

Lion's Den DaySchool

1810 Hampton St

Vinton, LA 70668

Type 111

Early Learning Center

Ages 6 weeks to 12 years Old

Handbook

Forward

We ask that you please read through these policies. Please read closely as everyone will need to follow our policies in order to make the program a success. Lion's Den DaySchool is a highly detailed program and will need the cooperation of all students, parents, and staff to operate efficiently.

Enrollment Policies

Admission

All students must have the following uploaded to brightwheel:

- 1) Enrollment Packet with the appropriate signed releases and authorizations filled out.
- 2) Current copy of Immunization record (required by the State of Louisiana)
- 3) A pre-enrollment interview. During the interview, the family will receive a tour of the school, meet the teacher, and see the classroom. The family will have an opportunity to ask questions at this time. The initial interview does not guarantee enrollment. The meeting is an opportunity for the director to determine whether the center will be able to meet the needs of the child and family.
- 4) Ages infant to 4 years old preregister at www.calcasieu4all.com

Registration

A **Non-Refundable/Non-Applicable** registration fee for 6 weeks- 4years old of \$100 (applicable for August-May), school children \$50 (applicable for August- May), all children for the summer \$50 (applicable June-July). This fee is required at the time of registration regardless of when one registers. This non-refundable fee will secure your child's placement for no more than 2 weeks' time from the date of payment. If your child does not start attending by the 2 weeks' time you must repay the registration fee and possible be put on a waiting list if the spot is no longer available. This fee is due at the time of enrollment of each new semester. Registration fees are separate from tuition fees.

Charges and Payments

Summer 2023/24 session tuition effective May 19-August 4th, 2023

Summer registration \$50 due at the time of registration

Ages as of May 24, 2023 Full time care only	Summer care total	Payment Option #1	Payment Option #2 2 payments due June 1 and July 1
One and Two years old	\$2040	Weekly \$170	\$1020 (2 payments)
Three and up	\$1980	Weekly \$165	\$990 (2 payments)

Fall 2023/24 session tuition Effective August 11, 2023- May 22nd, 2024

Fall registration fee \$100 due at the time of registration.

Payment options to the right Below is the different programs offered	Total for whole school year	Payment Option #1 Monthly Due last day of the previous month	Payment Option #2 Weekly Due every Friday
Infants	\$8000	\$800	\$200
One year old	\$7000	\$700	\$175
Two year old	\$6800	\$680	\$170
Three-Four year old	\$6600	\$660	\$165
Prek ¼ 730am-230pm only and must follow CPSB closure schedule.	\$5000	\$500	_____
Before/After school Full days when school is out, additional \$20 per day	\$3000	\$300	-----

*Ages infant-two years old is fulltime only and can attend up to 10 hours a day from 645am-545pm.

*Ages 3-4 years old have the option at the time of registration to be Full time or participate in preschool only.

*Preschool only follows the CPSB closure/holiday schedule and is from 730-230pm everyday unless you are on the Full time/all day schedule (they still participate in preschool).

*Before/After school care will be for grades prek-3rd grade

Tuition is due regardless of attendance or center closures.

Tuition is due every Friday (if paying monthly, the last day of the previous month). \$25 late fee per day plus attendance denial until paid in full.

Invoices are sent through the Bright wheel app. Tuition is due according to your payment plan that you and the director agree upon. Tuition is calculated on a seasonal basis with the option to pay monthly, biweekly, or weekly. The tuition takes into consideration for all holidays, emergency closures, and staff preparation days that may take place throughout the year. Tuition not paid is subject to late payments, attendance denial, and/or termination of care. Credit is not given for days absent or days closed.

