive than "PG" is prohibited.
- All video games shall be suitable for the youngest child with access to the games.
- "E10+" rated games shall be permitted for children ages 10 years and older.
- "T" and "M" rated games are prohibited.

Village Nutrition Policies

Food and Nutrition

Village Kidz's aim is to encourage all of our children to engage in healthy and active lifestyle choices. Part of being active is making sure that children are receiving the proper nutrition to support such a lifestyle, which is why we provide our children with nutritious meals and snacks that follow dietary recommendations that satisfy all state and federal nutritional requirements. Our Village offers breakfast, lunch and snacks in order to meet your growing child's nutritional needs. The menu is posted outside of the Village Cafe and on the Parent Corner Board each week.

Special diets

A written statement from a health care provider is required when your child requires a special or modified diet for medical reasons.

Allergies/Allergic Reactions

If your child has any known allergies, please alert the Village Director immediately and list the allergy on your enrollment forms. If your child has a food allergy, our center will gladly work with you, your pediatrician, and our staff chef to accommodate and manage your child's particular needs. If your child has severe allergies or an allergy that requires medical response, additional forms may be required prior to your child's first day.

Other common Allergic reactions may be to shellfish, strawberries, bee stings etc. Some of these Allergic reactions require an EPI-PEN. *Please notify us on our enrollment form if your child has ANY allergies or Allergic reactions that are life threatening and require an EPI-PEN.

Village Kidz may have children enrolled with severe & sometimes Life-threatening nut allergies. Exposure to any nut product could result in serious medical complications, including death.

Due to the sensitivity levels of peanut allergies, we are a peanut-Free facility. Any and all outside food brought into the center must be inspected and approved. ~There are NO EXCEPTIONS to this rule~

Outside Food

Parents are not allowed to bring food into the facility with the exception of bottled formula, breast milk, infant food, special dietary items related to medical or religious reasons.

Refreshments for special occasions must be pre-packaged and have a food label with listed ingredients. Under NO circumstances may homemade food be brought into the center for parties.

Breastfeeding Policy

Village Kidz is committed to providing ongoing support to breastfeeding mothers. Breastfeeding mothers are encouraged to drop by for feedings. The Village supports breast feeding mothers by providing a comfortable, quiet space for them to be with their babies to minimize interruptions while feeding within the center. Breastfeeding mothers may also pump while at the center. All breast milk must be sent in prepared bottles that are dated (expressed date and current date) and labeled with the child's name.

Bottles

Parents of bottle-fed infants will need to provide 3-4 prepared bottles with nipples and lids that are labeled with their child's full name and date. Unused and empty bottles will be sent home each day. Glass bottles are NOT permitted. USDA allows one month after a child's first birthday to continue with formula. If formula is served past age 13 months, a doctor's note is required.

Bottles must follow the following guidelines:

- Prepared and labeled with nipples and lids daily.
- Labeled with child's full name
- All breast milk bottle labels must include the date the milk was expressed.
- All bottles must be picked up at the end of each day. Any bottles left in the refrigerator upon closing will be discarded.
- Village Kidz does not use a microwave oven or bottle warmers to warm bottles or infant food. Warm water is used to warm bottles.
- Bottles may not be warmed to a temperature of more than 120 Fahrenheit.
- Bottles are used only for breast milk or formula.
- Authorization by a pediatrician is required in order for cereal to be added to a bottle.
- Fresh breast milk can be stored for 24 hours in the refrigerator or up to two (2) weeks in the freezer. Milk that exceeds this time frame is discarded.
- Cow's milk is not provided to children younger than 12 months.
- Whole milk is served only for children of ages 12 months to 24 months.

Juice and/or water are NOT served in bottles or spill-proof cups to infants under the age of 12 months without a physician's written statement of authorization.

Infants receive personalized attention and are held for each bottle-feeding. Bottles are never propped and never given while in a crib or a cot. Children do not carry bottles or sippy cups while crawling or walking. Contents remaining in a bottle are discarded within one (1) hour. Parents are notified immediately if the child's bottle supply is depleted and/or inadequate.

Pacifiers

Pacifiers are allowed at the Village for non-walkers and sleepers. Infants that are not yet walking may use pacifiers and any child may have a pacifier during nap time. Pacifiers attached to strings or ribbons shall not be placed around a child's neck or attached to a child's clothing.

Daily Meals

Breakfast, a mid-morning, lunch, and two (2) afternoon snacks are provided. A well balanced meal is served each day. The Village Cafe Menu will be posted in the Parent corner each week.

Villagers on the Move Wellness Program

All Villagers will be provided many opportunities throughout the day for movement and outdoor activities.

