

EVACUATION PROCEURES

In case the Center has to be evacuated due to train derailment, tornados, flooding, fire, or other major emergencies, the children will be taken to the Reservoir Fire Department, 2232 Spillway Rd, Brandon, MS 39047. We will contact Hinds Emergency Center to announce this information on the radios and television,

CHILD EVALUATION

Parents of 3 and 4 year will have progress reports sent to them periodically. If you would like to have a conference with a teacher or director, then please contact them and arrange a convenient time for both parties. The conference will not take place while the teacher is still attending to her classroom.

FIELD TRIPS

Field trips serve as a culmination activity of our units of study. They have been carefully planned for your child's enjoyment. A special notice will be sent home for each separate field trip. This notice must be signed by the parent or guardian and sent back to the teacher in order for the child to be able to participate in the trip. Your child must wear their field trip t-shirt. **If the permission slip is not returned or if the field trip shirt is not worn, the child will not be allowed to go. We want all children to be able to attend but parents will not be contacted by telephone.**

INSURANCE

Lake Village Learning Center does provide accidental insurance coverage.

BIRTHDAY CELEBRATIONS

Since a birthday is a special day in the life of a child, we invite you to participate in the following ways:

- A. You may supply special refreshments such as cupcakes, individual ice creams cups, cookies, cakes, and drinks.
- B. Please do not bring balloons.
- C. No gifts are given.
- D. Contact the office to make arrangements
- E. **INVITATIONS: THE TEACHERS WILL NOT HAND OUT PARTY INVITATIONS UNLESS THEY ARE BROUGHT TO THE ENTIRE CLASS**

CURRICULUM

The curriculum for the center is provided by *A Beka Book*. It provides a Christian based curriculum and textbooks built on a foundation of academic excellence and Christian character training. Children benefit from the treasury of textbooks and teaching materials that reflect the very best in traditional education, comprehensive curriculum, and eternal truths. The school year is organized around monthly themes of study. The unit theme is reflected in learning centers and learning materials. Skills and concepts are taught through the use of concrete activities. Activities are selected in accordance with the readiness stage of each particular group of children.

PLAN OF ACTIVITIES

A plan of activities for the children is posted in the classroom. It includes the time of day, activity, and equipment needed to implement activity and the purpose of the activity.

OUTDOOR PLAY

- A. All children need to wear tennis shoes at all times, no sandals or boots. Children cannot enjoy their outside time with sandals or boots.
- B. Each infant may have minimum of 30 minutes of outdoor activities per day, weather permitting.
- C. Toddlers, preschoolers, and school age children may have a minimum of two (2) hours of outdoor activities per day, weather permitting. Children who are in attendance at a facility for seven (7) hours per day or less may have a minimum of 30 minutes of outdoor activity per day, weather permitting.
- D. Sun screen may be brought to the center and applied by the caregiver. A signed permission slip is required to do so.
- E. Outdoor activities shall be held in areas providing shade or covered spaces.

FEVER

Children should not be brought to the center with fever. Giving them Motrin or Tylenol can possibly mask a contagious condition and spread a problem throughout the center.

MEDICINE

If any medicine needs to be administered to your child, then an application for permission has to be filled out. Otherwise, the center and teachers are NOT allowed to give medicines to the children. The center will give gas drops to infants and breathing treatments as needed. We must have a written permission with instructions for use. Also, any bottles or food that contains medicine will NOT be given to the children, and will be discarded.

TOILET TRAINING

Toilet training should be a positive experience for a child. Anyone or several of the following signs may indicate that your child is ready to begin toilet training:

- A. Your child remains dry for at least two hours at a time during the day or is dry after naps.
- B. Your child's bowel movements become regular and predictable
- C. Your child indicates by words, facial expressions, or posture that they are about to urinate or have a bowel movement.
- D. Your child can follow simple verbal directions.
- E. Your child can take pants on and off and walk to and from the bathroom.
- F. Your child becomes uncomfortable with soiled diapers and wants them changed.
- G. Your child asks to use the toilet or the potty chair.
- H. Your child asks to see grown-up underwear.

