

PARENT HANDBOOK

Kidcare Early Learning Academy

“We Are Out Of This World”

AGES 6 WEEKS – 5 YEARS



Hours of Operation

Monday – Friday

6:00am – 5:30pm

Phone – 337-497-9393

Email – Kidcare.tammy@aol.com

Kidcare Early Learning Academy PARENT'S HANDBOOK

This booklet is designed to give you some insight into the people, history, qualifications and policies of Kidcare Early Learning Academy. Please keep this handbook for any references.

Mission Statement: To have a positive influence on the lives of children and their families throughout the area by providing a program of quality, comprehensive care in a loving, Christian environment which includes developmentally appropriate learning, care, nurture and joyful play.

Kidcare Early Learning Academy offers a sound program with emphasis on character and citizenship development. It makes provisions for the individual differences in children, whereby each child can progress physically, mentally, emotionally and socially under the guidance of competent and experienced personnel.

We further the child's home training, endeavoring to teach manners, politeness, obedience, thoughtfulness and sharing with others.

Next to the home, the school is most important in directing the attitudes, fixing the habits and molding the characters of young children.

To avoid any confusion regarding our services, please read this entire handbook. If you do have any question regarding our rules and regulations, please feel free to consult us at any time.

Kidcare Early Learning Academy does not discriminate based on race, color, creed, sex, national origin, handicapping condition or ancestry.

THE PARENT

Many times, parents feel guilty about having to leave their children in the care of another. We understand this and want to assure you that we make every effort to see that your child feels loved and happy.

You can best prepare your child for entry into our center by having a positive attitude yourself. Never discuss the child in front of him/her. Do not try to sneak away without saying good-bye to your child. State positively that you will be back and then stay good-bye and leave quickly, unhesitatingly, without looking back.

It is normal for a child to cry when they first enter a new situation. It normally takes three weeks for a child to adjust to the routine of being with someone new to him/her. Children are no different than adults-anything new takes adjustment. An adult is mature enough to ask questions, whereas a child only knows how to show concerns by crying.

Custodial parents or guardians, and non-custodial parents with written authorizations by the custodial parent are welcome to visit the center anytime during regular open hours as long as their child is enrolled. Parents should not distract staff from regular duties during such visits, unless an appointment has been made or an emergency arises.

Kidcare Early Learning Academy is a Christian environment. We try to provide good adult role models for children to follow. Any person who uses abusive language, makes suggestions relating to physical harm toward the children, staff or parents, are subject to immediate removal from the center. Any parent who behaves in this manner will have their children immediately dropped from our rolls.

THE STAFF

Our staff members are thoroughly interviewed, and their references checked prior to employment. Each staff member is given a staff manual to read at the time of employment, so they are aware of our expectations. We feel a competency to work well with children is the most important prerequisite a staff member can have. Copies of this manual are available to parents upon request.

After an applicant is selected to become a staff member of Kidcare Early Learning Academy, then a ninety-day training and probationary period begins. Each employee has their background checked by the State Police to see if they have had previous convictions. They are also required to have CPR and pediatric first aid training.

Our staff members are required to attend training programs approved by state licensing and others to better qualify themselves for their job.

POLICIES

ADMISSION POLICY

Admission of children shall include an interview with the parent or guardian to determine that the individual needs of the child can adequately be met by Kidcare Early Learning Academy's program and facility.

Admission of children shall include:

- a) A completed Master Card with appropriate releases and authorizations
- b) A current immunization record signed/stamped by a physician or designee

DISMISSAL POLICY

Termination of Enrollment:

Kidcare Early Learning Academy reserves the right to terminate enrollment should any of the following occur:

- a) The family of a child allows their account to become delinquent
- b) Failure of the family to honor the obligations listed in this handbook or any rules or regulations provided by the Center.
- c) The Center determines that it is unable to meet the needs of the child.
- d) The Center determines that it is not in the best interest of the Center or other children enrolled at the Center to have the child in attendance
- e) Failure of the child's family to cooperate with the Center in matters that the Center determines is serious enough to warrant termination.
- f) The Center's director may assist the family in making alternative care arrangements.

ABUSE AND NEGLECT POLICY

Any suspected abuse and/or neglect of a child enrolled at Wee Wisdom Preschool will be reported to the local child protection office in accordance with LA REVISED STATUTE 14:403.

as mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS [(855) 452-5437

Abuse and neglect reporting number of the Child Protection Agency is as follows: (855) 4LA-KIDS [(855) 452-5437.

