

*MBS Early Learning Center*  
*Parent Handbook*

*2023-2024*



# *Most Blessed Sacrament Early Learning Center*

7853 Broker Avenue  
Baton Rouge, LA 70817  
Telephone: 225-752-8829

Facebook: MBS Early Learning Center  
Website: [mbselec.org](http://mbselec.org)

Email: [mbselecdirector@mbsbr.org](mailto:mbselecdirector@mbsbr.org)

## **Center Hours – 7:00 AM – 5:00 PM**

7:00 AM-9:00 AM ~ Early Drop Off  
9:00 AM - 1:00 PM 1st Dismissal  
9:00 AM - 3:00 PM 2nd Dismissal  
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 unique individuals and strive to encourage their love of learning through exploration and discovery.

## **Faculty / Staff**

*Laurina Conger  
Jeannine Naquin*

*Director  
Assistant Director*

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Lauren Lewis  
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Britni Pritchard  
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April Thrash  
Cindy Viveiros*

*2's Teacher  
3's Aide  
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## **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 children utilizing this program. Fees are assessed as follows:

Registration Fee:	\$250.00/child
Supply Fee:	\$140.00/child
Extended Day Registration & Snack Fee:	\$120.00/child
Technology Fee:	\$125.00/child
Maintenance Fee:	\$300.00/family

**Tuition:** Monthly tuition is currently paid via “Bank Draft”. Your account will be drafted on the 15<sup>th</sup> of each month beginning in August of each school year and culminating in May of the following calendar year. Please give us one month’s advance notice of student withdrawal from the center.

**Admission Policy:** The admission priority for placement into the MBS Early Learning Center 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 has an open admission policy. MBS ELC 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.

**Registration:** Children currently enrolled MUST submit a registration application within the scheduled time limit to guarantee a place on the following year’s school roster. If no openings are available a child will be placed on a waiting list. As soon as a space becomes available the center will notify the family. The family will have 1 business day to respond. No response will result in removal from the list and the opening will be made available to the next family on the waiting list. If a family needs additional time to make arrangements before placement in the center, payment of the registration fee will hold that opening for two weeks.

**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 program.

**Dress:** *Uniforms are NOT required!* We recommend that the children dress appropriately for the daily activities in his/her class. Girls should wear shorts or have shorts under their dresses. Each Two & Three-year-old child must bring a complete change of seasonal clothes to remain at school

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. Dress shoes may be worn on special occasions such as picture days and programs. Loose shoes such as clogs and flip-flops are discouraged as they pose a potential hazard to children. Masks are not required for children at this time.

**Car Pool:** As an added service to our families not enrolled in extended care the MBS~ELC provides a carpool drop-off at 8:50 AM and pick-up at 12:50 PM and 2:50 PM. Children will be released to a parent or designated driver only. A child will not be released to anyone other than the designated pickup person without written permission. Children picked up late from the carpool **WILL** be assessed a late fee as listed below.

Each family will be given a ***Carpool Tag*** to be hung *from the rearview mirror during the carpool*. Please keep this sign visible at all times until your child is safely inside your vehicle. Cell phone use during carpooling is strictly prohibited as this promotes an unsafe atmosphere. Parents should utilize their *Vehicle's Hazard Lights* as an added precaution during carpooling.

**Late Fees:** Children not picked up by **1:05** and **3:05** during regular carpool 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 Center 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 1:00 PM. Beginning in Fall 2021 we will offer a longer format from 9:00 AM to 3:00 PM. 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 utilizing Early Drop Off and/or Late Pick Up must bring their children into the center using a check-in/check-out protocol. Families not utilizing Early Drop Off or Late Pick up will use Carpool for drop off and pick up. *Morning carpool* will begin no earlier than 8:50 AM. *1st Afternoon Dismissal* will begin at 12:50 PM and *2nd Afternoon Dismissal* will begin at 2:50 PM. A staff member will signal for the carpool to begin. Class instructional time will begin at 9:15 AM. Please remain in your vehicle and a staff member will bring your children to you. We ask that you pull forward into the parking lot to buckle your child into their child's safety seat. This will allow the line to progress smoothly without delay.

## **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 as needed. 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:** We will observe the East Baton Rouge Parish Public School policy when determining inclement weather days. 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 school 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.).*

**Emergency Dismissals:** At times there are emergency situations that arise forcing the ELC into Emergency Dismissal such as extreme weather approaching, power outages, etc. Parents will be notified immediately when the center must be closed and are expected to pick up their child promptly. In the event that neither parent can pick up the child, be sure to have an emergency back up plan and ensure those people are on your emergency contact list.

**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 classes will schedule field trips for events held outside of campus. Parents will be notified of upcoming field trips well in advance of the event. Permission slips must be completed and returned to the school in the allotted time. Parents are responsible for their child's transportation to and from the field trip as well as the supervision of their child during the excursion.

**Backpacks:** Each child will need a backpack for transporting items to and from school. The backpack should be large enough to hold a regular-sized folder. 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.

**School T-Shirts:** Each year MBS Early Learning Center will make available for purchase school T-Shirts. The purchase of one or more shirts is recommended but not required. They are encouraged on field trips and school excursions.

**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.

**Potty Training:** Children entering the Three-year-old classes must be completely potty trained before school begins. We will begin working with 2-Year-Olds on potty training as their interest increases. However, if children are experiencing 2 or more accidents in a day, we will notify parents and the child will be returned to pull-ups for sanitary reasons.



**Conferences:** All conferences should be scheduled through your child’s teacher. They can be done by telephone, email, zoom, or face-to-face with social distancing and masks.

**Identification:** Parents are reminded to label all personal items sent to school including outerwear during colder weather.

## **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.

**Parental Involvement Policy:** MBS~ELC provides parents with an Open-Door Policy. Parents are invited to participate in several activities held each year including but not limited to: Children’s Open House, Parent Orientation, Parent/Teacher Conferences, Holiday Parties, and other special events throughout the year.

**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 my 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, Warriar 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 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 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.