Village Behavior Management Policies

Positive Behavior Management

- All children ages one and under will be redirected to a different learning center in the event of any behavioral issues in the class.
- All classes will use a system to help track and promote good behavior i.e.; red light, yellow light, green light or some variation of this system. This system allows the child to monitor their own behavior and move to different levels as behavior shifts.
- If we are having discipline problems after this has been exhausted, we will then put the child in the "Stop & Think" area. This will only be enforced for children 2 and up. They sit in this area 1 minute per year of age

Diapering/ Toilet Learning

Diapers shall be changed when wet or soiled. Village Kidz staff changes diapers every 2 hours whether soiled or not. Pull-ups must have easy open sides/Velcro sides.

In order for Village Kidz staff to begin toilet training, children must show signs of wanting to toilet train. We ask that parents provide extra support and supplies as needed. For toilet training purposes, children need to dress for success. Children should wear clothes that have an elastic waist or are easily managed by the child when trying to get to the toilet. Children who are potty trained or learning to potty train cannot wear rompers, onesies or outfits with snaps that cannot be easily managed by themselves. *Children will not be able to move into the 3-year-old class if

they are not toilet trained. (We do not possess the proper diaper changing equipment in these rooms)

Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, the Village will practice the following discipline and behavior management policy:

Behavior Management Policy

The behavior management policy shall prohibit children from being subject to any of the following:

- physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, 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.
- 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;
- the threat of a prohibited action even if there is no intent to follow through with the threat;
- being disciplined by another child;
- being bullied by another child;
- being deprived of food or beverages;
- being restrained by devices such as high chairs or feeding tables for disciplinary purposes;
- having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Time Out

- Time out shall not be used for children under age 2.
- A time out shall take place within sight of staff.
- The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Biting

The Village is aware and it is not uncommon among the children to bite. It is a far from uncommon behavior when dealing with children. Younger children have been shown to be sensory learners and will often explore things through tasting and biting activities. In addition, younger children lack fully developed verbal skills and biting is often used impulsively by children to make their needs known. We work tirelessly to limit biting as much as humanly possible in our center. But we also understand that we cannot prevent it entirely. If the behavior of biting continues with a child over 2 years of age, we will meet with the parent to discuss methods that may help reduce the biting and/or biting behavior. After three (3) incidents, a parent meeting will be held to establish a behavior plan. If the behavior continues, the child will be sent home each day until there is a resolve.

Village Kidz has the right to dis-enroll a child for uncontrollable biting after all other methods have been exhausted. Bites are treated the same way as any other wounds.

If the bite breaks the skin, it will be cleaned, covered, and have ice applied to it. Parents will be notified immediately if the bite breaks the skin and at pick up time if the skin is not broken. The parent of the child who bit will also be notified of the incident.

Village Safety & Security Policies

Keeping your child safe is our number one priority. Village Kidz strives to create and maintain a safe environment for children. Monthly facility inspections are conducted and any issues are reported to the Village Director. Daily safety checks are conducted in the classroom and outdoor environment. Classrooms are furnished with age-appropriate furniture. The environment is handicap accessible and provides safe play areas for children.

The Village **prohibits the use or possession by anyone of alcohol, tobacco, illegal substances, unauthorized potentially toxic substances, firearms, fireworks, and pellet or BB guns** (loaded or unloaded). All of the previously listed items are not allowed on the premises, which included inside the facility, on the playground, or on site of any Village sponsored event.

Security

We ensure security and safety by strictly following established procedures and protocols for arrivals and departures. All children must be signed in and out and all other attendance procedures must be followed in accordance with individual state childcare licensing regulations. Contact our Village Director if you require further information regarding these regulations.

When you complete an enrollment packet for your child, you will identify adults (over 18 years of age) that can pick up your child and serve as emergency contacts. This allows you to specify which individuals are authorized to pick up your child and name emergency contact persons to whom we may release your child. You are responsible for maintaining accurate, complete, and current information.

Written authorization must be on file at the center prior to your child's release to anyone. For the safety and security of your child, telephone requests are not encouraged.

Please inform individuals listed on your Enrollment Agreement that they will be asked to verify their identity. Team members will ask for a government issued photo ID for anyone who is not positively known to them. We know you will feel more secure and confident when team members are aware of who may and may not pick your child up. We will not release a child to any Emergency Contact younger than 18 years of age.

Parental Custody

In order to ensure that we are in compliance with any court orders pertaining to the custody of your child, we require a copy of all custody orders. This information is kept confidential and is solely for the safety and well-being of your child. If a new order is issued, or if a restraining order has been issued against either parent, we will also need to have information on file. It is our policy to remain neutral in all custody matters and the center may not serve as a visitation site, nor will we be responsible for determining compliance with visitation schedules or deny any legal guardian access to their child.