If you are receiving child care assistance through the State of Louisiana or through the foster system it is your responsibility to pay your copay by the last day of the previous month. Per your agreement with this center you will receive an estimated credit for the CCAP portion of the tuition for the month. Once the payment is received the amount will be compared to the

estimated credit given to you. If this amount differs you will be billed or receive a credit on the next billing cycle. CCAP and or foster children are billed monthly only. You are allowed 5 days of absences that the state of Louisiana will pay for, this includes days closed, any absences exceeding 5 days the state will not pay and you will be responsible for the full amount.

All Children are subject to a 10 hour per day limit according to the State of Louisiana. Examples are, if your child was checked in at 6:45am they will need to be picked up no later than 4:45pm, or checked in at 7:30am they would need to be picked up no later than 5:30pm., etc. If a child has not been picked up after their 10 hour limit has expired the parent will be notified and a late pick up fee will be applied per our late pick up fee policy.

Enrollment Procedures: Parents must meet with the Director in order to discuss their child's specific needs and review the programs policies. The following forms are required BEFORE your child can attend:

****Register online at calcasieu4all.com **Parental Agreement **Immunization record**

Responsibility of payment on time is that of the parent or guardian who signs this application form. It is not the responsibility of the center to collect late tuition. If the parent or guardian sees the tuition or fees cannot be paid on time it is the responsibility of that parent or guardian to make arrangements for payment with the director. If acceptable arrangements for past dues have not been made upon payments due dates, the contract for services for said child may be immediately terminated and two weeks tuition will be added to final bill. If tuition is not received by Friday at 6pm a \$25 per day fee will be charged until paid and attendance will be denied.

If it is necessary for past due fees to be collected through the court, any cost incurred, including court, attorney, or investigator fees will be added to the past due amount plus late fees.

Drop off procedures

Our drop off times are 645am-8am. After 8am, a child can be dropped off with a doctor's appointment excuse and prior approval from the director but must be in attendance before 11am. We are a small center and it is a disruption to welcome children after we have started our day. If your child attends ½ day or full day without extended care drop off times are 730am-8am.

Late Pick up fees

Lion's Den DaySchool charges a late pick up fee after 545pm or anytime the center is closing. For children attending preschool only without extended care pick up time is 230pm. First incident is \$2 per minute, second incident is \$3 per minute, third incident is \$4 per minute and the director will have a meeting with the parents. Please compare your watch with the clock at the center to avoid misunderstandings.

CCAP families

Children approved through the Childcare Assistance Program it is the responsibility of the parent/guardian

to use the provided tablet to sign your child in/out daily . Failure to do so will result in dismissal from the program.

A child will not be released to someone we do not know and who is not on the authorized pick up list. Please inform any person picking up your child that we may ask for picture ID to insure they are authorized to pick your child up. A third-party release can't be approved by phone, only in writing from the parent through Brightwheel. Please be in control of your child during pick up time, children are not permitted to walk through the center, leave the center or get into their car unattended.

Dismissal Guidelines

- 1) Non-payment of tuition and or charges for 2 days will result in termination.
- 2) Any person or child that causes harm or threatens the safety, health, and or well-being of staff or another student, being rude and/or disrespectful to staff will result in termination of care.
- 3) Any person or child that has a reckless regard for the policies of this center and the state agencies that governs childcare providers and/or cause undue stress to center staff or operations will result in termination.
- 4) Failure to follow the Code of Conduct will result in termination.
- 5) The use of tobacco in any form, the use or the possession of alcohol, illegal substance, or unauthorized potential toxic substance, firearms (including but not limited to pellet or BB type guns) loaded /unloaded, or knives is strictly prohibited at the center.
- 6) If the center cannot meet the physical, mental, or emotional needs of the child will result in termination.
- 7) Repeat tardiness in picking up a child at closing time will result in immediate termination.

Rest Period

Ages 1 year old and up:

All children are required to rest from 12pm-2pm. Children in 1st grade or above must lay down, once the other children are asleep they may use their personal electronic devices (only with headphones) to play appropriate games, coloring books, or read a book. If they are not quiet during this time they will have to put these things away. Lion's Den is not responsible for lost or broken items.

