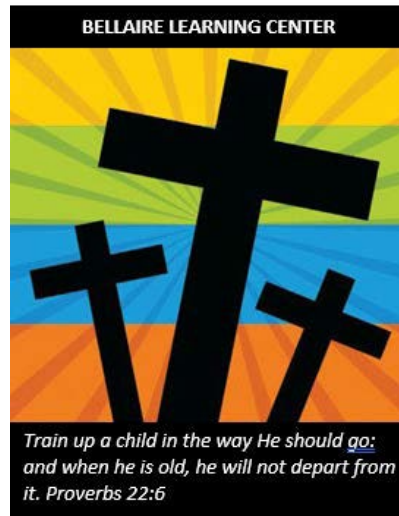


BELLAIRE LEARNING CENTER PARENT HANDBOOK 2023-2024



**Hours of Operation
Monday-Friday
6:30 AM-5:30 PM**

MAIN CAMPUS

1210 BELLAIRE BOULEVARD • BOSSIER CITY, LA 71112

318.746.3996

Director, Amanda Hardy

Assistant Director, LaTonya Farley

SOUTH CAMPUS

4330 PANTHER DRIVE • BOSSIER CITY, LA 71112

318.698.1600

Director, Mary Collier

Assistant Director, Interim

Tonya Connery LEARNING CENTERS' ADMINISTRATION

tonyaconnery@bellairebaptist.org

318.746.3914 ext. 222

Bellaire Learning Centers Website

www.bellairebaptist.org/BLC

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WELCOME

Dear Parent:

Welcome to the Bellaire Learning Center located at Bellaire Baptist Church. We are honored that you have chosen us as your child care provider and we look forward to serving you and your family.

Bellaire Learning Center is a Type III facility licensed by the State of Louisiana Department of Education. Our program includes children as young as six weeks of age and continues through fifth grade.

We offer a Christian, center- based curriculum that has structured learning activities to help develop your child mentally, physically, spiritually and socially. We also offer Chapel, Music and Enrichment classes.

The Bible tells us that, "Jesus grew in wisdom and stature and in favor with God and man." (Luke 2:52). In other words, Jesus grew mentally, physically, spiritually and socially. It is our desire to help your child develop in this same manner.

We thank you again for choosing Bellaire Learning Center. We would like to take this opportunity to extend an invitation to you and your family to visit our church for worship! Worship with us Sunday at 8:15 am and 10:15 am at Main Campus Campus and Wednesdays at 6:00 pm for children, students and adults. Bellaire Baptist Church is a great place for kids and families.

If you have any questions concerning the Learning Center or our worship services, please do not hesitate to contact our staff.

Tonya Connery,

Administrator, Bellaire Learning Centers'
tonyaconnery@bellairebaptist.org

Amanda Hardy,

Director, Bellaire Learning Center Main Campus

Mary Collier,

Director, Bellaire Learning Center South Campus

Casey Burnett

Preschool/Children's Minister

Dr. Randy Harper

Pastor Bellaire Baptist Church

POLICIES AND PROCEDURES FOR DAILY CHILD CARE AND PRESCHOOL

- A. ADMISSION:** The Director or Assistant Director, in consultation with the parent or guardian, shall determine the individual needs of each child and whether or not the child's needs can be adequately met by Bellaire Learning Center before admission to the center.

Admission procedures: A parent or legal guardian must:

1. Read and agree to the Center's written program and policies.
2. Fill in all information required on the application form (Master Card) and sign the agreements between the Center and parent listed on that form.
3. Provide an immunization record stamped by a physician or designee verifying that the child has had or is in the process of receiving all immunizations appropriate to his/her age as required by the Office of Public Health. If a parent chooses for his/her child not to receive immunizations for personal or religious reasons, documentation from the parent must be placed in the child's file.

The Director reserves the right to accept or reject any applicant, and to determine a child's continuing acceptability.

Non-Discrimination Policy: Bellaire Learning Center does not discriminate on the basis of race, creed, sex, national origin, handicapping condition, ancestry or breast-feeding mothers.