NON-DISCRIMINATION POLICY

This center prohibits discrimination based on race, color, creed, sex and national origin, handicapping conditions, religious beliefs or ancestry and mothers that breast-feed.

CONFIDENTIALITY POLICY

Maintenance and Security of Children's Files:

The information you provide us is considered confidential. Primarily only the Director has access to children's files. Files are considered property of the Center and the Director shall have the responsibility for their security. Files will be secured in the Director's office in a locked file cabinet.

TRANSPORTATION POLICY

Transportation will be provided by the parents and/or volunteers for field trips.

DISCIPLINE AND GUIDANCE POLICY

At Kidcare Early Learning Academy the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choice. Guidance takes several forms within our center:

Environment – A place designed for children. Each room is age-appropriate in furniture size, large and small manipulatives and supplies required for hands-on experiences. Logical Rules – Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed. Curriculum – Is developmentally appropriate, based on the children's interest and level of readiness. Positive Behavior – We reinforce the behaviors we wish to see repeated. Redirection – Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play. Positive Reminder – Telling the children what we want them to do rather than using "no" or "don't". Renewal Time – Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

Difficult behavior – We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children! A parent may be called at work or home at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well being of another child or an adult.

Initial Consultation:

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher and parent or guardian.

Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem and establish a new or revised approach for solving the problem.

Disenrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

Specific unalterable rules of discipline are as follows:

- a) No child shall be subject to 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)
- b) No child shall be subject to verbal abuse or threats (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 the children in the presence of children.)
Cruel, severe, unusual or unnecessary punishments shall not be inflicted upon children
- c) Threats of a prohibited action even if there is no intent to follow through with the threat
- d) No child or group of children shall be allowed to discipline another child.
- e) No child shall be bullied to other children.
- f) No child shall be restrained by devices such as high chairs or feeding tables for disciplinary purposes
- g) No child shall have active play time withheld for disciplinary purposes; timeout may be used during active play time for an infraction incurred during the playtime.
- h) When a child is removed from the group for disciplinary reasons, he will never be out of sight of a staff member.
- i) No child shall be deprived of meals or any part of meals for disciplinary reasons.

Time out shall not be used for children under two. Time out shall take place within sight of staff member. The length of each time out shall be based on the age of the child and shall not exceed one minute per year of age.

The rules at the center are kept simple and basic. We wish to teach children generally accepted manners and good Christian behavior and attitudes towards others. The children will be given plenty of time to practice obeying the rules before any disciplinary action is taken.

We at Kidcare Early Learning Academy believe that harmful actions by one child towards another (biting, kicking, hitting, etc.) require an immediate disciplinary response. Whenever a child engages in such behavior, the established discipline procedure is enforced. However, repeated harmful behavior by any one child demands prompt attention and correction. The child's teacher, the center director and the child's parent(s) will work together to redirect the child's aggressive behavior. If the behavior continues after two or three weeks, the child will be discharged from the Center.

OPEN DOOR POLICY

Wee Wisdom Preschool maintains an "Open Door" policy. Parents are welcome and are invited to come and observe any area they wish. Parents are invited to participate in activities such as storytelling and art activities. Kidcare Early Learning Academy will host 2 family involvement activities for parents each year.

1. Open house – August
2. Christmas Play – December

We also encourage parents to attend holiday parties listed on the Holiday Schedule and Party Schedule.

CUSTODY ORDERS

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

THIRD PARTY RELEASE POLICY

A third party is anyone who comes to pick up the child. This also includes someone who may come to the center to visit the child.

Who can pick up the child?

The parent or parents of the child. (If their name appears on the release form on file with the office). Any other person named on the release on file with the office.

When can this child be released?

When we are sure that the person's name is on the release file with the office.

What do employees do if they are unsure of a person attempting to pick up the child?

Consult the Master Card on file.

Consult the Director or Assistant Director

A child will not be released to someone we do not know. Employees will not concern themselves with offending someone by asking for ID. All parents should appreciate this minor inconvenience.

Third party lease cannot be approved over the phone. Only the Director or assistant director has authorization and specific procedures to follow in an emergency.