Infants:

Lion's Den will provide your infant with a safe crib for his/her naptime. You must provide 2 mini crib sheets and 1 sleep sack for their bed. The center will wash these items weekly or when soiled. Infants will be placed on their backs to sleep in their crib, state guidelines require that we follow this practice. Should your baby fall asleep while being rocked or in the swing, we will place he/she in their crib to continue their nap. If your child requires to be placed in any other position, we must a doctor's orders.

Food

All Lion's Den DaySchool meals meet or exceed USDA standards for a healthy and balanced diet. A monthly menu is uploaded to Brightwheel under documents.

No outside food will be allowed to be brought in unless your child requires a special diet or is an infant.

We are a NUT FREE facility.

We provide a breakfast snack, lunch, and an afternoon snack.

Please feed your child a healthy breakfast as we only provide an am snack until lunch.

Infant Food

Parents must provide ready made bottles with lids labeled with name and date at drop off. A minimum is 3 bottles per day (one for every 3 hours of care). These bottles will be rinsed out (not washed) and sent home daily to be sanitized at home. If the infant is on cereal or baby food the parent must provide a week worth of food in original containers with instructions on feeding schedules. All children must eat every 2.5-3 hours.

All meals are well balanced, your child will be fed or eat until full. We do not force feed children; we place an attractive balanced meal before them and ask they try it.

If your child requires a special diet or has a food allergy, we require a doctor's order to reflect this.

Clothing

When dressing your child for the day, please be aware that painting, outside play, and other such "messy" or "wet" activities are part of our curriculum. We ask that you always have a spare change of clothing to be kept at the center in case your child needs to change their soiled clothing. Please send your child in closed toes shoes (no flip flops) for the safety.

Diapering/potty training

Parents are responsible for providing disposable diapers and wipes either on a weekly or monthly basis. Make sure your child's name is clearly marked on the outside of the package. You will receive a message if your child needs more, please return requested items as soon as possible. Due to sanitation purposes, cloth diapers are not allowed at the center. Please note that diaper rash ointment is considered "medication" and must go home each evening (it cannot be left at the center overnight) and must be original container.

If your child is potty training we ask that they are in pull ups with Velcro side for 2 weeks, after the 2 weeks, we will assess them to see if we will move forward and switch to underwear or try again at a later date. In order to move to underwear they must stay dry, pull pants up and down unassisted, and potty in toilet regularly. Accidents happen when training and are expected so please send at least 5 changes of clothing. Once switched to underwear they must arrive in underwear daily. We will not potty training under 2.5 year old.

Photographs

We do take pictures of the children and sometimes we may even video them. The pictures might be on bulletin board within the center or used in learning projects. We also use the pictures on our Facebook page. The picture will not be used for advertisement without the written consent of all parties, you will have an option at the time of enrollment to decline this.

Pacifiers

Our toddlers are encouraged to only take a pacifier at nap. If your child keeps a pacifier in their mouths at other times of the please discourage this practice at home. There are many children in the classroom and if the child drops the pacifier another child may pick it up and put it in their mouth. This causes a problem with contamination. We appreciate your help with this matter. Please make sure we have a few extra pacifiers at the center for your child and please label them clearly with your child's name.

Infants:

Please make sure that your child has a few extra pacifiers at the center and all are labeled with your child's name. We will encourage children in the infant room to only have a pacifier at nap time once they begin crawling and walking. There are many children in the classroom and if the child drops the pacifier another child may pick it up and put it in their mouth. This causes a problem with contamination. We appreciate your help with this matter.

Confidentiality

All personal information about families' financial circumstances, family problems, health, and or actions of parents or children is confidential. Primarily, only the director has access to the children's files. Files are considered property of the center and the director has the responsibility for the security of them. The bureau of Licensing does check a random sampling of the files to ensure that they contain all required information. Neither the director nor the employees will release or discuss information to a third party without written permission from a parent. Employees will not disclose or knowingly permit the disclosure of any information concerning the child or their family, directly or indirectly, to an authorized person. Though the state requires that we keep certain documentation for several years, you may request any and all paperwork that we have provided to us back when you feel our services are no longer needed. A copy will be made of papers the state may require us to keep.