- B. FEES:** All Learning Center Accounts are to be paid by signing up for Tuition Express. Once enrolled in Tuition Express, your tuition and fee payments will be automatically deducted on Friday of each week. If a payment does not clear a \$35.00 fee will apply. **The Center has the right to remove your child from enrollment after three returned payments.** The center retains the right to turn all unpaid balances over to the Credit Bureau for collection.

There is **NO** reduction for being absent. If your child is absent for any reason, You must continue to pay the weekly rate in order to hold his or her place.

The Tuition Fee Schedule is as follows:

Registration Fee (yearly)	\$ 80.00 due upon registration
Curriculum and Activity Fees are yearly	
Two-year-old's (yearly)	\$ 70.00 due upon registration
Three-/Four-year-old's (yearly)	\$100.00 due upon registration
Infants-2 years (weekly)	\$145.00 per week
Three/Four-year-old's (weekly)	\$135.00 per week
Preschool only (8:30AM-11:30AM)	\$270.00 per month
School Age (Before/After Fall Fees)	\$ 85.00 per week
School Age (Summer Fees)	\$150.00 per week

Summer Holding fee If your child will not attend during summer break (late May to early Aug) there will be a \$200 holding fee to hold your child's spot for the following school year. A minimum of \$100 is due at the beginning of summer the remaining \$100 will be due when the student returns at the beginning of the school year.

For after school care, when BPSB is closed, if your child will be attending the Learning Center for the day, there is an additional \$20 charge, per child, per day for this service.

Family Discount, \$10.00 discount per family per week, for families with multiple children attending fulltime. One discount per family.

Late Pick-up, Bellaire Learning Center closes at 5:30 P.M., (5:31 P.M. is considered late) you will be charged \$10 for 1-10 minutes late \$15 for 10-15 minutes late and \$30 for 15-30 minutes late, later than 30 minutes will be charged \$50. **After 3 late pick-ups the center has the right to terminate child care services.**

Note: Arrangements must be made with the Center Administrator for monthly payments, at tonyaconnery@bellairebaptist.org.

Registration fees help pay for: paper, craft supplies, teaching tools, copy machines, playground upkeep, playground equipment, etc.

C. BEFORE/AFTER SCHOOL CARE:

All the policies of the preschool and childcare will apply to school age children. During the Bossier Parish School calendar year, the BLC Main Campus will serve school aged children enrolled at Bellaire Elementary School and Elm Grove Elementary. The BLC South Campus will serve children enrolled at Sun City and Curtis Elementary School. We will pick up before and after school at Elm Grove Elementary. We will take and pick up at the other schools we serve. There is no reduction in the fee if a child is out sick or for holidays. The schedule for school age children includes homework, snacks, devotional, game and free play time. Please inform the teacher if you do not want your child to do his/her homework at the Center.

D. ANNUAL SCHEDULE:

Our Center provides preschool from September through May. In the summer months, we have day camp for school age children. We also have childcare for school age children during holidays.

Attendance/ absences: Regular attendance is important for the child's development. Our hours of operation are from 6:30 A.M. until 5:30 P.M. Monday-Friday. Preschool class hours are from 8:30 A.M until 11:30 A.M. All children must be signed in by 9:00 A.M.

Students arriving after 9:00 A.M. will need an excuse.

We cannot accept children during naptime even with an excuse.

Program: Our program is age-developmentally appropriate and uses the learning center approach to teaching. Our Center seeks to meet the needs of children mentally, physically, socially, and spiritually. Bellaire Learning Center offers a curriculum approved by the Louisiana Department of Education for academic education, "Frog Street", as well as "Abaka" a Christian based curriculum to emphasize Christian education and Values as a guide in developing lesson plans as well as observation of each individual child. Lesson plans are developed with the general application to the age of the class as a whole and with individualization to the needs of each student.

A daily schedule is posted in each classroom. Our program provides time for both vigorous and quiet activity for children to work and play in groups or to work and play alone. Indoor and outdoor experiences are scheduled, weather permitting. Children 5 years and younger have a daily rest period of at least one hour.