REST TIME

Each child will be expected to rest and sleep when possible from shortly after lunch until 2:00 pm. Parents will be responsible for providing a four-fold rest at and a light weight child size blanket for cover. Please label each with your child's name in permanent ink. No pillows are allowed. Blankets will be sent home on Friday to be washed and returned on Monday.

TOYS

Toys are not to be brought into the center unless directed by the center. Parents will be made aware of the days that toys will be allowed to be brought. The Center is not responsible for toys that may get lost or broken.

VIDEOS

Video tapes will be shown on some afternoons during extremely cold or hot weather or during rainy times. Videos must be approved through the Center's director

IMMUNIZATIONS

AN ORIGINAL CERTIFICATE OF IMMUNIZATION COMPLIANCE (FORM 121) OR AN ORIGINAL CERTIFICATE OF MEDICAL EXEMPTION (FORM 122) IS REQUIRED FOR YOUR CHILD TO ENTER THE CENTER.

The following is a list of required immunizations. You will need to get a new Certificate of Immunization Compliance (form 121) each time your child receives an immunization.

	<u>Required</u>	<u>Vaccines</u>		
1. 2 Months	DPT-1	OPV-1	Hib-1	
2. 4 Months	DPT-2	OPV-2	Hib-2	
3. 6 Months	DPT-3	OPV-3	Hib-3	
4. 12mo-15mo	DPT-4	OPV-4	Hib-4	MMR-1
5. 12mo-18mo	Varicella (Chicken Pox)			
6. 4-6 years	DPT-5	OPV-4		MMR-2

HEALTH

A health check is made each day as the child arrives in the morning. You are urged to keep your child at home if there seems to any signs of illness. This is for the child's good as well as for the protection of the other children in the center. Parents will be called to come for the child if the child has any of the following:

1. Fever of 101 degrees under the arm on second reading at least thirty minutes from first reading.
2. Diarrhea (more than one abnormally loose stool)
3. Severe coughing
4. Labored or rapid breathing
5. Yellowish tint to the skin or eyes
6. Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge of pus
7. Vomiting

You will be expected to come for your child immediately if they become ill while at the center. If your child has a communicable disease, the director should be notified as soon as possible. When returning to the center, **a statement from the doctor should state that the child is no longer contagious and is ready for daycare.**

RELEASE OF PERSONAL INFORMATION

The center will not release names, addresses, telephones numbers, or any other personal information on a center child, center family, or staff member without a signed permission slip. Children are not photographed or videoed without parental consent.

EMERGENCY- CRISIS

- A. Staff at Lake Village Learning Center are instructed on how to respond to minor or major accidents happening at the center. The plan is written and posted in vital areas throughout the building.
- B. Some examples of minor emergencies are: broken arm or leg, biting, cut on forehead, rock in nose, nose bleed, scraped knee, or swallowed coin
- C. Dealing properly with any kind of emergency in the day care setting requires a level head and immediate action-using the written plan of action

MINOR EMERGENCY ACTION PLAN

- A. Determine if injury or illness is life threatening.
- B. Administer first aid treatment if needed
- C. Call 911, if warranted
- D. If injury is not life threatening, call parent to get the child
- E. Continue to locate parent.

SWIMMING AND WATER ACTIVITES

Toddlers, twos, threes, and fours will have water play with sprinklers on the playground. On these days, the child will need to wear his swim diaper, swim suit, and bring a towel.