Health of the child

Immunizations must be current, or the child will not be allowed to attend, this is a REQUIREMENT from the State of Louisiana.

ILLNESS

The parent or designated person will be notified immediately in the following situations:

- *Allergic reaction
- *Skin Changes, e.g. rash, spots, swelling, etc
- *Unusual breathing
- *Dehydration

- *Any illness requiring professional medical attention
- *If the child is not able to participate in regular daily activities for any reason
- *Fever, diarrhea, and/or vomiting

The following are examples why a child may be excluded from care

- *The child has not been free from diarrhea, fever, and or vomiting for a minimum of 24 hours without the aid of medication.
- *The child has not been on antibiotics for a full 24 hours
- *The child has an undiagnosed rash
- *The child has lice/nits present
- *Not up to date on immunizations

The child may return to care when the appropriate criteria is met

- *Immunizations are current
- *The child is free from all symptoms of vomit, fever, and or diarrhea for no less than 24 hours without the aid of medication.
- *The child has been on antibiotics for at least 24 hours
- *A doctor's not stating the child is no longer contagious and the approval of the director
- *Free of all lice and nits

Should a child become ill at the center, the child will be excluded from the group and under direct supervision of an adult until someone to pick said child up. We consider a reasonable amount of time for this to be one hour.

Medication

We do not administer medication at this center. A parent may authorize another adult (not a staff member) to stop by and give the child medication as needed, a form is to be filled out stating the medicine, dosage, and the person giving the dosage. FEVER REDUCER ARE NOT ALLOWED TO BE GIVEN AT THE CENTER

Topicals

The center staff may apply topical products such as; sunscreen, insect repellent, and/or diaper cream with a written authorization good for 6 months at a time. Topicals can not be left at the center overnight and must be checked in and out with a staff member. No aerosols will be allowed.

Incident reports

All incidents, injuries, and accidents are documented. The parent or guardian will be notified via brightwheel or by telephone as soon as possible. Notification will be given immediately due to the following...

- *Blood not contained in an adhesive bandage
- *Head injury
- *Human bite which breaks the skin
- *Animal bite
- *Impaled object
- *Broken or dislodged teeth
- *Any injury requiring medical attention

All staff is CPR and first aid trained

Transportation

Lion's Den DaySchool does not provide transportation of any kind. We do walk with children to and from Vinton Elementary. Please dress your children for the weather as we walk even in the cold and rain.

Emergency evacuation

Our center's philosophy is always to keep children safe . We have emergency procedures in place for fire, health, hurricane, tornado, and/or intruder. The staff is well trained with annual reviews of our procedures. We practice monthly fire drills and tornado drills during the peak season.

Shelter in place

This plan would be put in place in the event of weather emergency or unsafe conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Of local authorities consider the outside air to be contaminated, the center will be locked and openings in doorways or windows will be sealed shut and the air conditioner turned off. A sign will be placed in the door stating "WE ARE IN SHELTER IN PLACE. NO PARENT, CHILD, OR STAFF WILL BE ABLE TO LEAVE OR ENTER THE BUILDING UNTIL THE THREAT HAS PASSED PER LOCAL AUTHORITIES". If shelter in place is needed, the parent will be notified immediately.

LOCKDOWN

Our lockdown is the same as shelter in place

Tornado

Tornado drills are conducted once per month during March, April, May, and June. In the event of extreme weather that we must evacuate the center please refer to "Emergency Evacuation".

Emergency Evacuation

This plan would be put into place if it is not safe to stay at the center. In this situation, staff has predetermined an alternate site for care. The choice of site is determined by the specific emergency and what would be an appropriate alternative.