Physical Education: Our teachers are responsible for the PE time of our students.

All children are required to wear tennis shoes for Physical Education classes, for safety. It is difficult for the children to run and enjoy this time, in flip flops, or other inappropriate shoes.

In addition, our students get daily outside physical activity which helps with coordination and muscle development.

Open Door Policy: Parents of children enrolled in the Center are welcome to visit the Center at any time during working hours.

2023-2024 Holidays:

The Learning Centers' are closed on the following holidays:

- Monday February 20, 2023 (Presidents Day)
- Friday April 7, 2023 (Good Friday)
- Monday July 3, 2023 (Closed for mandatory training)
- Tuesday July 4, 2023 (Independence Day)
- Monday September 4, 2023 (Labor Day)
- Friday November 10, 2023 (Observe Veterans Day)
- Wednesday, Thursday, and Friday November 22, 23, and 24, 2023 (Thanksgiving Break)
- Friday, Monday, and Tuesday December 22, 25, and 26, 2023 (Christmas Break)
- Monday, January 1, 2024 (New Year's Break)
- Bi-annual Mandatory Training (TBA and posted in advance)

The same weekly rates still apply when a week contains a holiday. The same weekly tuition fees still apply for the three days of Thanksgiving break, the three days of Christmas break, and the two days of New Year's break.

Half-day Pre-school 8:30am-11:30am classes follow Bossier Parish School schedules.

Weather Closing: The Center will close under weather conditions if the Pastor and/or the Learning Center's Administrator declare that the weather conditions are too hazardous to open. No refunds will be given for these days. The directors from each center will send out a mass email to let the families know that the Centers will be closed. Local radio and television stations will be notified if the centers are closed. **If Bossier Parish closes the schools in the middle of the day, it is the parents' responsibility to pick up their child from school.** We are not allowed to take the bus/van out with hazardous road conditions.

- E. BIRTHDAYS:** Children's birthdays are special days at BLC. You are invited to send cookies, cupcakes and special treats on this day. Please be sure to send enough for your child's entire class to enjoy during afternoon snack time. Party invitations may be distributed only if there is an invitation for every child in the class.
- F. CHAPEL:** Chapel provides the children with opportunities to worship and praise God on a preschool level. The children sing together and hear Bible lessons that provide life applications. Chapel is lead by our Children's Minister, Casey Burnett. Other guests from time to time might include our other staff ministers. Chapel meets each Wednesday morning (South BLC) and Wednesday morning (Main BLC) from September through May.
- G. CHILD ABUSE AND NEGLECT:** As mandated reporters, all Center staff shall report any suspected abuse and/or neglect of a child in accordance with R.S 14:403 to the local Child Protection Agency. The local number to call to report suspected abuse and/or neglect: 318-676-7622
- H. CLOTHING:** Children should wear washable, comfortable clothing. Shoes must be tied or buckled at all times. **Flip-flops and boots are prohibited.** Coats, sweaters, etc. must be labeled with the child's name. Each child must bring a change of clothes with them each day in case of an accident.
- I. BACKPACKS:** Each child is required to bring a backpack or diaper bag to school every day. We ask that you provide a change of clothing in case of any accidents during the day.
- J. COMPLAINTS PROCEDURE:** Please contact the Director or Assistant Director when you have a problem with anything pertaining to the Center or your child. ***Should there be a problem that cannot be resolved by the Director, please contact Tonya Connery, Learning Center Administrator, @ tonyaconnery@bellairebaptist.org***

If there is still a problem you may contact:

Louisiana Department of Education
P.O Box 4249
Baton Rouge, LA 70821
225-342-9905 phone
225-342-2498 fax

K. CONFERENCES: Parents may request a conference through the Director or Assistant Director to discuss the child's progress. If you have any complaints, please take them to the Director or Assistant Director. If your complaints are left unresolved, please contact Tonya Connery at tonyaconnery@bellairebaptist.org or 318-746-3914 ext. 222. A behavior conference maybe conducted after a child receives his/her third write up. The conference will include the Director, Parents, and Teachers of the child. The conference will determine a plan of action or dismissal of the child from our center.

