



# *Parent Handbook*

## *2023*

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*Most Blessed Sacrament  
Early Learning Center  
Lil Pelican's Summer Camp*

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Center Hours – 7:00 AM – 5:00 PM

7:00 AM-9:00 AM ~ Early Drop Off

9:00 AM - 3:00 PM

3:00 PM - 5:00 PM ~ Late Pick Up

Church Office

Pastor: Fr. Todd Lloyd

Parochial Vicar: Fr. Amalraj Savarimuthu

225-752-6230

**Mission Statement**

Most Blessed Sacrament Early Learning Center is an early childcare center developed under the direction of the Most Blessed Sacrament Catholic Church Parish with the values and teachings fostered in their parish schools of religion. We provide parishioners and families with quality care for the youngest members of our community. We offer a safe and nurturing learning environment for our students, realizing that every moment can be a teachable moment. We embrace each child as a unique individual and strive to encourage their love of learning through exploration and discovery.

## **General Information:**

**Fees:** A non-refundable Registration Fee and Supply Fee shall accompany all admission applications. Extended Day Program (7A-9A/3P-5P) enrollment fee will be required for families utilizing this program. Fees are assessed as follows:

Registration and Supply Fee: \$300 per block or \$270 both blocks per child

Extended Day Registration Fee:

Block 1

Early drop off-\$100 per child

Late pick up-\$100 per child

Block 2

Early drop off-\$75 per child

Late pick up-\$75 per child

**Admission Policy:** The admission priority for placement into the MBS Early Learning Center Little Pelicans Camp shall be:

1<sup>st</sup> Priority – MBS Parishioners and children of Center Staff

2<sup>nd</sup> Priority - Siblings of children currently enrolled.

3<sup>rd</sup> Priority – General admission.

**Non-Discriminatory Policy:** Most Blessed Sacrament Early Learning Center Little Pelicans Camp has an open admission policy. MBS ELC Little Pelicans Camp does not discriminate based on race, color, creed, sex, national origin, handicapping condition, or ancestry. The information in this handbook is subject to change at the discretion of the Director. Parents will be made aware of all necessary and pertinent information promptly.

**Age Requirements:** Children shall be of ages 2, 3, 4, or 5 no later than the 30<sup>th</sup> of September of that calendar year to be enrolled into the MBS~ELC Little Pelicans Camp.

**Dress:** We recommend that the children dress appropriately for the daily activities in his/her class. Lightweight play clothes are essential for our daily activities. Each child must bring a complete change of clothes to remain at camp even if they are "potty trained." Art and outside activities can get messy at times. Children should wear SOFT SOLE SHOES for safety on the playground equipment. Loose shoes such as clogs and flip-flops are discouraged as they pose a potential hazard to children

**Late Fees:** Children not picked up at 3:05/5:05 will be considered late and will be placed in extended care until a parent or designee arrives. Parents will be assessed a late fee of \$10.00 plus \$2.00 per minute until the child has been officially released. Please make every effort to be prompt.

**Center Hours:** MBS~ELC Little Pelican's Camp hours are structured to offer our families several attendance options to fit their specific needs. We will continue to offer our standard half-day program from 9:00 AM to 3:00 PM. Rotations start at 9:00 everyday.

Parents needing an extended day can also choose additional hours in our Extended Hours Program. Early Drop Off will begin at 7:00 AM and a Late Pick Up will be available until 5:00 PM. Parents must bring their children into the center using a check-in/check-out protocol. *Parents must check children in* no earlier than 8:50am when not using early drop off. Parents picking up at 3:00 may arrive at 2:50 to begin the checkout process. As always, you are welcome to pick up your child at any time during the day following the checkout process

## **Health & Safety Guidelines:**

**Medical Records:** Each child shall have a complete and updated immunization record, signed by a physician on file in the office by the first week of school. Parents should also be prepared to provide names and telephone numbers for their child's Physician and Dentist.

**Medical Release:** Each child must have a signed and completed Medical Release form on file in the office on the first day of classes. In an emergency, if we cannot reach the parents, we need to have written permission to seek medical treatment.

**Healthy Child Agreement & Liability Waiver:** Each child must have a signed *Healthy Child Agreement* and a *Diocesan Liability Waiver* indicating you are willingly sending your child to school and they are free from illness.

**Illness:** Children showing *ANY* signs of illness should not be brought to the center. Children having fever, diarrhea or vomiting must remain home and free of any symptoms without medication intervention for 24 hours. If your child is suspected of having a communicable disease or becomes ill, you will be notified and expected to pick up your child immediately. Included in this category are the new novel CoronaVirus, Flu, head lice, ringworm, and pinkeye. Children that are ill upon arrival at school will be asked to return home. Children that become ill at school will be put in a supervised, isolated area until picked up by a parent or designated guardian.