In the event of an emergency requiring us to leave the center, we will evacuate to one of the following locations:

Primary: Vinton Recreation Center 1615 Horridge St. Vinton, La 70668 337-589-5181

Secondary: Crossroads Baptist Church 1845 Highway 109 Vinton, La 70668 337-589-7140

If we must leave Calcasieu Parish, we will evacuate to Beauregard Parish Library at 205 South Washington, Deridder, La 70634 or Dry Creek Baptist Camp Hwy 113 and 394, Dry creek, La

The staff personal vehicles and or parents that are available will be used to transport children. The parents will be contacted by phone or brightwheel with instruction on how to pick up their children.

Reunification

During an emergency, children can become separated from their families. Please make every effort to list all phone number to contact you and your emergency contacts. Also please list any third party persons to whom your child can be released to on their enrollment forms.

National Emergency family registry and locator system

We recommend for all families to utilize the NEF-RLS. Families can register online at www.fema.gov. Call centers may be reached at 1800-588-9822, 24 hours/7days a week when activated. NEFRLS enables Fema to provide a web based system for people to voluntarily register and share specific information on their post disaster well being or location with specific family members.

If a child that remains in our care and is not possible to locate a family member or another trusted adult, we will notify the local emergency management office and the state childcare licensing office and the NECLC. When requested we will provide a digital picture of the child and the information required by the center.

Policies

Electronic Policy

Time allowed for electronic devices for children ages 2 and up shall not exceed 2 hours per day with the exception that TV,DVD, and video viewing shall be limited to no more that 1 hour per day. All games, movies, apps, etc are only E for everyone or "G" rated. Children do not have access to computers at this facility.

Programs, movies, and video games policy

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, sports aimed at audiences other than children shall not be permitted in the center.

All televisions, video, DVD, or other programming shall be suitable for the youngest child present.

"PG" programming or its television equivalent shall not be shown to children under age 5.

Any program with a rating more restrictive than PG is prohibited.

All video games shall be suitable for the youngest children with access to the games.

"T" and "M" rated games are prohibited.

Physical Activity

Children under age 2 shall be provided time and space for age appropriate physical activity both indoor and out, weather permitting, for a minimum of 60 minutes.

Children 2 year old and older shall be provided time and space for age appropriate physical activity both indoor and out, weather permitting, for a minimum of 60 minutes per day that include a combination of both teacher led and free play.

Open door policy

Lion's Den maintains an open door policy. You are welcome and invited to come in and observe any area you wish. We do ask you to use discretion and not disrupt or normal activities. Just check with the director and staff.

Smoking policy

There is no smoking on the property including inside the center or parking lot. We ask that you put your cigarettes out before you pull into the parking lot. And please, do not throw cigarette butts onto the parking lot. Our children walk daily thru the parking lot and we do not want little fingers picking up trash. You will be asked to leave premise for smoking on center property. This includes vape pens as well.

Prohibition of alcohol, firearms, tobacco, and other toxic materials.

The use of tobacco in any form, the use or possession of alcoholic, illegal substances or unauthorized potential toxic substances, firearms (including but not limited to pellet or BB type weapons) loaded or unloaded, or knives are strictly prohibited at the center. Possession of any of these will result in termination of care.

Non-Discrimination policy

In accordance with the federal law and US Department of Agriculture policy, Lion's Den DaySchool does not discriminate against any person(s) based on race, color, creed, sex, national origin, ancestry, age or handicap. We also do not discriminate against breastfed or bottle-fed children.

Abuse/Neglect policy

The employees of Lion's Den DaySchool are required legally and ethically to report child abuse in accordance with LA R.S. 14:403. If an employee sees suspicious marks on a child or if a child says something that causes a staff member to be suspicious, we are mandated to report this to Child Protection Agency 1-855-4LA-KIDS. No employee must report to director or any other source prior to reporting to OCS.