L. DIAPER BABIES: For those children in diapers, we request that you bring eight to twelve disposable diapers each day. Please put a plastic bag in the child's diaper bag to hold soiled items. Babies need two changes of clothing in their diaper bags.

Current feeding instructions must be given to the Center staff. These instructions from you or your physician will be kept on file and followed. Special formulas and baby food are to be supplied by the parents. Plastic bottles only are to be used for the formula. Parents must bring all bottles prepared. All bottles must have caps. Baby food must be in the original unopened containers. Bottles, bottle caps, food, and anything else that belongs to your child, **MUST BE LABELED** with their name. (Please use a permanent marker) personal space for breast feeding mothers are available at your discretion.

ALL FOOD AND DRINKS MUST BE LABELED WITH THE CHILDS NAME AND IN THE ORIGINAL CONTAINER WITH THE LIST OF INGREDIENTS.

M. DISCIPLINE: The goal of discipline at Bellaire Learning Center is to enable children to grow, and become happy, functioning individuals who are responsible for their own behavior. This process helps children learn self-control and self-direction. Our teachers discipline positively by providing choices, setting realistic limits and using consequences that are related to the behavior.

When a child is acting appropriately:

1. The teacher will respond positively.
2. The teacher will praise the child in front of his/her peers

When a child is acting inappropriately:

1. The teacher will talk with the child and give guidance in correct behavior. For toddlers, distraction or redirection is appropriate.
2. The teacher will give the child a chance to behave correctly.
3. If the child is still unable to choose appropriate behavior, the teacher is to sit the child away from the group, but in the same room, for a specified amount of time according to his/her age. (1 minute for each year of age.)
4. If the procedure is a success, the child may return to the group.
5. If the procedure is not a success, the teacher will continue to remove the child from the group.

6. If the situation becomes serious, the parent will be called. Parents will be asked to pick up their child when he/she becomes uncontrollable or is a distraction to the learning environment of others.
7. Any student who engages in bullying will be subject to disciplinary action, based on the age of the child/children involved and the severity of the bullying.
8. A behavior conference will be conducted after a child receives his/her third write up. The conference will include the administrator, Director, Parents, and Teachers of the child. The conference will determine a plan of action or dismissal of the child from our center.

When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.

Some disciplinary actions are never appropriate at the Center:

1. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
2. No child or group of children shall be allowed to discipline another child.
3. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children.
4. Derogatory remarks shall not be made in the presence of children about family members or children in care or about the children themselves.

Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.

N. DISMISSAL: As we hope this will never happen, unfortunately there are times when a child must be dismissed from the center. We will always give you time to make other arrangements. A child may be dismissed from the Center for any of the following reasons:

1. If your account is unpaid, we will ask that the child be removed.
2. Unacceptable behavior of a parent, i.e. bringing firearms or other illegal materials into the Center; profanity, or wearing inappropriate clothing.
3. Unacceptable behavior of a child: A child may be dismissed from the Center for any of the following behaviors: bodily harm to self or others, striking a teacher, punching others in the face with a fist, vandalism, possession of firearms; possession of tobacco, alcohol or illegal substances, biting that breaks the skin or leaves a bruise, or any other acts harmful to other children or staff.

O. DROP-INS: **Drop-ins are only offered for school age children.** *Drop-ins will be taken only if a space is available and at the discretion of the Director.* Please call in advance by 8:00 a.m. The registration fee will be due after the third visit. Drop-ins will pay \$30 per day for this service.

P. EMERGENCY AND EVACUATION PROCEDURES:

Chemical Spill: Children will be evacuated using church vans and/or bus by the route accessible: 1st choice Elm Grove Elementary School, 2nd choice Kerr Elementary School. (This procedure will be followed for any emergency evacuations.)

