

**NOEL METHODIST  
CHILDREN'S CENTER**



**PARENT HANDBOOK  
2019-2020**

**Hours of Operation**  
7:00 a.m. to 5:30 p.m.

**Ms. Pamela Chenier**  
Noel Children's Center Director

**Ms. Tunisia Stokes**  
Noel Children's Center Director Designee

**520 Herndon Street  
Shreveport, LA 71101  
318-222-7732**  
[www.noelchildrenscenter.org](http://www.noelchildrenscenter.org)

## **WELCOME**

Dear Parents and Guardians:

Welcome to Noel Methodist Children's Center. We are honored that you have chosen us as your learning center provider and we look forward to serving you and your family.

Noel Methodist Children's Center is an accredited Type "III" facility licensed by the state of Louisiana's Department of Education and the Department of Social Services. Our program includes children as young as six weeks of age and continues through the 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 and music 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 the same manner.

We thank you again for choosing Noel Methodist Children's Center. If you have any questions concerning the Children's Center, Please do not hesitate to contact our staff.

**Pamela Chenier**, Director

**Tunisia Stokes "Ms. Nisi"**, Director Designee

**Carolyn Christopher**, Staff Appointed in Charge

**Allie Green**, Receptionist

**Jeanie Middleton**, Children's Minister

***Noel Methodist Children's Center's Policies are subject to change***

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## Daily Child Care and Preschool

- A. ADMISSION:** The Director or Director Designee, 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 Noel Children's Center before admission to the center.

**Admission procedures:** A parent or guardian must:

1. Read and agree to the center's written program policies.
2. Fill in all information required on the application form (Master Card) and sign the agreements between the center and the 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. This record is a part of the child's records and will be returned to the parent when the child leaves the center. 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:** Noel Children's Center does not discriminate on the basis of race, creed, sex, national origin, handicapping conditions, ancestry or breast feeding mothers.

- B. FEES & GENERAL INFORMATION:** Tuition is payable once a week in advance. This means that all weekly tuition are due on Monday of each week and are considered late after Tuesday. **A \$20.00 late fee will be charged to your account and after your account becomes two weeks past due the center has the right to remove your child from enrollment.** Noel Children's Center retains the right to turn all unpaid balances over to the Credit Bureau for collections.

You are obligated to pay tuition even if your child is absent due to illness, vacations or holidays. A registration fee and the first weeks tuition is due with a completed registration packet before your child may begin to attend. The registration fee is an annual nonrefundable fee.

### The Registration Fee is due upon registration:

Registration/Curriculum Fee	\$150.00
School Age After School Program Registration Fee	\$ 75.00
School Age Summer Program Registration	\$50.00
School Age After School & Summer Program Registration	\$125.00
School Age Summer Program Activities Fee	\$75.00

**The Tuition is weekly and is due prior to the week that will be used:**

Infants	\$140.00
Toddlers	\$135.00
Three & Four Year Olds	\$130.00
School Age After School Program	\$70.00
School Age All Day (Caddo Parish School Closed) additional	\$15.00
School Age Summer Program	\$130.00
Daily Drop Ins	\$30.00

**Sibling Discount:** Noel offers a 5% discount for each additional children enrolled in the Children’s Center.

**Church Member Discount:** Noel offers a 5% discount for children enrolled in the Children’s Center if the parents and or guardians are **ACTIVE** members of Noel United Methodist Church.

**Promotion:** Promotion from class to class is typically done in May after our Pre-K Graduation. Other factors affecting promotion include class size / spot availability, teacher/ staff coverage, and the child’s developmental skills. All decisions regarding promotion are up to the discretion of the director.

**C. AFTER SCHOOL CARE:** All of the policies of the Children’s Center will apply to the School Age Children. During the Caddo Parish School calendar year, Noel Children’s Center will pick up children from Author Circle, A.C. Steer, South Highlands, Fairfield and Shreve Island. 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 Children’s Center.

You will need to notify your child’s school that Noel Children’s Center will be picking your child up each day, and a permission slip will be signed upon enrollment giving the center written permission by the parent or guardian for the pick –up. If your child will not be attending the after school program on any given day, we ask that you notify the center at 318-222-7732 before 1:00pm on that day. A \$15.00 fee will be charged to your account each time Noel Children’s Center is not notified of your child’s absence.

**D. ANNUAL SCHEDULES:**

**Attendance/Absences:** Regular attendance is important for the child’s development. Our hours of operation are from 7:00am until 5:30pm, Monday-Friday. Please let us know by 9:00am if your child will be absent. If your child will be late, but will at the center for lunch, please call and let us know.

**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. Our teachers use the Creative Curriculum as a guide in developing lesson plans as well as observations 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 school hours. Noel Children's Center provides activities throughout the school year for plenty of parental involvement such as: Mother's Day, Father's Day and Grandparent's Day Celebrations. We also provide other opportunity for parent involvement such as our Annual Thanksgiving Feast, Field Day and Art in the Park.