Louisianan children's code legally defines abuse and neglect as follows:

Abuse is an one of the following acts which seriously endangers the physical, mental, or emotional health of a child:

*The infliction, attempted infliction, or as a result of inadequate supervision. The allowance of infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.

*The exploitation or overwork of a child by a parent or any other person.

*The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other involvement of a child in sexual activity constituting a crime under the laws of this state.

Neglect is the refusal or willful failure of a parent or caretaker to supply the child with necessary food , shelter, care, treatment, or counseling for any injury, illness or condition of the child, as a result of which the child's physical, mental or emotional health is substantially threatened or impaired. The following are not considered neglectful:

*The inability of a parent or caregiver to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect.

*When, in lieu, of medial care a child, is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered neglected or maltreated. Nothing shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

If we suspect that a child in our care has been or is suffering from any form of abuse, whether in the home or from some other person or persons, we are required according to LA R.S. 14:403 to report it to the local child protective agency. **1-855-4LA-KIDS (855-452-5437)**

Code of Conduct

All parents, staff, volunteers and children associated with Lion's Den DaySchool agree to the following code of conduct. Failure to follow this code of conduct may result in removal from the center.

*Respect-yourself, other children, staff and center property

*Listen-to staff-keep a positive attitude throughout the day

*There is absolutely NO tolerance of emotional, physical, verbal, or sexual abuse, bullying, harassment or teasing.

*There in NO tolerance foe fighting, physical violence, procession or use of weapons (including materials as weapons) or any actions or behaviors that threaten the safety of ny individual.

*Children MUST follow directions. There is NO tolerance for deliberate and repeated willful disobedience.

*Smoking, consumption of alcohol and possession of illegal substance is not allowed on center property.

*No profanity or vulgar speech/actions will be tolerated

The following procedures will be taken for all children that are unable to follow the Code of Conduct:

1. A verbal warning will be given
2. If the verbal warning is unheeded, time out will be used. Our guidelines are one minute per age of child over the age of 2.
3. If the student has another incident within the same day, a written behavior report will be made available to the parent at pickup.
4. If the child has more than two incidents within the same day the parent will be notified immediately, and the child could possibly be suspended for the rest of the day.
5. If the child is un-cooperative and un-willing to follow the code of conduct the child may possibly be dismissed from care.

Behavior Management

The following methods of discipline are prohibited by anyone on the premises of Lion's Den DaySchool, any use of the described practices shall be grounds for immediate termination of staff or volunteers:

*No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers or parents while on the premises.

*Prohibited actions include but are not limited to yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth, using abusive or profane language including telling a child to shut up or making derogatory remarks about the children or family members of children in the presence of children.

*Treat of prohibited actions even if there is no intent to follow through with the treat.

*No child, or group of children, shall be allowed to discipline another child.

*Being bullied by another child.

*Being restrained by devices such as highchairs or feeding tables for disciplinary purposes.

*Having active play time withheld for disciplinary purposes, except time out may be used during active play time for an infraction during the playtime.

*Unsupervised isolation of a child is never allowed.

*The withholding of food, water, a nap or rest, or bathroom facilities is to never be used as punishment.

*An adult shall never address a child harshly, with intimidation or ridicule.

*Adults are never to discuss a child's behavior with another adult in the presence of other children or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.

TIME OUT

*Time out shall not be used for children under the age of 2.

*A time out shall take place in the sight of staff.

*The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of life.

*For children over the age of six, a time out may be exceeded beyond the 1-minute rule if a parent signs a dated statement, including a max time limit. This statement must be on file at the center.

Complaint Procedure

We will do our best to please our families, however if a family should have any concerns regarding the way their child is being cared for, a problem with a staff, or questions regarding operations, please follow these suggestions:

*Discuss the concerns with the child's teacher. If she can't help the family then the teacher should know who can.

*If the teacher can not help please seek out the center director.