Fire: Children will evacuate the buildings as follows:

- Bed Babies and Creepers: Babies will be placed in a port-a-crib and carried to the designated meeting area.
- Toddlers and younger Twos: Teachers will escort children through the east exit door to the designated meeting area.
- Older Twos and Fours: Teachers will escort children through the west exit door to the designated meeting area.
- Threes: Teachers will escort children through the north exit door (front door) to the designated meeting area.
- School-Age: Teachers will escort children through the exit door to the designated meeting area.

Flood: All children will be taken to the second floor unless evacuation of the building is necessary. In that case, the evacuation process of a chemical spill will be followed.

Tornado: All children will be placed in the hallway and away from the windows.

Q. FOOD: The Center provides well-balanced and nourishing meals and snacks. Snacks are served in the morning and in the afternoon. A hot plate lunch is served at lunch. Menus are posted for parents to review. Please feed your children breakfast before leaving him/her at the Center. Our center does not serve breakfast, but children will be offered a nutritional morning snack. Please do not bring breakfast food in the Center. Children are not allowed to chew gum in the Center. Children are not to bring candy, cookies, etc. in the Center unless they bring enough to share with their class or for a party. Please get permission before bringing any foods or party items to the Center. If a child requires a special diet, please bring a written statement from a medical authority for the Center to keep on file. Children with food allergies or intolerance need a written statement signed by the parent indicating the specific problem food(s). When a child requires a modified diet for religious reasons, bring a written statement to the effect for the Center to keep on file. **It is the parents' responsibility to provide a substitute food if their child is unable to eat what we serve.**

ALL FOOD AND DRINKS MUST BE LABELED WITH THE CHILDS NAME AND IN THE ORIGINAL CONTAINER WITH THE LIST OF INGREDIENTS.

R. HEALTH: We can accept only well children. Upon arrival at the Center, each child will be observed for possible signs of illness, infections, bruises and injuries, but we depend upon you to help us maintain this policy. Children with the following illnesses cannot be accepted until the appropriate conditions are met:

<u>ILLNESS/SYMPTOM</u>	<u>EXCLUDE UNTIL</u>
Fever of 100 degrees by head scan; Or 99 Degrees under the arm	Free of fever for 24 hours

Diarrhea (2 or more loose stools)	Free of diarrhea for 24 hours
Vomiting	Free of vomiting for 24 hours
Undiagnosed generalized rash	Well or cleared by child's physician
Cold with green mucus	Clear mucus
Conjunctivitis (pink eye)	On medication for 24 hours
Head lice	Free of nits
Chicken Pox	Blisters scabbed over completely
Thrush	On medication for 24 hours after treatment
Any skin infection (boils, ringworm, Impetigo)	after treatment
Meningococcal disease (Neisseria Meningitis)	Well, with proof of non-carriage from physician
Mononucleosis	Fever free for one week and cleared by child's physician
Hib disease (hemophilus influenza)	Well, with proof of non-carriage from Physician
Hepatitis A	One Week after illness started and fever gone
AIDS or HIV infection	Until child's health, neurological development, behavior and immune status is deemed appropriate, on a case by case basis, by qualified persons including the child's physician, parent or guardian and the Director
Any sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician
Childhood diseases such as scarlet Fever, German measles, and mumps	Cleared by child's physician

The Center will notify a parent or designated person immediately if a child becomes ill, has an accident or exhibits unusual behavior while in our care. If your child is ill with fever, vomiting, or diarrhea, your child will not be allowed to return the next day.

If your child is found with live nits the parents will be called to pick up the child for treatment of lice before the child may come back to school. If the child comes back and the hair is rechecked and live nits are found the parent will be called again.

Center staff uses gloves and other universal precautions when activities involve contact with blood or other body fluids, such as in diaper changing, as required by the State Sanitary Code.