Temporary permission to pick up can be given in writing. This is good for one day only and special occasions if this person is going to pick up longer, you need to add them to the file on record with the Director. See your child's teacher or the Director for the release form.

PHOTOGRAPHING & VIDEOING POLICY

The pictures of the children are used to connect with their environment. The pictures taken will not be published or used for advertisement without the written consent of the parents or guardians. Video monitoring system is used for the protection of the children enrolled in Kidcare Early Learning Academy

EMERGENCY EVACUATION POLICY

For fire drills or any other emergency that requires the building to be evacuated:

All the children and teachers will exit doors to their playground and hold to the fence near the rear.

If a fire or damage blocks any of these areas of exit, groups will go to the next nearest exit that is not blocked.

TORNADO PROCEDURES WHEN A TORNADO WARNING IS ANNOUNCED POLICY

All children will proceed to the hallway, bathrooms or closets where NO outside glass is located. The children will be covered with either mats or mattress.

TOBACCO, ALCOHOL, FIREARM AND ILLEGAL SUBSTANCES POLICY

The use of tobacco in any form, the use or the possession of alcoholic beverages, illegal substances or unauthorized potential toxic substances, firearms (including but not limited to pellet or BB type guns) loaded or unloaded or knives is strictly prohibited at the center, on the playground or on a field trip.

BITING POLICY – YOUR CHILD BITES ANOTHER CHILD

Child develop research indicates approximately 50% of all children enrolled in childcare centers will be bitten. Toddlers especially will often use biting as a form of communication. Although we acknowledge biting is a developmental stage, it is very serious and unacceptable. If your child bites, Kidcare Early Learning Academy will develop a plan with you to try to correct the problem. However, if the biting is aggressive, breaks skin or does not lessen within a reasonable period, Wee Wisdom may ask you to temporarily withdraw your child until the biting diminishes. Upon your child's return, if biting continues you will be asked to withdraw your child until he/she is older.

BITING POLICY – YOUR CHILD IS BITTEN BY ANOTHER CHILD

Kidcare Early Learning Academy will strive to minimize biting accidents. However, it is highly likely your child will be bitten at some time. If this occurs, we will do our best to comfort your child and to care for his/her needs immediately. We will also inform the biter's parent(s) and work with them and their child to change the behavior. The American Academy of Pediatrics indicated there has never been a reported case of HIV or infectious disease transmission at a childcare center from bites or other such contact. If your child is bitten, you may want to contact your doctor to determine whether the nature of the bite requires medical attention.

LATE ARRIVAL POLICY

We are asking for you to please have your child or children at the Center by 9:00 am every morning unless your child has a doctor's appointment. The reasons are as follows:

1. Your child will miss important learning time.
2. We take a lunch count around 10:00am so we have the adequate amount of food prepared for lunch.
3. The transition period is harder for the child coming in later and often disrupts the class that is already in progress.

COMPLAINT PROCEDURE POLICY

Wee Wisdom Preschool is licensed by the Department of Social Services as a Class-A Center. For any significant, unresolved complaints you may contact our licensing authority:

Department of Social Services:	1-225-342-9905	LDElicensing@la.gov
Or Write:	Bureau of Licensing	
	P.O. Box 3078	
	Baton Rouge, LA 70821	

ELECTRONICS POLICY

Electronic device activities for children under the age of two are prohibited. Time allowed for electronic device activities for ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day. A content on electronic devices will be G rated and used for educational purposes.

PROGRAMS, MOVIES AND VIDEO GAMES POLICY

TV is allowed in the morning for 30 minutes and in the afternoon for 30 minutes for ages 2 years and above. Kidcare Early Learning Academy only allows G rated movies to be viewed at our center. 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 or its television equivalent shall not be shown to children under the age of five. Any programming with a rating more restrictive than "PG" is prohibited.

ILLNESSES

Do not bring your child to school if:

He/she is ill

He/she has a temperature

He/she is taking medicine to keep a temperature from occurring

He/she is vomiting or has vomited in the last 12 hours

He/she has had diarrhea in the past 24 hours

He/she has green mucus drainage from nose, throat or eyes

He/she has head lice

Contagious diseases or exposure to disease should be reported to the school immediately. We are obligated to any parents and cannot have one child expose several to any illness. If your child should become ill here, we will call you to pick up your child. If in the opinion of any receiving staff member, a child is brought to the Center with what appears to be a contagious illness (such as a cold, cough or rash) the child will NOT be accepted by the Center for that day.