***NOTE:*** *Parents are asked to notify the center when a child has a communicable disease. We, in turn, will keep parents informed should any disease be introduced into the school population.*

The Director will exclude from the center any child with the following illnesses or symptoms based on the potential contagiousness of the disease. A note from your physician may also be required for re-admittance. (Periods may be extended beyond this depending upon individual conditions):

- **Meningococcal disease:** Well & proof of non-carriage (*Neisseria meningitidis*)
- **Hib disease:** Well & proof of non-carriage
- **Diarrhea:** (Two or more loose stools) Diarrhea must be resolved or controlled.
- **Fever:** (100 degrees or greater of unknown origin) Absence of fever for 24 hours without fever-reducing medication and/or cleared by a physician.
- **Chicken Pox:** No open skin lesions.
- **Hepatitis A:** One-week incubation after illness begins and fever's resolved.
- **AIDS/HIV Infection:** Until a physician and the Director deem behavior and immune status satisfactory.

- **Rash:** Well or cleared by a physician as non-contagious.
- **Vomiting/Irritability/Excessive Sleepiness:** Evaluated and cleared by a physician.

## **Coronavirus Guidelines:**

MBS~ELC will follow all State and Diocesan pandemic mandates. Should the State of Louisiana enter into a Pandemic Protocol, the MBS~ELC will notify parents immediately of protocol procedures to be applied. The following steps will be taken to ensure the safety and well-being of our faculty and students. Parents should refer to the posted flow chart should a family member become exposed or infected with CoronaVirus. In the event of an outbreak or pandemic, the MBS-ELC will follow the state and local health directives regarding sanitization and/or closure. Based on the Pandemic Phase of the state, the center will apply some or all of the following:

- Temperature checks either during carpool and/or throughout the day, as needed.
- All employees will wear a mask when social distancing is unavoidable. Students will not be required to wear a mask.
- All students will have individual cubbies for storing personal belongings.
- Classes will be separated into individual “families” and no longer share playground time or large group activities.
- All students and faculty must have a signed waiver on file ensuring they carry no symptoms nor contact with anyone diagnosed with Covid-19
- All students and faculty will have their temperature taken upon arrival
- Parents may no longer enter the facility.
- Parents may be asked to send snacks for their children along with lunch.
- Hand sanitizing stations will be located throughout campus.
- All students and faculty will wash their hands/hand sanitizer upon entering the facility and throughout the day.
- There will be no field trips, parental attendance at class parties, and large group activities during a pandemic phase.
- Toys/classrooms/playgrounds will be disinfected throughout the day.

**Emergency Numbers:** Each child shall have an emergency card on file in the central office. Parents are asked to provide the center with at least three (3) emergency contact numbers. These emergency contacts should be notified that they might be called to pick up the child from school if the need arises. The child’s physician, phone number, and hospital affiliation must also be notated. Parents shall update this important information as it is needed.

**Accident Policies/Procedures:** All members of the staff are regularly trained and certified in Pediatric & Adult CPR/First Aid. Parents will be notified of any accident that occurs involving their child while at the center. An Accident Report will be completed by the supervising teacher and kept on file in the office. In the event of a serious accident, parents will be notified immediately. If the parents cannot be reached, emergency numbers will be used. Emergency Medical Services will be

contacted. The child will be taken to the hospital, if necessary. The supervising teacher and/or the Director will accompany the child and stay until the parents arrive.

**Severe Weather:** Listening to the radio or television during inclement weather can assist you in determining school closure. MBS~ELC will also contact parents in the event camp is closed due to weather-related issues. *Note: No refund will be owed if the center is closed due to weather conditions or natural causes beyond our control (hurricanes, power outages, etc.).*

**Schedules:** A daily schedule will be posted in each classroom and made available to all parents. While at our center, children will work on social interactions with others, fine and gross motor skills, and language development skills. Through the exploration of colors, shapes, numbers, and letters, children will master developmentally appropriate skills which will prepare them for the coming years. Activities will be age appropriate and structured to meet the needs of the children in each class.

Children will participate in classroom-structured activities in arts and crafts, music, religion, sciences, and mathematics. They will also be provided time outdoors, weather permitting, or in our indoor play area for free play.

Children enrolled in our late dismissal program will be provided an opportunity to nap/rest quietly from the day's activities.

**Field Trips:** Each year our camp will schedule field trips held onsite. Parents please check the calendar available on our website for upcoming weekly field trips. Permission slips must be completed and returned to the school in the allotted time..