Medication: Before any over-the-counter medication can be administered while a child is at the center, a script from the doctor must be presented saying that he advised the parent to give this type of medication. Before any medication (over-the-counter or prescription) can be administered while a child is at the Center, the parent must do the following:

1. Provide the medication in its original container.
2. Provide written instruction from child's doctor. (Including over-the-counter medicines.)
3. Fill out a medication form with the following information:
Child's name, parent's name and phone, dosage to be given, side effects, and special instructions, with times to be given and time last dosage was given. Forms are available at the front desk. **All information must be given.**
4. We can only dispense medication that is given in 3 or more doses. If it is a single dose, you can give that at home. If it is twice a day, the same policy goes.

BITING POLICY: Children biting other children is very common. It is a difficult behavior which is most often found in group child care. It usually occurs without warning, is very hard to defend against, and certainly provokes a strong emotional response in the biter, the victim, the caregivers, and of course, the parents. It is required by the Department of Social Services Child Care Licensing Division that the Bellaire Learning Centers maintain a safe and healthy environment for all children in our care.

For many toddlers, this biting stage is usually a passing phase. As they grow older, with our help and guidance, children will learn to replace biting with other appropriate responses.

Biting occurs for several reasons including teething, a lack of language skills, frustration, attention getting, being overly tired, or just simply trying to get something from someone else. No matter what the cause, our staff has the following plan of action if and when biting occurs in any of our rooms.

Biting Plan of Action

- Any time a child is bitten, the injury is immediately attended to by cleaning the area, applying ice packs, and with the parent's permission and we will apply ointments as needed.
- We will immediately separate the victim from the biter.
- Parents will be notified of the biting incident in writing.
- An accident report will be prepared and given at the end of the day to the parents of the biter and the child who was bitten.
- The biter is immediately removed without emotion, using words such as "*Biting is not O.K. It hurts.*" The biter is not allowed to return to the play and is spoken to on the level that the child can understand. "I can see that you want that truck, but you cannot bite to get it. We use our teeth for food."
- Every biting incident, where the skin is broken, the biter will be asked to leave the center for the rest of the day.

- After a child has bitten three times, whether it broke the skin or not, the parents will have some form of conference to discuss the biting behavior with the parents. A plan of action will be determined through the conference.
- Suspension of the child that bites will be determined by the Director/Assistant Director after the above steps were taken and the biting behavior continued.
- Bellaire Learning Center has the right to dismiss a child if the biting behavior continues to progress.

Biting can be an uncomfortable issue for parents. Parents of a child who is bitten are often angry. Parents of the biter may feel embarrassed and frustrated. We want to work together with our parents on this issue and to try to help them put things into perspective.

Potty Training: Potty training must start at home; we will follow your lead. BEFORE your child can be considered for promotion into the three-year-old program they must be an independent pottier and meet the potty-training conditions.

- Be able to TELL the adult they need to go potty BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance
- Be able to wipe themselves after using the toilet.
- Be able to get on and off the toilet by themselves.
- Be able to wash and dry their hands
- Be able to go directly to and from the restroom without direction
- Be able to postpone going potty in the event of being outside or someone else is on the toilet.
- In underpants fulltime
- Accident free for three weeks
- Must be able to convey to the staff when and if they've had a potty accident

CHILDREN THREE AND OLDER THAT HAVE A BM ACCIDENT ON THEMSELVES MUST BE PICKED UP FROM THE CENTER TO BE CLEANED PROPERLY

S. INFORMATION CHANGES: It is important that we keep the records on your child(ren) current. If you change work positions, home address or telephone numbers, please let us know. If your child receives any immunizations, please provide us with an updated Immunization Certificate. Additionally, if you add/change people who are authorized to pick up your child(ren) (listed on the Master Card), we must know.

T. LEAVING AND CALLING FOR THE CHILD: A reliable person must leave and call for the child. The person who brings the child must stay until he/she has been placed in his/her room with a teacher. The adult must also sign the child in and out on the appropriate class sheet. We cannot be responsible for a child that is left unattended or is dropped off at the door.

To keep germs to a minimum in the baby, creeper, and toddler rooms please call for your child at the door. The teacher will bring your child to you.