THIS FACILITY IS A TYPE 3 CENTER, LICENSED BY THE STATE OF LOUISIANA AND THE DEPARTMENT OF EDUCATION. SHOULD YOU HAVE AN UNRESOLVED COMPLAINT OR QUESTION CONTACT:

If you have concerns about a licensed child care center or registered family child care home, please contact the Louisiana Department of Education's Licensing Division at LDELicensing@la.gov or by calling (225) 342-9905 or toll-free at 1-877-453-2721. You can use the same information to report a center that you suspect is operating without a license.

Water Activities

Lion's Den DaySchool will provide activities for the children incorporating water tables, sprinkler, and bubbles. At no time will the children be immersed in a body of water including but not limited to a pool.

Biting Policy

Biting is unfortunately not unexpected behavior for toddler. Some children and many toddlers communicate through this behavior. It often happens at predictable times for reasons tied to children's ages and stages. However, biting can be harmful to other children and to staff. When this happens, and sometimes continues, it can be scary, frustrating, and stressful for children, parents, and staff. This biting policy has been developed with those ideas in mind.

Every child is different, some bite more than others; or some may not bite at all. There is always the possibility that any child, including your own, can be either a biter or bitten. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all children, two or three children may want that one particular toy. The children are learning how to live in a community setting, sometimes that is not easy. Biting is not something to blame on the child, parents, or caregivers. It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad" or that the parents of the child who bites are "bad" parents or they are not doing their job as parents to make this stop happening.

As a childcare, we understand that biting, unfortunately, is a part of a community setting. Our goal is to help identify what is in the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are being bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children involved are not shared with either parent.

There are many possible reasons as to why an infant or toddler may bite:

1. Teething
2. Impulsiveness and lack of control. Infants sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
3. Making an impact. Sometimes children will bite to see what reactions happen.
4. Excitement and over stimulation. Simply being very excited, even happily so, can be a reason a child may bite. Very young children don't have the same control over their emotions and behaviors as some preschoolers do.
5. Frustration, frustrations can be over a variety of reasons-wanting a toy someone else has, not having the skills needed to communicate, or wanting a caregiver's attention. Infants and toddlers are simply lacking the language and social skills necessary to

express their needs, desires, and problems. Biting often is the quickest and easiest way of communicating.

When biting occurs:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn a different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. Is is cleaned with soap and water. If the skin is broken, the bite is covered by a bandage.
2. Parents of each child are notified
The "incident" form is filled out documenting the incident

For the child that bit:

1. The teacher will firmly tell the child "No, we do not bite our friends"
2. The child will be placed in time out for no longer that the child's age (this is for over the age of 2 years old) Younger children will be redirected.
3. The "incident" form is filled out documenting the incident.

When biting continues:

1. The child shall be shadowed to help see what is triggering the biting and to prevent it from happening.
2. The child will be given positive attention and praise for positive behavior.

When biting becomes excessive:

1. The first incident, it is documented, and parents notified and sign at pick up.
2. The second incident, it is documented, and parents notified (if it is the same day as the first incident the child will be dismissed for the rest of the day).
3. The third incident, it is documented with parents notified and a meeting scheduled. (If the third incident happens within a 5-day period of the first 2 incidents the child will be suspended for a week.
4. The fourth and final incident the child will possibly be terminated from care.

Parent involvement

All parents will have several opportunity to have regular conferences with the teacher, attend special events, etc through out the year.

Daily verbal communication-We encourage parents to talk to with their child's teacher at drop- off and pickup. It is important for the teacher to know if your child isn't feeling well or didn't have a good night's rest. We also need to know if your child has any marks/bruises that might have happened at home as we must do a physical observation with explanations upon arrivals.

We utilize an app called brightwheel for most of our parental communication along with billing and check in/out. Please download the app to your cellular device. If you have any questions, please let us know.

Daily Schedules

Parenting is one of the most difficult, intense, and rewarding experiences in your life. We want you to share your thoughts, hopes, and dreams for your child. You want what is best for your child and we know it is your job to advocate and protect your child.