**2019-2020 Holidays:**

Noel Children's Center is closed on the following holidays:

January 1, 2019/2020 (New Year's)

January 21, 2019/January 20, 2020 (Martin Luther King Day)

February 18, 2019/February 17, 2020 (President's Day)

**February TBD, 2019/2020 (Teacher Professional Development Day)**

April 19 & 22, 2019/April 10 & 13, 2020 (Good Friday & Easter)

May 27, 2019/May 25, 2020 (Memorial Day)

July 4, 2019/2020 (Independence Day)

**July TBD, 2019/2020 (Teacher Professional Development Day)**

September 2, 2019/ September 7, 2020 (Labor Day)

November 27 & 28, 2019/ November 26 & 28 (Thanksgiving)

December 24, 25 & 26, 2019/December 24, 25 & 28 (Christmas)

December 31, 2019 (New Year's Eve)

The same weekly rates still apply when a week contains a center closure such holiday break or a teacher professional development day.

**Weather Closing:** The center will close under weather conditions if the Caddo Parish School Board declares that the weather conditions are too hazardous to open. No refunds will be given for these days. The director will send out a mass phone message and a Facebook post to let the families know that the center will be closed. Local radio and television stations will be notified of the closing. If Caddo 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 permitted to take the bus/van out with hazardous road conditions.

- E. **BIRTHDAYS:** Children's birthdays are special days at Noel Children's Center. 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 the 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 a Bible lesson that provide life applications. Chapel is led by our Children's Minister, Jeanie Middleton. Other guests from time to time may include our other staff ministers. Chapel meets each Wednesday morning at 10:00am.
  
- G. **CHILD ABUSE & NEGLECT:** as mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with RS 1509. Policies to the Louisiana Child Protection Statewide Hotline. (855) 4LA-KIDS {855-452-5437}
  
- 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. **COMPLAINTS PROCEDURE:** Please contact the director or director designee when you have a problem with anything pertaining to the center or your child. If there is still a problem you may contact:  
  

The Louisiana Department of Education  
P.O. Box 4249  
Baton Rouge, LA 70821  
Fax: 225-342-2498  
Phone: 225-342-9905
  
- J. **CONFERENCES:** Parents may request a conference through the director or director designee to discuss the child's progress. If you have any complaints, please take them to the director or director designee. A behavior conference will be conducted after a child receives his/her fifth write – up. The conference will include the director, parents and teacher of the child, the conference will determine a plan of action or dismissal of the child from the center.
  
- K. **DISCIPLINE:** The goal of discipline at Noel Children's 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.
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. A behavior conference will be conducted after a child receives his/her fifth write up. 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.
  5. No child under the age of two shall be put in time out for misbehaving.
- L. 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:
- a. If your account is unpaid, we will ask that the child be removed
  - b. Unacceptable behavior of a parent, i.e. bringing firearms or other legal materials into the center; profanity, or wearing inappropriate clothing.
  - c. 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 substance, biting that breaks the skin or leaves a bruise, or any other acts harmful to other children or staff.

- M. DIAPER BABIES:** For those children in diapers, we request that you bring at least 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.

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. All bottles must have caps.

Baby food must be in the original unopened containers. Label all bottles, bottle caps, food, and anything else that belongs to your child, with their name. (Please use a permanent marker)

- N. DROP-INS:** Drop-ins will be taken only if a space available and at the discretion of the director: Please call in advance. The registration fee along with the daily fee is due the first day your child uses the service.
- O. 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 child 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 physician for the center to keep on file. Children with food allergies, intolerance or in need of a modified diet due to religious reasons need a written statement signed by the parent indicating the specific reason for the modifications.

- P. 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 to maintain this policy. Children with the following illnesses cannot be accepted until the appropriate conditions are met:

<b>ILLNESS/SYMPTOMS</b>	<b>EXCLUDE UNTIL</b>
Fever of 100 degrees by head scan; Or 99 degree 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 Any skin infection (boils, ringworm, impetigo)	On medication for 24 hours after treatment
Meningococcal disease (Neisseria Meningitis)	Well, with proof of non-carriage from a physician
Mononucleosis	Fever free for one week and cleared by a physician
Hib disease (hemophilus influenza)	Well, with proof of non-carriage from a physicians
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/guardian and the director
Any sudden onset of vomiting, irritability or sleepiness	Evaluated and cleared by a physician
Childhood diseases such as Scarlet fever, German measles, and mumps	Cleared by a physician

The center will not notify a parent or designated person immediately if a child becomes ill, has an accident or incident or exhibits unusual behavior while in our care. If your child is 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 along with other precautions when activities involve contact with blood or other bodily 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 center 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:

- a. Provide the medication in its original container.
- b. Provide written instruction from the physician. (Including over the counter medication).
- c. Fill out a medication form with the following information:  
Child's name, parent/guardian's name and phone number, 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 provided.** We can only dispense medication that is given in 3 or more doses. If it is a single dose or only two doses then the medication should be given at home.