Third party release: Written permission must be on file for your child to leave with third parties. A child shall never be released to anyone unless authorized in writing by the parent. We cannot release a child with a verbal consent it must be a written consent.

Our buildings are secure. You must have a code to enter. Each family is allowed up to four persons who may have a code to access the building.

U. MESSAGES: Verbal messages brought by the children cannot be accepted. All special instructions about matters such as not going outside, picking child up, staying for lunch, etc. are to be written and placed on the Assistant Director's desk. No phone messages are accepted. You must speak personally to the director or assistant director/office manager if calling in regarding your child.

V. PHOTOGRAPHING CHILDREN: We believe that memories are better cherished when sparked through a photograph. Children will be photographed at various activities. These photos are used exclusively at the center for display. Some photographs may be put on our Bellaire Baptist Learning Centers Facebook page or website page. If you do not want your child's photograph shown you must notify the director to that effect.

We do have professional photographers take individual and class portraits during the school year.

NO child will be photographed by reporters for the newspaper, TV news shows, for commercial use, etc. unless we have obtained written, informed consent from you, the parent. All photographs will be done in a CHRISTIAN manner. Any parent that does not want his/her child photographed in any manner must submit a written request stating this request.

W. VIDEO MONITORING: It shall be understood and parents shall fully acknowledge that children will be monitored by closed circuit video camera in their classroom. This closed circuit in-house video monitoring is for security reasons.

X. RECORDS: Parents must fill out an enrollment form (Master Card). Full details and phone numbers where we can reach you at home or work must be on file in our office. Addresses and all phone numbers must be kept CURRENT. If you move to a new address, get a new phone number, or change employment, please notify the office so we can correct our records. There must be an

emergency number other than the parent's on the Master Record. All records must be signed by parent or legal guardian.

The current immunization and health record card must be on file in our office the same day of the child's admission to the Center. The card must be kept updated with each new immunization.

All parents must provide a copy of their driver's license and a copy of their child's birth certificate for our records.

Confidentiality: Bellaire Learning Center maintains security on all children's records. The Assistant Director supervises the maintenance of the records, who has custody of the records and to who records may be released. Records are the property of the Center. The Director and the Assistant Director shall secure records against loss, tampering or unauthorized use. The Center maintains the confidentiality of all children's records. Employees of the Center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly, or indirectly, to any unauthorized person.

- Y. STAFF:** The quality of any learning center is a direct reflection of its staff. The Bellaire Learning Centers recognizes its employees as the center's most valuable component. We value our employees. Our personnel policies reflect the respect for our staff as professionals and provide a basis for understanding and meeting the needs of both the centers and the families. We are committed to providing a working environment that exemplifies cooperation and support for our staff.

Our teachers meet the requirements set by the state of Louisiana for qualification and annual training. All staff members are required to obtain certification in CPR and first aid. The cost of the training is paid for by the center. We encourage all of our teachers to work toward their CDA certification. Many have already completed this training.

Prior to hiring each employee, they must have a Child Care Civil Background Check and finger printing. BLC wait for the (CCCBC) to clear as we do not provide Provisional monitoring for teachers. Our staff is interviewed by BLC administrator and references checked prior to employment. Once a staff member is hired they shadow a lead teacher for one week. They are also on a six week probation period before they are considered a BLC assistant teacher. Bellaire Learning Centers only accept teachers with a commitment to parents and children. In order to optimize your child's growth and development, we hire teachers who are interested in providing the best care and who can offer a stimulating environment that fosters learning.

In addition, BLC are rated in the fall and the spring by certified class observers.

SUMMER PROGRAM: All of the policies of childcare will apply to the summer program attendees. The supply fee and registration fee is due when registering for the summer.

Children will not be allowed to remain at the campus during field trips, as the Teacher attends with the children.

Your child is allowed to bring labeled electronic games, rated E. We cannot be responsible for the equipment brought from home. Be sure to label your child's possessions as many of the DS and DSI games look exactly the same.