Our teachers want what is best for your child as well. Each teacher has a responsibility to follow and maintain a schedule in the classroom. We will do our best to work with your child's schedule. It is important the teachers implement a schedule that best accommodates all of the children in the classroom.

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routine for the children may be a little different based on age. Infants follow their own biological needs; they will have their nap and eat as needed. However please expect your child's teacher to have them on a schedule that accommodates them as well as their classmates.

We will make every effort to keep them as close to your current schedule as permits. Diapers are changed before transitions in the day and as needed as well as sending the preschoolers to the restrooms. All diaper changes and potty training toddlers are documented along with infant feeding and napping.

The following daily schedule is an outline of a typical day. Please note this is just a sample and their day to day schedule may look a little different.

645am-8am Arrival at the center (arrival after 830am is permitted with a doctors appointment excuse but must be present by 11am. Please let us know if they will be coming after 8)

830-845am Morning circle time and attendance

845-9am-Diaper/ bathroom time

9-915am Morning snack (please feed a full breakfast at home)

915-945 Group time/free play

945-1030 Centers/Arts and crafts

1030-115 Outside time

1115-1130 Diaper/bathroom time

1130-12 Lunch

12-230 Naptime

230-3 Diaper/Bathroom time

3-315 Pm snack

315-345 Free play/ Centers

345-4 Diaper/bathroom

345-445 Outside or free play in centers

445-545pm Pick up time

Infant and Toddler developmental issues

Separation Anxiety:

Separation anxiety can be a very difficult process for both children and parents. When infants are somewhere between 8-10 months, they often show signs of distress when separated from their parents. This anxiety can last into their second year of life. Typical reactions associated with separation anxiety are crying, clinging, and trying to follow. New people and new routines can be scary.

Every child is unique, and they respond to separation differently. Parents should be aware that children take their cues from them. When a parent feels good and responds positively to dropping their child off, the child will sense that. The following is a list of things to do that can help the separation process go smoothly.

*Talk to your child ahead of time as to what is going to happen, such as "Today is a school day".

*Talk with your child's teacher and establish a friendly relationship. This helps when you may have to give your child to her at drop off and the more comfortable you are, the better your child will respond.

*Say your goodbyes to your child and leave. Do not linger and leave the first time you say goodbye. Some children get mixed signals when the parents stay too long. Do not sneak away, give them the reassurance you will return.

*If your child begins to cry while you leave, please do not turn around and come back. It is a natural reaction for many parents to immediately want to go back to comfort their child when distressed. However, coming back to ease a crying child will not make the separation any easier, in fact, it may make it harder. You may call us after a few minutes to check on your child. It is typical for a child to regain their composure once they get into the daily routine.

Sometimes children who have easy drop offs the first day or two and then suddenly is upset when the parent leaves is typical of group care, rest assured the staff will call you if your child is unable to calm down.

Covid19 policy

This is what our center is doing in response to the Covid19 pandemic.

- ✓ Promote healthy hygiene practices such as hand washing and encourage employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible.

- ✓ Monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols
- ✓ Staff will check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices.
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

If a student, parent, or staff is suspected or diagnosed Covid19 those individuals in that classroom plus siblings would have to be quarantined for no less than 14 days and must have a negative test before returning to the center. Possibly the whole center will be closed for 14 days. No refunds or credits will be given.

About the owners

Anita and Reed Planchard has owned Lion's Den DaySchool since 2007. They saw a need in the community and wanted to help. Anita and Reed has 7 children and 4 grandchildren. They have been a member of the Vinton community for over 25 years. Red Planchard was a deputy for the Sherriff's office for 14 years; he held the supervisor position in Vinton for the last years of his career.

Reed and Anita are dedicated to proving quality childcare in Vinton. We promote Godly character with a well-organized and motivational curriculum.