**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, caregivers and of course, the parents. It is required by the Department of Education and Social Services that Noel Children's Center maintains 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.
- We will immediately separate the victim from the biter.
- Parents will be notified of the biting incident.
- 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 play and is spoken to on the level that the child can understand. "I can see that you would like to have 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 to the parents. A plan of action will be determined through the conference.
- Suspension of the child that bites will be determined by the director/director designee after the above steps were taken and the above behavior continued.
- Noel Children's 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 try to help them put things into perspective.

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

**Q. 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 be informed and have your written authorization.

**R. DROPPING OFF AND PICKING UP CHILDREN:** The person who brings the child must stay until he/she has been placed in his/her classroom 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.

**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.

Note: A late pickup charge will be administered when a child is picked up after the center's closing time. The time of 5:30pm is considered late. \$1.00 for every minute thereafter will be assessed.

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

**S. MESSAGES:** Verbal messages brought by the children cannot be accepted. All special instructions about matters such as not going outside, picking child up, etc. are to be written and given to the director/director designee.

**T. 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 Noel Children's Center Facebook page or website page. If you do not want your child's photograph displayed you must notify the director to that effect.

We do have professional photographers take individual and class portraits in the fall and spring of each year.

No child will be photographed by reporters for the newspaper, television news shows, for commercial use, etc. Unless we have obtained written, informed consent from the parent/guardian. Any parent/ guardian that does not want his/her child photographed in any manner must submit a written request stating this request.

**U. 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.

**V. 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 a parent or legal guardian.

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

**Confidentiality:** Noel Children's Center maintains security on all children's records. The director and the director designee 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.

- W. STAFF:** The quality of any learning center is a direct reflection of its staff. Noel Children's Center 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. All of our Lead Teachers have at least a Child Day Care Associate Certificate and we encourage our assistant teacher's to obtain the same type of certification.

**Prior to hiring each employee, they must have a Criminal Background Check and Fingerprinting with a complete eligibility to work with children.** Noel will not hire applicants with a provisional determination. Once a staff member is hired they shadow a teacher for one week. They are also on a 12 week probation period before they are considered a Noel Children's Center Teacher/Assistant or Support Staff. Noel Children's Center only accepts 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.

- X. SUMMER PROGRAM:** All of the policies of childcare will apply to the summer program attendees. All registration and activity fees are due upon registration 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 electronic games, rated E. We cannot be responsible for the equipment brought from home. Be sure to label your child's possessions.

- Y. 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 trips.

- Z. TOYS:** Noel Children's 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.

**AA. ELECTRONIC DEVICES POLICY:** Provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and handheld devices shall adhere to the following limitations:

- Electronic device activities for children under age two are prohibited and time allowed for electronic device activities for children age two and above shall not exceed two hours a day.
- Computer practices that require computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, email and instant messaging.
- Programs, movies, and video games with violent or adult, 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 video games, television, video, DVD or other program should be suitable for the youngest child present.
- "PG" programming should not be shown to children under the age of five and for the children five and above shall have written parental permission for viewing "PG" programming.
- Any programming rating more restrictive than "PG" is prohibited.
- E10+ rated games shall be permitted for children 10 and older.
- T and M rated games are prohibited.

**BB. TRANSPORTATION:** Noel Children's center provides transportation from Author Circle, A.C. Steer, South Highlands, Fairfield and Shreve Island and designated field trips.

- All drivers will hold a valid appropriate Louisiana Driver's License.
- All drivers shall be covered by liability insurance.
- The driver shall not leave the vehicle unattended at any time while transporting children.
- The driver shall see that: Each child boards or leaves from the curbside or street and/or is safely conducted across the street and that good order is maintained on the vehicle.
- The vehicle shall be properly maintained and in good repair.
- Vehicles shall carry liability insurance in accordance with state law
- All vehicles will have first aid kits
- All drivers will have a second adult riding with him/her or a cell phone.
- All drivers will have CPR and First Aid Training
- All drivers may not make any other stops other than the destination that is stated on the parent/guardian signed permission slip.

- 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.
- A designated staff person will be with the children at all times on the vehicle and when dropped off at the center.
- 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.
- Each driver will be provided with a current master transportation list to include the child's name, pick-up and drop off location and authorized persons to whom the child may be released.
- Children shall not be transported in the back of a pick-up truck.
- The number of persons in a vehicle will not exceed the manufacturer recommendations.
- The use of any tobacco in any form, the use of alcohol and possession of illegal substances or any unauthorized potentially toxic substances, use of firearms, or BB guns (loaded or unloaded), in any vehicle while transporting children is prohibited.
- A planned route shall be provided for field trips and a copy shall be maintained in the center.
- The vehicles shall have information identifying the center's name, the director's name, the center's telephone number and address for emergency situations.

#### **Safety Reminders**

Be certain when you drive in the driveway that you watch for small children and that your car doors are securely closed prior to leaving. Do not leave vehicles running while unattended. If you are going to be longer than five minutes, park outside the drive through area as to not block parents that need to leave.

**CC. WITHDRAWAL FROM CHILDREN'S CENTER:** If you are removing your child from the center, we require two weeks' notice of withdrawal. If you fail to give notice of withdrawal, you are responsible for your fee for any time we hold your child (rens) place.

*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 Children's Center policies are subject to change at any time.*