



Our Policies

BEHAVIOR MANAGEMENT

We use positive behavior management to help the child learn acceptable behavior and is a form of constructive guidance. Children need patience and understanding if they are to establish acceptable behavior. The child's age, as well as his/her emotional make-up and maturity will be considered when guiding the child's behavior. To ensure the behavior management is fair and consistent.

When necessary, a teacher will:

- Redefine appropriate behavior and model when necessary.
- Remove child from situation or restrict activity.
- Use timeout if the above actions are unsuccessful except for children under age 2 and within the sight of the teacher. Time out will not exceed 1 minute per year of age.
- Remove the child from the classroom and engage the ELC Administration.

All unusual behavior that is not resolved after completing each of these steps listed above may result in ELC Administration implementing an action plan on a case-by-case basis which may include but not limited to the following:

- Engaging parents by written communication, phone call or parent conference.
- Providing a referral to Early Steps, child search or health consultant if appropriate.

BEHAVIOR MANAGEMENT cont.

ABOUT CHILD SEARCH

Child Search is a program that helps identify children who may have special needs and are not currently enrolled in school. This program is a part of the Federal Individuals with Disabilities Education Act and is available in Louisiana schools. Here are some details about the Child Search program in Louisiana:

- Children ages 3–5 are eligible for free screenings and evaluations
- Services: Services include special education instruction, speech services, occupational therapy, physical therapy, school health, and social work

How to get an appointment:

Complete the form to receive an appointment [mail nolapublicschools.com/child-search-form](mailto:nolapublicschools.com/child-search-form)

Contact information:

For more information, contact the Child Search Coordinator at (985) 785-3155 or the Special Education Department at (985) 785-3157.

Child Search is part of a larger federal program called Child Find, which requires public schools to identify, locate, and evaluate children who may need special education services. Child Find applies to all children, including those who are homeschooled, in private schools, or without homes

While we are committed to doing everything possible, we do reserve the right to remove a child from our program when every manner of behavior management has been used and the child 's behavior has not improved and is harmful to self or others. All unusual behavior will be documented and sent home for parent signature.

Biting – if a child bites another child, both children will be separated immediately. The parents of both children will be called and notified about the incident. If the bite has penetrated the skin, the bite area will be cleaned and covered. All biting incidents will be evaluated at the child's age-appropriate developmental level, and if necessary, an action plan will be implemented.

Bio contaminants

Staff shall properly dispose of all bio contaminants to safeguard against the spread of infectious disease. Rubber gloves will be discarded that come into contact with a bio contaminant after each use. Additionally, tissues, paper towels, disposable wipes, and similar products that come into contact with a bio contaminant will be discarded.

Soiled disposable diapers shall be in a closed container that is lined with a leak-proof or impervious lining, remove the soiled disposable diaper from the facility and place them in a closed garbage receptacle outside the building on a daily basis.

Place **soiled non-disposable** diapers in a sealed plastic container that has been labeled with the child's name and return to the child's parent at the end of the day.

Place **soiled clothes** in a sealed plastic container that has been labeled with the child's name and return the clothes to the child's parent at the end of the day.

PROVISIONAL BACKGROUND CHECK POLICY

In the event that an employee's background check returns with a provisional status pending determination from other CCCBC results and determinations, Church of the King Early Learning Center (ELC) will follow the following protocol required by Louisiana State Licensing:

- A monitor will be assigned to the provisionally employed staff member.
 - Monitors must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for childcare purposes.
- Monitors will be physically present at the center at all times when the provisionally employed staff member is present at the center.
- Monitors will remain within close proximity to the designated provisionally employed staff member.
- A monitor shall perform at least one visual observation of each designated provisionally employed staff member every 30 minutes.
- At least one monitor must be physically present at all times in any room during naptimes if a provisionally employed staff member is present.
- A log or other written documentation will be kept of the monitoring of provisionally-employed staff members that identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

CHILD ABUSE AND NEGLECT POLICY

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS (1-855-452-5437). We cannot delay the reporting of suspected abuse or neglect in order to conduct an internal investigation to verify the abuse or neglect allegations according to Louisiana State Licensing Division.

As guided by Louisiana State Licensing, children will never be subject to 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. Children will never be subject to 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. Children will not be threatened; will not be disciplined by another child; bullied by another child; be deprived of food or beverages; be restrained by devices such as highchairs or feeding tables for disciplinary purposes; or having active playtime withheld.

For disciplinary purposes, except timeout may be used during active play time for an infraction that incurred during the playtime.

ILLNESS POLICIES

In order to ensure a safe, healthy environment for our children, we request that parents ensure their children are not sick before attending The Early Learning Center (ELC)

A child cannot attend ELC functions and should stay at home when any of the following illnesses or symptoms of illnesses are present:

- Fever – 99.0 – 100.0 axillary – May return to ELC with a doctor’s note stating that the child is not contagious
- 100.1 and above axillary – 48-hours symptom free regardless of doctor’s note.
- Hand/Foot/Mouth – May not return until all blisters are fluid- free/scabbed over, regardless of doctor’s note (including, but not limited to boils, ringworm, impetigo, thrush).
- Unexplained Rash – May return to ELC 24-hour symptom free or doctor’s note stating rash is not contagious.
- RSV/Severe Cold – May not return to ELC until a week from onset or 24-hour symptom free, whichever is first.
- Vomiting – 24 hours after last occurrence.
- Diarrhea – Diapered children – 2 uncontained episodes; non-Diapered children 3 episodes in toilet or 1 uncontained episode. May return to ELC 24-hour symptom free.
- Chicken Pox – May return to ELC when all sores are completely scabbed over and underneath.