**Backpacks:** Each child will need a backpack for transporting items to and from camp. Each child's bag must be able to hold their lunch bag and refillable cup and a change of clothes. Backpacks should be labeled with your child's name. **NOTE:** Rolling backpacks are discouraged as they are a fall hazard for children.

**Lunch:** Each child needs to bring a lunch and drink each day. Parents should always strive to provide their children with a well-balanced and nutritious meal. Please be sure to peel, drain and slice all foods at home. Do not send candy or soft drinks or drink pouches requiring straws in your child's lunch. Any uneaten lunch will be returned home so you can see how much lunch your child has eaten. Children under age four shall not have foods that are implicated in choking incidents. Examples of these foods include but are not limited to whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than what can be swallowed whole.

**Snacks:** provided by the center on a set schedule which will be posted in your child's classroom.

**Camp T-Shirts:** MBS Little Pelicans Camp will make available for purchase camp T-Shirts. The purchase of one or more shirts is recommended but not required.

**Birthdays:** Birthdays are celebrated monthly for all children having a birthday in that month. If you wish, you may send something special for the celebration on the designated day. Please let your teacher know in advance.

**Identification:** Parents are reminded to label all personal items sent to camp.

## **Policies**

The following are policies set in place by the Administration of the MBS~ELC. The parent's signature on the Handbook Receipt Confirmation Form acknowledges your understanding and acceptance of these policies.

### **Child Abuse and Neglect Policy:**

- a. 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];
- b. an early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline to conduct an internal investigation to verify the abuse or neglect allegations; and
- c. an early learning center shall not require staff to report suspected abuse or neglect to the center or management before reporting it to the Child Protection Statewide Hotline;

**Disclosure of Information Policy:** The ELC is licensed to operate under the licensing authority of the State of Louisiana; Department of Education. LDOE can provide parents licensing surveys/inspections, regulations, and information regarding early learning centers on the department's website; LDOE <https://louisianaschools.com/>

**Complaint Policy:** Parents shall be advised that they may call or write the department should they have significant, unresolved licensing complaints;

REPORT COMPLAINTS ABOUT CHILDCARE PROVIDERS OR UNLICENSED SITES

LDELicensing@la.gov

225.342.9905

**Parental Access Policy:** Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present unless state-mandated protocols are in place.

**Anaphylaxis & Stock Epinephrine Policy:** (House Bill 417 Act No.335) Millions of children, teens, and adults have food allergies that place them at risk for severe, life-threatening reactions. (1, 2) One in four children will have their first allergic reaction at school,(3) and nearly one in five children with known food allergies will react at school. (4) To optimize the safety of children with food allergies, our center has adopted the following policies, hereby termed "commitments," for our center and families.

Our childcare center, our students, and our student's families all share the common goal: ensuring the student receives the highest quality education in a safe and inclusive learning environment. This "Anaphylaxis and Stock Epinephrine Policy for Early Childcare Centers" will help provide the student with a safe and inclusive educational experience.

## The Center's Commitments

We will:

- Educate our entire staff on food allergy and anaphylaxis.
- Abide by all applicable laws and policies relevant to this student with food allergy including but not limited to the American Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504, and any pertinent local policies.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Review all health information submitted by the student's care team including but not limited to parents and medical providers.
- Have a medical emergency response plan (MERP) including a medical emergency response team (MERT).
- Work with center staff to practice the MERT with the student's Anaphylaxis Action Plan before an allergic reaction occurs.
- Debrief on MERP drills to assure the efficiency/effectiveness of the plans.
- Provide all center staff with annual re-education on student-relevant medical issues, including but not limited to food allergies and anaphylaxis.
- Not prohibit participation in ANY center activities due to the student's food allergy.
- Establish a Wellness Team. This team may include but is not limited to, our center nurse, teachers, and members of food services.
- This team will:
  1. Work with the student and parents to establish a Comprehensive Care Plan for the student to ensure the student's food allergy management plan is in place as well as any other care plans needed (e.g. 504 plan).
  2. Collaborate to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
  3. Review the school policies, MERT, and the student's Comprehensive Care Plan after a reaction occurs, with the parents, student, and student's medical provider.
  4. Provide strategies for safely navigating off-campus activities.
  5. Assure that all staff, including substitutes, who interact with the student understand food allergy, can recognize symptoms of anaphylaxis, and know what to do in an emergency including the administration of an epinephrine auto-injector.
  6. Coordinate with the center's nurse or MAT-trained personnel to be sure medications are appropriately stored.
  7. Confirm that the student has access to epinephrine at all times, including off-campus school events.
  8. Epinephrine may be kept in an easily accessible secure but not locked location central to center personnel who are properly trained in epinephrine administration.
  9. Stock epinephrine is also available.
  10. Designate response role(s) to center personnel who are properly trained to administer epinephrine in accordance with policies governing the administration of epinephrine.
  11. Be prepared to handle a reaction and ensure that multiple, epinephrine-trained staff members are available during the center's day regardless of time or location.
  12. Work with our center's transportation administrator (if present/applicable) to:
  13. Ensure all school bus drivers are trained to prevent, recognize, and respond to an allergic reaction.