PERSONAL BELONGINGS

Parents of infants and toddler must provide diapers, wipes, change of clothing, including underwear and socks. All these items must be provided in a labeled bag. An extra set of clothing must be sent for each child (all ages), in a labeled bag, to be left in the center. **Lake Village Learning Center will not be held responsible for ANYTHING lost or stolen.**

CHILD ABUSE

- A. Mississippi law states that director or caregiver must immediately report any suspected child abuse or neglect to the Department of Human Services. The toll-free hotline is-1-800-222-8000. Caregivers are to report any suspected child abuse immediately to the director.
- B. Lake Village Learning Center has specific guidelines in place to help deter child abuse in the center.
 - a. Avoid isolation of caregivers with children. New or untrained staff or volunteers are not left alone with children
 - b. Teacher/child ratios maintained at all times
 - c. Children of widely different ages are not grouped together
 - d. Daily visual checks are conducted to determine if there are any scratches, cuts, bruises, or other signs and reported to the director
 - e. Injuries occurring at the center should be reported to the parents and a written report filed
 - f. Maintain an open door policy for parents, but they are never left alone with the class
 - g. All areas of the classroom should be visible to the caregiver
 - h. Staff are trained in recognizing the signs of child abuse

TRANSPORTATION POLICY:

These guidelines have been established for the safety and well being of the children in Lake Village Learning Center:

- A. All drivers are 21 years of age and have a valid driver's license.
- B. All vehicles have a current safety inspection sticker and are in good running order
- C. All vehicles and drivers are adequately insured.
- D. All children must be at least 3 years of age to ride in the van.
- E. All children will be comfortably seated and secured in seat belts.
- F. Children who are under 3 years must have a certified child safety seat.
- G. No children shall be transported in the front seat of vehicles equipped with passenger-side air bags.
- H. Staff to child ratio must be maintained at all times. The driver of the vehicle shall not be counted as a caregiver while transporting children.
- I. Each driver shall see that:
 - a. Children board and unload the vehicle from the curb side of the street and are safely conducted across the street.
 - b. A responsible person is present when the child is delivered back to the center.
 - c. Good order is maintained on the vehicle.
 - d. Seat restraints are used.
 - e. A responsible person will make sure all children have safely left the bus and are accounted for

BITING POLICY

Biting is a natural biological process that children go through. It is a development issue that surfaces when toddlers are in group care. Before toddlers (15 months-30 months) have good language skills they communicate physically by shoving, pushing, or biting. They may become frustrated by what someone else does. Since this is a part of development, the child is never physically or emotionally punished for biting. Caregivers will never ask for the victim to bite back as means of retaliation, put hot sauce in their mouth, etc. withhold food, love or attentions, put them in "time-out" or isolation, humiliate, frighten, etc. a child in response to biting. In extreme cases, the director or owner has the authority to as a parent to withdraw the child from the center. Two (2) weeks' notice will be given to allow the parent to find other child care.

- When a child is bitten, the caregiver will:
 1. Console the victim
 2. Turn to the biter and comment with a firm voice and direct eye contact. "It hurts when you bite. I do not like it when you hurt your friends. I will not allow you to hurt your friend"
The caregiver will not belittle the biter
 3. Wash wound with soap and water; apply antibiotic ointment, then apply an ice pack
 4. Document bites on victim's daily report without naming the biter. Relate accident to second shift caregiver so they can communicate to person picking up child
 5. Document incident on biter's daily report

- There is a kind of biting that is not associated with normal development. If biting occurs often, the following procedures will be followed:
 1. Keep anecdotal record on biter- when he bites, who he bites, and what activity he is involved in
 2. Determine sources of stress
 3. Anticipate when a child is getting frustrated, and redirect attention to an interesting activity
 4. Offer alternative ways of expressing frustrations
 5. Caregiver will shadow the biter or the victim
 6. Break the cycle of the biter by varying daily schedule, small groups, or activities
 7. An early childhood specialist may observe the class and lend insight into the problem
 8. When diapering, the biter may be placed in a high chair or crib as a preventive measure. Isolation should never be used as a punishment
 9. Parents should be involved only when it is necessary to modify the biter's normal routine