Village CCCBC Based Determinations

All team members, volunteers, and therapists are required to have a criminal background check. All visitors will be accompanied by staff at all times while in the center. All guests and visitors must sign in and out on the Village visitor log each time he/she enters the center.

Field Trips for Pre-K

Field trips give your child hands-on, real world learning experience. Village Kidz will typically schedule these trips to nearby parks, museums, and other local educational sites. Field trips involve transportation on a contracted school bus. To make these excursions both meaningful and safe, we follow these guidelines:

- Children who are at least 3 years of age and potty trained may participate in field trips.
- Families are notified at least one week in advance of each field trip with the time, schedule, location and any extra costs that may be involved with the trip.
- Permission slips are required for all field trips. Each trip requires a separate form authorizing your child to participate. Permission via phone call, text message or fax is unacceptable.

- We welcome the participation of family volunteers on field trips. All volunteers must be a minimum of 18 years of age. You cannot transport your child or any other children in your personal vehicle.

Transportation

We are concerned about the safety & well-being during transportation to and from our Village. All children must have written authorization obtained from parent to transport a child on a regular basis

- Each child is to make sure they are accounted for once on the bus/van. They are to listen to roll calls.
- Each child is to make sure they are sitting at all times while the bus/van is in motion.
- Each child is to refrain from any loud talking, yelling and screaming at any and all times.
- Each child is to make sure that when exiting the bus/van that they are accounted for by the driver before entering the building.
- Each child is to check in with the teacher they are going to at the center.

We encourage all students to be mindful of all children on the bus/van and to make sure all friends that are on the van/bus with them get off the can/bus and enter the center together. We have a “buddy system” in place to ensure that all children are safe and secure at all times and can alert a teacher or staff member if a friend naps on the ride to and from the center.

Village Kidz ensures that the master transportation log will be maintained on a daily basis and that all children will be accounted for at every point of service while in our care.

Transportation arrangement shall conform to all state laws, as amended, including but not limited to those requiring the use of seat belts and child restraints. All drivers will be Pediatric CPR & First Aid certified.

Outdoor Activities / Physical Activities

Physical Activities:

- Children under age two shall be provided time and space for age appropriate physical activity both indoor & outdoor, weather permitting, for a minimum of 60 minutes per day
- Children age two and older shall be provided a minimum of 60 minutes of physical activity both indoor & outdoor, weather permitting, per day that includes a combination of both teacher led and free play

Outside activity shall be in NO more than 30 minute increments at least 2 times per day. -
Weather permitting-

- In the Summer, children will not be allowed outside if the temperature reaches over 97 or if the heat index reaches over 103 or if the Air Quality Index is Severe.
- In the Winter, children will not be allowed outside if the temperature drops below 40
- Children must be dressed appropriately to participate in outdoor activities (ex. Shoes, jackets etc.)

Outdoor play shall include periods that incorporate free play, gross motor activities, fine motor activities and both vigorous and quiet activities.

All Hazards Disaster & Emergency Plans

Emergency Situations & Evacuations

In order to keep our Village, our team members, and our children ready to respond to an emergency evacuation notice, Village Kidz regularly schedules practice emergency evacuations as required by individual state childcare licensing regulations. Emergency plans and evacuation routes are posted in each room of our center. In the event that our center has an actual emergency, you will be notified. We are a shelter in place, meaning that we will not leave the center in an emergency. Village Kidz has an Emergency Evacuation Plan in place should the need arise. If you need information regarding emergency or disaster issues for your center, please contact our Village Director.

Severe Weather/Emergency Closures

The procedure for notifying families if severe weather or other conditions prevent the center from opening on time, or at all, will be posted in our Village Parent's Corner and on social media. Center closures due to weather may also be announced on local radio or television stations. In the event of severe weather or any other emergency that may put the families or staff in danger the center may elect to close based on information from the Governor's Office of Homeland Security (GHOSEP). We will try our best to follow all local and state closures due to any unforeseen circumstances but at no time will we open the center if we do not think it is in the best interest for everyone.

The decision to close the center due to emergencies will only be made at the Village Executive Director's request. We will also put the closure on our website, social media and email/text parents regarding emergency information. It is imperative that Village Kidz has up-to-date information for every child's parents including but not limited to: cell phone number, email address, home phone number, work phone number, etc.

**Please note that if the center loses Electricity or Water for more than 1 hour, we will begin to follow Emergency Procedures by evacuating the facility until Electricity and/or Water is restored.