In case of the need for emergency medical assistance, we will take the child to the nearest medical facility available. You will be called informing you of the situation. You can meet us at the medical facility.

SIGNS OF AN ILL CHILD

- Flushed face and hot
- Dry skin or unusual paleness or coldness
- Unexpected, profuse sweating
- Drowsiness, especially when the child is usually wide awake
- Watery or glassy appearance of the eyes
- Runny nose, sneezes or coughs
- Sore throat, hoarse or husky voice
- Swollen glands in neck
- Nausea, vomiting or diarrhea
- Stiff back or neck
- Pain in the ear, head, chest, stomach, abdomen or joints
- Rash, bumps or breaking out of skin
- Convulsions fits or spells during which a child stiffens and twitches
- Developed by: Angelique M. White, RNC, MA, MN, CNS
Child Care Health Consultant Program Director

EXCLUSION CRITERIA

A child shall be excluded from the child care facility if any of the following conditions exist:

- Temperature: Oral temperature of 101°F or greater, rectal temperature of 102°F or greater, axillary temperature of 102°F or greater, accompanied by behavior changes or other signs of symptoms of illness. The doctor or nurse should be notified also.
- Symptoms and signs of possible severe illness such as unusual lethargy (sluggish), uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or other unusual signs.
- Uncontrolled diarrhea or increased number of stools, increased stool water and/or decreased from that is not contained by the diaper, five or more stools in an eight-hour period and/or mucus in the stool.
- Two or more episodes of vomiting in the previous 24 hours.
- Mouth sore with drooling.
- Rash with fever or behavior change.
- Untreated conjunctivitis (pink-eye) with purulent (white or yellow) drainage from eyes.
- Untreated infestations: scabies, head lice or other infestation
- Tuberculosis: A child is excluded until a health care provider states that the child can attend child care
- Impetigo: A child is excluded until 24 hours after treatment is initiated
- Strep throat or other streptococcal infection: A child is excluded until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox: A child is excluded until 6 days after onset of rash or until all sores have dried and crusted
- Pertussis: A child is excluded until 5 days of appropriate antibiotic treatment have been completed.
- Mumps: A child is excluded until 9 days after onset of parotid gland swelling
- Hepatitis A virus: A child is excluded until 1 week after onset of illness or as directed by a physician and health department when treatment has been administered
- Measles: A child is excluded until 6 days after onset of rash
- Rubella: A child is excluded until 6 days after onset of rash
- Unspecified respiratory illness, shingles, or other conditions: Children shall be excluded without sufficient documentation from the child's physician
- Abdominal pain intermittent or persistent

Children experiencing any of the above-mentioned symptoms, signs or conditions should be excluded from child care and should have documentation from the child's physician before returning to child care.

Angelique M. White, RNC, BSN, MA, MN, CNS

Child Care Health Consultant Program Director

Maternal and Child Health, Office of Public Health

PARENT'S RESPONSIBILITIES FOR A HEALTHY CHILD

Provide names, addresses and telephone numbers of persons to call in case of an emergency.

Provide names, addresses and telephone numbers of persons who will bring child to school and accept him/her after school

Notify teachers of any illnesses the child has experienced within the last 24 hours

Do not send your child to school with measles, mumps, chicken pox and/or any other sickness

Do not send your child to school with diarrhea, fever, vomiting and/or any other signs of illness

Please maintain child's immunization record

Provide your child with a complete and balanced diet

Provide your child with adequate sleep and rest

Communicate openly with child's provider

PROVISIONAL STAFF POLICY

Provisional Employment will be allowed for a person for whom the Department of Education has received a satisfactory Louisiana or federal criminal history information record pending completion of the CCCBC-based determination of eligibility. The provisionally-employed staff member

at Kidcare Early Learning Academy may be counted in child-to-staff ratios but will be monitored by a designated director. In the event that Wee Wisdom has a provisional staff member the following conditions will be met:

The designated monitor, director or staff in charge will be physically present in the center at all times. The monitor will be with the provisional staff member during naptime. The monitor will perform at least 1 observation of the provisional staff member every 30 minutes. The monitor can monitor up to 5 provisional staff members at any given time. The monitor will remain with in close enough physical proximity to their provisionally employed staff members to be able to intervene at any given time. When there is a provisional staff person in a classroom all parents will be notified. There will be a monitoring log that will be kept in the office that states the provisionally employed staff member, the designated monitor for each and the times of the visual observations.