DISCIPLINE AND GUIDANCE

- Discipline is teaching children acceptable behavior. Creative discipline techniques give children the opportunities to gain self-control, the ultimate goal of discipline. Punishment refers to negative consequences which may result in completion, comparison, or criticism. Punishment causes poor self esteem and does not teach children acceptable behaviors or self control. When caring for young children, it is important to separate discipline from punishment.
- At Lake Village Learning Center, parents are kept abreast of their child's social development on a regular basis. Parent comments and suggestions are respectfully solicited, considered, and shared with all staff. This can build consistency between home and school. Itemized behavior infractions are not to be unloaded on parents at the end of each day.
- At all times, staff will abstain from corporal punishment or other humiliating or frightening discipline techniques. Consistent, clear rules are explained to children and understood by parents.
- Staff at Lake Village Learning Center's use the following techniques to teach children acceptable behavior:
 1. Separate the child from the behavior
 2. Redirect behavior
 3. Acceptable choices
 4. Use humor whenever appropriate
 5. Refuse to argue on non-negotiable issues
 6. Time-out
- In-service training topics for positive discipline include:
 1. Identify teacher's own agenda or role in child guidance
 2. Examine the environment
 3. Deeper Understanding of child development
 4. Refine skills and techniques

(In extreme situations, when the above procedures are not effective, the director has the authority to request the child out of the center. A two week notice of dismissal will be given)

ABSENCES & LATE ARRIVAL

If your child is going to be absent, please notify the office; this applies to school-age children. Children are encouraged to be dropped off by 8:45 a.m. so that they will not get behind in the curriculum. If a child is going to be dropped off later, then Center will not be responsible to account them for lunch. **If the Center notices a consistent pattern of children being dropped off late, the Center then reserves the right from not allowing them to come for that day.** (Children who get dropped off late get behind, and will not be in the same routine as the other children) Please feed them before they are dropped off. Parents are encouraged to pick up children as early as possible.

HALF-A-DAY POLICY

If the Center closes early, for any circumstance, the same rules of the Arrival and Departure policies apply.

VACATION:

Once your child/children have been enrolled full-time for 12 consecutive months, and your account does not have an outstanding balance, you are then entitled to a 5 day tuition free vacation week. Your child may not attend the center during vacation week, and a two week notice must be given before taking the vacation.

REMOVAL FROM CENTER

Lake Village Learning Center reserves the right to request permanent withdrawal from the Center. This will happen if problems cannot be resolved by all invested parties and where infractions of the policies become a consistent problem.

FOOD

- Every child is required to have an application for the food program filled out
- Parents of children who cannot eat regular food table food are responsible for furnishing baby food, formula, and juice. All necessary baby food, bottles, and pacifiers should be properly labeled with child's first and last name. Glass bottles are not allowed. Bring written instructions concerning feedings.
- All children, including toddlers and twos, will eat breakfast in the cafeteria from 8:00 a.m.-8:30 a.m. Breakfast food may be brought to the Center between the hours of 6:30 a.m. to 7:00 a.m. only. You will need to feed your child if they arrive after 8:30 a.m.
- We serve breakfast, lunch, and snack. Menus are approved by the Mississippi State Board of Health. **NO GUM, CANDY, COINS, OR OTHER SMALL OBJECTS THAT MAY BE HAZARDOUS TO YOUR CHILD ARE ALLOWED!!!**

PARENT PARTICIPATION

Our children really enjoy parents participating in their group activities. If you have time during the year for assisting with an activity, please advise your child's teachers or contact the office. Resource persons (parents) and resource materials are always appreciated by the students and teachers. If your child or family has any items to share relating to our units of study or interest, notify the teacher. If you have a hobby you would like to share with the children, notify the office or your child's teacher.