14. Confirm that all buses have communication devices in case of an emergency.
15. Enforce a “no eating” policy on center buses with exceptions made only to accommodate special needs under federal or similar laws or center policy.
16. Ensure that for all school field trips:
17. Epinephrine is carried on the field trip and transportation.
18. Center personnel trained in epinephrine administration attend the field trip.
19. Center personnel attending the field trip are aware of the child's Food Allergy and Anaphylaxis Action Plan.
20. If food is distributed, the child is not given his/her allergen and/or is informed to bring his/her food
21. Take threats or harassment against the student seriously.

## The Family's Commitments

We will:

1. Notify the center of our child's allergies.
  2. Provide the center with a physician-signed Food Allergy and Anaphylaxis Action Plan. This plan will include detailed, clear instructions for how to prevent an allergic reaction by detailing food(s) that must be avoided as well as when and how to administer emergency medication. This plan will also include a headshot of our child.
  3. Work with the center's wellness leadership team to develop a plan that accommodates our child's needs throughout the center, including in the classroom, in the cafeteria, in after-care programs, during center-sponsored activities, and on the school bus.
  4. Provide properly labeled medications and replace medications after use and/or before expiration.
  5. Provide age-appropriate education to our child in the self-management of his/her food allergy including:
    6. Safe and unsafe foods
    7. Strategies for avoiding exposure to unsafe foods
    8. Symptoms of allergic reactions
    9. How and when to tell an adult s/he may be having an allergy-related problem
    10. How to read food labels
- Review policies/procedures with the center staff, our child's health care provider, and our child (if age-appropriate).
  - Provide emergency contact information.

The Student's Commitments I will (when age-appropriate):

- Eat only food and will not trade food with others.
- Try to eat only foods with known ingredients and not those containing my allergen(s).
- Be proactive in the care and management of my food allergy to the best of my ability.
- Notify an adult immediately if I eat something that may contain the food to which I am allergic.

References: 1. 2. 3. 4. Gupta RS, Springston EE, Warrier MR, Smith B, Kumar R, Pongracic J, Holl JL. The prevalence, severity, and distribution of childhood food allergy in the United States. *Pediatrics*. 2011 Jul;128(1):e9-17. doi:10.1542/peds.2011-0204. Epub 2011 Jun 20. PMID: 21690110. Gupta RS, Warren CM, Smith BM, et al. Prevalence and Severity of Food Allergies Among US Adults. *JAMA Netw Open*. 2019;2(1):e185630. doi:10.1001/jamanetworkopen.2018.5630 McIntyre CL, Sheetz AH, Carroll CR, Young MC. Administration of epinephrine for life-threatening allergic reactions in school settings. *Pediatrics* 2005; 116(5):1134-1140. Nowak-Wegrzyn A, Conover-Walker MK, Wood RA. Food-Allergic Reactions in Schools and Preschools. *Arch Pediatr Adolesc Med*. 2001;155(7):790–795. doi:10.1001/archpedi.155.7.790

**Behavior/Discipline Policies:** Safety is a primary concern at Most Blessed Sacrament Early Learning Center. To promote acceptable behavior among its students, we will utilize positive reinforcement techniques. Each teacher will develop simple, age-appropriate guidelines for the classroom and outside playtime. The teacher will be consistent in stating these guidelines. Sometimes simply removing the child from the activity is enough to discourage inappropriate behavior. However, "Time Out" may be used if deemed necessary. This will emphasize to the child that his/her behavior is inappropriate. Children occasionally need a few moments to calm down and reflect on the guidelines outlined in the classroom. After an appropriate amount of time (*one minute for a child's age in years or less*) the child is once again welcomed back to the class activity. We intend to model acceptable social behavior, not to punish those children who are learning and practicing what it means to live and function in a civilized society. As a child matures they are better able to communicate their feelings verbally and the need to physically act out those frustrations is no longer needed.