Z. TOBACCO, ALCOHOL, ILLEGAL SUBSTANCES AND FIRE ARMS: We prohibit the bringing in and/or use of alcohol, tobacco, illegal substances or unauthorized potentially toxic substances; firearms, pellet or BB guns (loaded or unloaded) in the Center, on the playground and on any Center- sponsored field trip.

AA. TOYS: Bellaire Learning Center is adequately equipped with teaching aids that encourage correct play habits. Part of our training is to teach sharing and it is difficult to do when an item belongs to one particular child rather than all the children. Children may not bring toys of any kind, money, cards, gum, or purses unless the items are requested by the teacher for a special emphasis day or party.

BB. TRANSPORTATION: Bellaire Learning Center provides transportation to and from Curtis Elementary School, Sun City Elementary School, Bellaire Elementary, Elm Grove Elementary School and designated field trips. Parents must sign their child in at the main desk before the child can be admitted onto the bus.

In the bus line, the drivers cannot wait on children. If the child is not out and ready to board the bus, the principal waves the drivers on. If you or someone authorized by you, picks up your child during the day, it is your responsibility to notify the director of the Learning Center that you have done so. If you do not, after three times, we will not pick your child up and provide transportation to you, for the following week.

If your child is accidentally left at school because he/she is not ready to board, we will send the director/assistant director, or another staff member, who will identify themselves as BLC staff, to get the child, and the parent will be notified that the child has missed the bus, and who is picking up the child from their Learning Center.

- a. All drivers will hold a valid appropriate LA driver's license.
- b. All drivers shall be covered by liability insurance.
- c. The driver shall not leave the vehicle unattended at anytime while transporting children.
- d. The driver shall see that:
 1. Each child boards or leaves from the curbside or the street and/or is safely conducted across the street.
 2. Good order is maintained on the vehicle.
- e. The vehicle shall be properly maintained and in good repair.
- f. Vehicles shall carry liability insurance in accordance with state law.
- g. All vehicles will have first aid kits.

- h. Van drivers will have a chauffeur's license and bus drivers will have a CDL. Bus drivers will always have a second adult riding with her/him. Vans will have a second adult or a cell phone.
- i. Van drivers and bus drivers will have CPR and Pediatric First Aid training.
- j. In vehicles that are provided with seat belts, the children are required to use them. No child sits in the front seat by the airbag.
- k. A designated staff person will be with the children at all times on the vehicle and when dropped off at the Center.
- l. The driver will check the vehicle at the completion of each trip to ensure that no child is left on the vehicle and all children are picked up and dropped off at the correct location
- m. Each driver will be provided with a current master transportation list to include child's name, pick-up and drop off location and authorized persons to whom the child may be released.
- n. Children shall not be transported in the back of a pick-up truck.
- o. The number of persons in a vehicle will not exceed the manufacturer recommendation.
- p. The use of tobacco in any form, the use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, use of fire arms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.
- q. A planned route shall be provided for field trips and a copy will be maintained in the Center.
- r. The vehicles shall have information identifying the Center's Name, the Director's name, Center's telephone number and address for emergency situations.

Occasionally, field trip transportation will include parent-driven vehicles. When transportation is provided by parents, the driver must have a valid driver's license and must be covered by liability insurance. The Center will provide a planned route, a first aid kit, emergency information and a list of children and staff riding in the vehicle. Drivers must agree to abide by current seat belt and child restraint laws.

DD. WITHDRAWAL FROM CENTER

If you are removing your child from the Center, we require two week's notice of withdrawal. **If you fail to give notice of withdrawal, you are responsible for your fee for any time we hold your child or children's place.** The Louisiana Licensing Law requires that a care center hold a child's place for a minimum of three (3) weeks. Therefore, if you do not give notice, you will be responsible for a minimum of three (3) full week's fee. There will be no refund for withdrawal.

Please contact your director if you have other concerns that are not addressed in our policy.

We thank you for giving us the opportunity to work with you and your children. We sincerely trust that we will continue to be worthy of your faith in us.

The Learning Center(s) Policies and Procedures are subject to change at any time. Any changes will be posted at both campuses at least 30 days in advance.