ARRIVAL AND DEPARTURE

- The center opens at 6:30 a.m. Children are not allowed in the building before 6:30 a.m.
- Your child should be taken to their classroom each morning. Parents are responsible for signing their child in and out of the center using the check in system.
- Parents need to fill out the pick-up authorization forms if they want someone else to pick up their child (ren). If parents have not turned this form in then they will need to notify the office in writing if there is a need for someone else to pick up their child. The person picking up must stop at the front desk and show identification.
- The center has an open door policy for parents. Parents are welcome at all times in the center. Anyone other than the parent must report to the front desk.
- When leaving the center, parents are asked to always buckle children in the back seat. Lake Village Learning Center will not to release a child to an intoxicated parent or un-authorized pick up person.
- Your child must be picked up by 6:30 p.m. The teacher has faithfully cared for your child; your child has enjoyed his/her care at our center. Everyone is ready to go home by 6:30 p.m. and should be able to leave at the predetermined time. It is the parent's responsibility to see that their child is away from the center by 6:30 p.m.
- **A late fee of \$10.00 will be charged for the first five minutes after 6:30 p.m. and \$10.00 per minute thereafter. After trying to contact the parent or authorized person to pick up the child, the center reserves the right to release the child to the Brandon Police Department.**
- **If an authorized pick up or a parent does not sign in or out the child, then after the third time, a \$5 charge (each time) will be added to the child's account.**

ICE AND SNOW

In case of EXTREME ice or snow, the center will close when the Rankin County Schools close. If the schools close during a school day, parents are asked to pick up the child from daycare as soon as possible. This will allow our staff to get home safely. Tune into local radio stations or the internet for school closings. To be certain, please call the center, or check the status on our Facebook page.

PAYMENT INFORMATION

- Child care tuition is due in advance on or before each Monday morning. Tuition is considered delinquent if not paid by Wednesday at 6:30 p.m. A \$10 fee for late payments of weekly tuition will be charged!
- Children whose accounts are past due for two weeks or more will be dropped from the center's enrollment.
- Make all checks payable to Lake Village Learning Center or LVLC.
- Place all checks in the payment located on the lobby counter. Draft is also a convenient way of payment. If you must pay with cash, please have the exact amount you wish to pay. Do not place cash in the check slot, but give it to an office staff member and always get a receipt for cash payments.
- There will be a \$40.00 charge on all returned checks. Accounts with two checks returned will be placed on a cash only basis.
- Tuition is to be paid whether your child **absent or present**
- **THERE WILL BE NO REDUCTION FOR DAYS MISSED. HOLIDAYS, SNOW OR ICE DAYS, OR TIME AWAY**
- A two week notice should be given in writing before withdrawing a child from the center. You will be charged and expected to pay if a notice is not given. Withdrawal forms are located at the front desk.
- **IF YOU WITHDRAW YOUR CHILD OR IF YOUR CHILD IS REMOVED FROM THE CENTER, PARENTS WILL NOT GET A REFUND IF THEIR ACCOUNT HAS A CREDIT BALANCE (REGARDLESS IF A 2 WEEK NOTICE WAS GIVEN)**
- If you withdraw your child at anytime during the year, you are not guaranteed a space when you return.
- If you withdraw your child from the Center, with a balance, then Lake Village Learning Center will take all available measures to collect these fees. These fees are not limited to collection fees, attorney fees and/or court cost, in addition to the delinquent balance owed.

RE-CURRING YEARLY FEES (NON-REFUNDABLE):

- Registration-\$100
- Workbook Fees- Depending upon child's classroom
- T-shirts



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

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|----------------------------------|---------------------------------|---------------------------------------|
| Licensing Requirements | Health, Hygiene, and Safety | School-Age Care |
| Right of Entry and Violations | Nutrition and Meals Discipline | Summer Day Camp & School-Age Programs |
| Facility Policies and Procedures | and Guidance Transportation | Hourly Child Care |
| Personnel Requirements | Diapering and Toileting Rest | Hearings, Emergency |
| Records | Periods | Suspensions, Legal Action |
| Reports | Feeding of Infants and Toddlers | and Penalties |
| Staff Requirements | Swimming and Water Activities | Release of Information |
| Program of Activities | Children with Special Needs | |
| Equipment, Toys, and Material's | Night Care | |
| Building and Grounds | | |

APPENDICES

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| Appendix A - Child Abuse and Neglect Reporting Statutes | Appendix F - Handwashing Procedure |
| Appendix B - Reportable Diseases | Appendix G - Diaper Changing Procedure |
| Appendix C - Nutritional Standards | Appendix H - Cleaning and Disinfection Procedure |
| Appendix E - Dishwashing Procedure | Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines |

A full copy of the Child Care regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymms.com (from the left menu, select Regulations and Licensure, then Child Care) You may direct your questions to the local licensing official, _____ at () _____ or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at 1-866-489-8734.