SAFETY REMINDER

Be certain when you drive in the driveway that you watch for small children and that car doors are securely closed prior to leaving. Remember to buckle up your child/children.

FEES AND PAYMENTS

A registration fee of \$70.00 is required for one child and \$100 is required for two or more children upon enrollment and annually registration fee.

Payment is due on the 1st of every month or the 1st day of the week if paying weekly. Payment is considered late by the 6th or the Monday of the next week if weekly.

Late Fees: A late payment fee of \$10.00 is charged each week the tuition is not paid by the due date. If payment falls 4 weeks behind and you do not make full payment, your child will no longer be admitted to the center. Next, legal steps will be taken to collect the amount.

Late Pick-up Fees: If you cannot be here at closing, PLEASE arrange for someone to pick-up your child. We open promptly and close promptly. A late fee of \$1.00 per minute for time a child is kept at the Center past your scheduled pick-up time will be imposed. The clock at the Center will govern when there is a discrepancy in the time. The late fee MUST be paid in CASH and by the next billing cycle or your child will not be readmitted into the Center.

Returned Checks: There is a returned check fee of \$25.00 for any check that is returned to us by the bank, regardless of the reason. Returned checks will be sent through the bank one more time. Any returned check must be picked up with cash. We will not accept checks on any account that has had more than 2 returned check. You will be put on a cash only basis.

Absences: We cannot credit you with absences since your child's place is reserved for him/her and our expenses continue although he/she is not present.

Withdrawals: A written notice shall be given two weeks in advance of withdrawal or there will be an additional two weeks tuition added to the balance. This allows time to enroll another child.

HOURS OF OPERATION

Monday – Friday

6:00am – 5:30pm

Prolonged outages of water or electricity will close the center. Parents will be notified in a timely manner if possible, by phone, or by public notice or by local news media.

HOLIDAY SCHEDULE

The holiday schedule is attached to the back of the handbook or you can attain a copy from the office.

PARTY SCHEDULE

The party schedule is attached to the back of the handbook or you obtain a copy from the office.

EDUCATIONAL PROGRAMS

Kidcare Early Learning Academy uses Kaplan Learn Every Day curriculum and Frog Street Learning, which is research supported early childhood curriculum and builds school readiness step-by-step. The curriculum offers exciting, cross-curricular activities to help children learn about their world in a fun, meaningful way and is approved by Louisiana Department of Education.

CLASSES

UNDER 1 YEAR OLD

For this age group, infants are already developing and learning daily. They are actively involved with themselves, their surroundings, other babies and/or children. The infants are changing daily with their reactions to life. We give them a safe and stable environment to express themselves.

ONE YEAR OLD

For these children, teaching is used to present different activities and to allow them to have an experience with hands on activities. Our teachers guide the children towards a desirable direction to achieve a positive outcome. We recognize that the children are a blank slate waiting to be molded and formed by their early experiences of life with our teachers directing and redirecting their plans.

TWO YEARS OLD

For these children, their attention span is more developed, and we begin working more with them on basic motor skills and perceptual development. We use music, books, puzzles, coloring, etc. in their curriculum. However, this age child is too young for a rigid classroom atmosphere. Consequently, we continue to allow a great deal of free play. We will continue to work on toilet training if needed. If both the center and the parents work together, it takes less time to completely toilet train a child.

THREE YEARS OLD

For these children, a unit-oriented curriculum is employed on a developmental approach using group and individual activities. Some examples of topics are school, home, family, animals, community helpers, seasons and holidays. Skills and concepts to be developed are sequencing, opposites, sorting, cutting with scissors, rhyming, left and right.

FOUR YEARS OLD

For these children, a unit-oriented curriculum using the whole language approach is employed. Units are oriented around letters of the alphabet, with learning centers to reinforce concepts. Skills and concepts to be developed through individual activities are sequencing, opposites, sorting, cutting with scissors, holding a pencil, left and right, colors, shapes, numbers, letters and letter sounds. Special field trips are planned to enhance learning. This class is designed to prepare children for kindergarten. Children who do not meet the September 30th birth date for entry into the public-school system and children who may need more time to prepare for school are included in the four-year-old class.