No student shall ever be subjected to any of the following:

- physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children.
- the threat of a prohibited action even if there is no intent to follow through with the threat.
- being disciplined by another child.
- being bullied by another child.
- being deprived of food or beverages.
- being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- having active playtime withheld for disciplinary purposes, except timeout may be used during active playtime for an infraction incurred during the playtime;

**Time Out:**

1. time out shall not be used for children under age two.
2. a time-out shall take place within sight of staff.
3. 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.
4. for children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center;

**Electronic devices Policy:** The MBS~ELC Electronic Policy Device states that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers, and handheld electronic devices, shall adhere to the following limitations:

- a. electronic device activities for children under the age of two are prohibited; and

- b. time allowed for electronic device activities for children 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;

**Computer Practices Policy:** MBS~ELC Little Pelicans Summer Camp requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging;

**Programs, Movies, and Video Games Policy:** MBS~ELC Little Pelicans Summer Camp provides *limited* usage during school hours, in EDO/LPU, and during the school instructional day except for educational programming.

- a. 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;
- b. all television, video, DVD, or other programming shall be suitable for the youngest child present;
- c. “PG” programming or its television equivalent shall not be shown to children under age five;
- d. “PG” programming shall only be viewed by children aged five and above and shall require written parental authorization;
- e. any programming with a rating more restrictive than “PG” is prohibited;
- f. all video games shall be suitable for the youngest child with access to the games;
- g. “E10+” rated games shall be permitted for children ages 10 years and older; “T” and “M” rated games are prohibited.

**Monitoring Policy:** (for provisionally employed staff members)

- a. Any potential staff member listed as a provisionally eligible childcare provider is employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for childcare purposes;
- b. The monitoring policy shall include that each provisional staff member shall be assigned an adult faculty member with a satisfactory CCCBC and shall be monitored at all times. In accordance with all requirements for the monitoring of provisionally employed staff members outlined in §1811.D;
- c. This handbook notation shall serve as a posted copy of the policy to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member, and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

### **MBS~ELC Biting Policy**

Biting is not an uncommon occurrence in a childcare setting, and we understand that it may be upsetting for many parents. Biting can occur for many different reasons unrelated to a behavior problem.

When Biting Does Occur:

The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

*For the child that was bitten:*

- The teacher will comfort the child. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
- The teacher will immediately notify office staff, at which time parents are notified.
- An Incident Report will be completed, documenting the incident.

*For the child that bit:*

- The teacher will correct the child and show the child how he/she hurt their friend.
- The child may be placed in time out for no longer than the child's age (Two-year-old, two minutes) or removed from the situation.
- The parents are notified.
- An Incident Report will be completed, documenting the incident.

If a child continues to bite, a teacher may ask a parent to develop a plan of action to prevent and correct this behavior within a certain timeline. The most effective method of correction will require consistency and cooperation between teachers and parents.

If an action plan has been established and there is no improvement, a child may be asked to leave the center. This will only occur after every effort has been made to correct the behavior.

## **Code of Christian Conduct**

Most Blessed Sacrament Early Learning Center (MBS~ELC) serves as a ministry of the church. Its mission is to provide the community with an educational program rooted in faith where families and children can grow together. We strive to educate and nurture your children through curriculum-driven interaction and play. It is our desire that the early learning experience is a happy and exciting one of discovery and increased self-confidence for each child in our care.

We believe children learn best through their everyday experiences with the people they love and trust. Parents, as the child's primary teachers, are expected to assist the Early Learning Center by providing support, assistance, and proper examples necessary to accomplish this mission. When parents and ELC officials work together in a goal-oriented environment of respect and in the best interest of our students we achieve success.

In today's world, technology and especially social networking play an important part in our daily lives. Parents are reminded that the use of such sites to make accusations, rumors, or derogatory comments is not in keeping with the mission of the MBS Early Learning Center.

To assist parents and school officials alike we have set forth the following Christian principles:

1. Parents are expected to work courteously and cooperatively with the school to assist the child in meeting the expectations of the school.

2. Parents may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. Parents may not use the Most Blessed Sacrament Early Learning Center name in any form (MBS~ELC, MBS Early Learning Center, Early Learning Center...) within the title of their social network page or website unless approved by MBS Early Learning Center administration.

Any inappropriate or derogatory comment or statement made on any media by a parent towards the Early Learning Center, its faculty, another parent, or students will be considered a violation of the Code of Christian Conduct.

Failure to adhere to the regulations and policies of the MBS Early Learning Center by any parent or guardian may result in the child's removal from the center.

Parents' signatures on the Handbook Confirmation Receipt form will serve as confirmation of receipt and acknowledge understanding and acceptance of the policies and procedures mentioned above.