GOALS OF LAKE VILLAGE LEARNING CENTER

I. Goals related to staff

- a. To provide adequate training and skills development opportunities for staff members
- b. To provide opportunities for continual training to advance the skills and knowledge of staff members
- c. To Involve staff members in all aspects of the program
- d. To select the best staff that can be enlisted and afforded

II. Goal Related to Children

- a. To provide a safe, healthy, and happy environment for children
- b. To provide each child with adequate stimulation for physical, mental, social, emotional, and spiritual growth
(Each child is different- with their own physical, mental, emotional, social, and spiritual capabilities. The sum total of all these is what the child is. There is no other like them. There are some things they will experience, know, and do which are like what other can do. However, there are also vast areas of experience, knowledge, and capability that are distinctly his. The weekday early education program must incorporate a curriculum that enables a child to become himself-the person God intended that child to be.)

III. Goals Related To The Program

- a. To have a program led by qualified teachers. (Qualified teachers are the most important aspect of the program)
- b. To have a balanced curriculum that seeks to develop the total child. The curriculum is made up of all the experiences that are available in the program.

Curriculum should include:

- i. Activities that provide for individual differences in terms of development and experience
 - ii. Children's needs, as active learners, for firsthand experience
 - iii. Opportunities to engage in activities that enhance self-concept
 - iv. Opportunities to make use of children's own experiences in a planned setting
- c. The program should meet the needs of each individual community

ADMISSION REQUIREMENTS

Before admission to our center, the following must be on file in the office:

1. Application- Registration form and a non-refundable registration fee
2. Immunization record including the child's name, date of birth, address, dates of each immunization and the name of the health provider. This record must be on a Form 121, approved by the Mississippi State Department of Health
3. Parent-Center Agreement
4. Field Trip Permission Form
5. Authorized Pick-Up Permission Form
6. Photo Permission Form
7. Child Care Emergency Contact Information

At the beginning of each school year, parents will be required to fill out a new application form. This prevents the center from having outdated information, and we will be able to promptly contact you in the event of an emergency.

An orientation conference with the director is required prior to the child entering the program. At this time, a handbook will be given and the policies and procedures of the program discussed. The parent must sign a form stating that they have received a childcare regulations summary for parents designated by the Mississippi State Board of Health.

Parents currently in the center will not be guaranteed a space in the center for a newborn or sibling. Consideration and priority will be given to the time a space is needed to but not again guaranteed.

GENERAL INFORMATION

Ages: Six week to 12 years old

Hours: 6:30 a.m. to 6:30 p.m.

Holidays:

The following holidays are observed (If the holiday falls on a Saturday or Sunday, the closing will be observed on the preceding Friday or following Monday. Parents will be notified in advance:

- i. New Year's Day
- ii. Thanksgiving Day
- iii. Friday After Thanksgiving
- iv. Martin Luther King Day
- v. Memorial Day
- vi. Good Friday
- vii. Independence Day- July 4th
- viii. Labor Day
- ix. Christmas Eve
- x. Christmas Day

MISSION STATEMENT

Lake Village Learning Center's mission is to provide an inclusive child care program, which promotes optimal development for each child and the highest quality of care to the students. We also strive to establish a secure, nurturing, and educational environment for children. We want all children to have the opportunity to grow physically, emotionally, socially and intellectually by playing, exploring, and learning with others in a fun, safe and healthy atmosphere. As a family owned and operated organization, Lake Village Learning Center welcomes positive family involvement. We encourage a parent-teacher approach where the needs of every child comes first in order to experience the benefits of excellent early childhood education and school-age programs. Most importantly, this program does not incorporate a curriculum that enables a child to become himself, but the person God intended that child to be.



"We Call It Learning, Kids Call It Fun!"

PHONE: 601-992-0447

FAX: 601- 992- 3744