ROUTINE MATTERS

FOOD

A balanced nutritional lunch is served to each child staying all day in the center. We DO NOT insist that a child eat all his food, however, we do encourage them to at least try everything served. The children may have a second helping if they finish their original servings.

Snacks are served mid-morning and mid-afternoon. These snacks are usually something very simple as our kitchen is closed. Menus are available to parents. Menus will be posted on the bulletin board by the office.

NAPS

Each child who stays all day in the center is required to lie down for a rest. We do not insist that a child sleep, however, most of them will. Parents may provide a 1" thick vinyl mat for this purpose. Parents may bring a towel or blanket for the child to use during naptime. It's also more comfortable for the child to have a body pillow case covering the mat. The blanket/towel and pillowcase will be sent home on Fridays or as needed to be washed and returned to school on Monday.

BIRTHDAYS

If parents would like to send a birthday treat for their child on his/her birthday, they may do so. The teacher will schedule her day, so the children have the party during class time. Please notify your child's teacher if you plan to bring something.

TOYS

We have ample equipment to keep the children happy, so please DO NOT permit your child to bring toys, books, games, ball, etc. from home. Part of our training is to teach sharing and it is difficult to do so when an item belongs to one particular child rather than all the children.

CLOTHING

Your child's name should be affixed to all coats, hats, sweaters, gloves, etc. brought to the Center. THIS IS VERY IMPORTANT IF YOU WANT THE CLOTHING RETURNED. We cannot be responsible for lost articles, even if the child gives it to a caregiver to "keep" for them. Caregivers have the overall responsibility for the safety, health and well being of the children, not for items the children bring to the Center.

Please bring an extra change of clothing with your child's name on it for your child. If your child has an accident and his/her clothes are used, PLEASE return another change of clothes in a zip lock bag with the child's name on the bag. Please do not just hand us clothing without a name on it, we could forget who it belongs to.

Kidcare EARLY LEARNING ACADEMY'S ADDRESS AND PHONE NUMBER

Kidcare Early Learning Academy
2418 Westwood Road
Westlake, La 70669

EMERGENCY NUMBER

In the event of any emergency after hours, please call:

Tammy Cormier @ 337-525-1158

POISON CONTROL NUMBER

1-800-222-1212

6:00 – 7:30	Arrival of Children and Supervised Informal Activities
7:30 – 9:00	Breakfast and Clean-Up
9:30 – 11:00	Feedings, Diaper Changes & Playtime
11:00 – 1:00	Lights off for quiet time & naps
1:00 – 3:00	Feedings, Diaper changes & Playtime
3:00 – 5:00	Playtime
5:00 – 5:30	Clean-Up and Prepare for Dismissal
*****Please note schedule may vary due to child's schedule*****	
*****Please note the children's diapers are changed every 2 hours and as needed*****	

SCHEDULE FOR 1 & 2 YEARS OLD

6:00 – 8:00	Arrival of Children and Supervised Informal Activities
8:00 – 9:00	Breakfast and Clean-Up
9:00 – 11:00	Storytime/Circle time/Songs/Nursery Rhymes/Introduce Concept/Objective of the day/Gross Motor/Small and large group activities
11:00 – 11:45	Lunch and Clean Up
11:45 – 1:45	Rest time
1:45 – 2:00	Bathroom/Diaper Changes
2:00 – 3:00	Snack Time and Clean Up
3:00 – 5:00	Storytime/Songs/Nursery Rhymes/Gross Motor/Small and large group activities
5:00 – 5:30	Clean-Up and Prepare for dismissal
*****Please note the children's diapers are changed every 2 hours and as needed*****	

SCHEDULE FOR 3 & 4 YEARS OLD

6:00 – 8:00	Arrival of Children and supervised Informal Activities
8:00 – 9:00	Breakfast and Clean-Up
9:00 – 11:00	Storytime/Circle time/Songs/Nursery Rhymes/Introduce Concept/Objective of the day/Gross Motor/Small and large group activities
11:00 – 11:20	Prepare for lunch
11:20 – 12:00	Lunch and Clean-Up
12:00 – 2:00	Rest time
2:00 – 3:00	Snack time & Clean-Up/Restrooms
3:00 – 5:00	Storytime/Songs/Review lesson of the day/Nursery Rhymes/Gross Motor/Small and large group activities
5:00 – 5:30	Clean Up & Prepare for dismissal