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Village Kidz Parents' Circle

Parent Code of Conduct

- We ask that all parents/guardians treat children, staff, and other parents with respect both verbally and physically.
- Clothes should be modest and conservative. Please use a soft voice when in the classrooms. Refrain from using inappropriate language while on the Village premises.
- If you have a conflict with a team member, parent, or another student, please contact the Village Director immediately. Any conflict needs to be cleared up through the office.
- Please do not ask team members for phone numbers so that they can contact you throughout the day. Questions or concerns regarding your child in the classroom should be addressed over the center's main phone unless other contact is approved by the Director.
- Parents must be sober while on campus. We are a non-smoking facility.

Family Village Engagement & Involvement

Our families participation in our Village is both encouraged and appreciated as we work together to provide the best care and education possible for your child. Visitors and guests designated to pick up children by their guardians will be let in and escorted by center staff following identification confirmation and health check.

Family involvement opportunities include but are not limited to:

- Open House
- Grandparents Day
- Village Parental Advisory Council Meetings
- Week of the Young Child Activities
- Holidays in the Village Events

The Village believes that open communication is key to maintaining a positive successful relationship. We invite you to please share your ideas, thoughts, questions and concerns with us. We will provide a monthly newsletter for families. Also, our website will contain information about upcoming "Family Events."

Village Communication

All parents are invited to schedule individual conferences with your child's teacher as needed. Please schedule a longer discussion with teachers in advance so that another team member can be available for classroom supervision. Also, please remember that while we encourage communication between our team members and parents/guardians on all issues related to their child(ren) and classroom activities; we ask that you not engage team members in conversations regarding other children, as team members are expected to keep such matters confidential. If

you have any concerns regarding your child's teacher or the Director of the Village, please contact the Owner.

No Cell Phone Policy

We ask that all parents/teachers refrain from using cell phones while picking up or dropping off children. This will allow time for your child or the teacher to express their day to you without distraction. It will give you more "family time" with your attention focused only on your child.

Social Media (Facebook, Instagram, Twitter, etc)/ Village News

Our Village Communication Team will post upcoming events, announcements, and share activity photos/videos on our Village web page, Facebook, Instagram, Twitter, and other social media platforms, as well as in our monthly newsletters. Please make sure that you connect with us on our social media pages to stay up to date with current events.

Communication Trees

The Village Director and teachers will use the ProCare application to send out mass communications to our families requiring immediate attention.

Village Parent/Teacher Conferences

Our Village teachers will schedule mandatory Parent/Teacher conferences and Parent meetings throughout the school year. A schedule will be handed out from your child's teacher with the time you are expected to attend. As previously stated, these meetings are mandatory meetings to discuss your child's progression and/or center expectations.

Village Referral Network

Families referring children to the Village Kidz Early Learning Center will receive 10% off yearly enrollment/registration fee, per child who is successfully enrolled and stays with the center at least six (6) months up to five children (50% off yearly registration/enrollment fee).

Village Parent Advisory Council

Our Village Parent Advisory Council provides a structured outlet for families to share their opinions and perspectives, issues, and develop recommendations in a small group setting. The Council will meet on a quarterly basis to discuss topics such as: tuition, curriculum, holidays, parties/events, etc. We take nominations every year. If you would like to be considered for our council, please speak with the Village Center Director.

Village Community Advisory Council

Our Village Community Advisory Council consists of several community childcare partners. This council serves as an outlet to engage and allow our community leaders to learn about childcare and in turn advocate and support our Village. The Council will meet on a quarterly basis to discuss ways to support and promote quality early childhood education to the Greater community. Nominations are taken every three years for council members. If you would like to recommend a community leader to be considered for our community council, please speak with the Village Center Director.

Village Celebrations & Birthdays

Holidays in the Village, birthdays, and seasonal celebrations are special times in the Village! We welcome our families to participate in these events but require that you adhere to the following:

- Provide written request for parties at least two (2) business days prior to the event
- Provide enough food for all children in your child's classroom
- All food items be commercially packaged
- All food items contain ingredient statements listed on the packaging so that potential food allergens can be easily identified
- No peanut products are allowed in the center

Village Graduation Ceremony & Fees

All children graduating from Village Kidz must pay a Graduation Fee per child to participate in graduation activities. The graduation fee is due no later than February 1st. This fee includes: cap/gown rental, pictures, and two (2) admission tickets. Please see our Village Director for more information.

Village Kidz Alumni Association

Upon Graduation from the Village Kidz Early Learning Center, students will be granted admission into our Village Kidz Alumni Association. We would like to track your child's progress as he/she matriculates through elementary school, high school, and their college years. Periodically, we will host special Alumni events for our graduates and families.