# GTG PARENT POLICY HANDBOOK

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INTRODUCTION

This handbook is designed to integrate you into our program, Generations Teaching Generations Preschool. Our goal is to provide you with as much information about our policies and procedures as possible. It is our hope that you will refer to this tool throughout the year to help you with any questions that may arise during your child’s enrollment in Generations Teaching Generations. If you have any questions that are not addressed in this handbook, please contact one of our staff members.

We take great pride in providing our services to you and your family. Thank you for expressing your confidence in us by choosing Generations Teaching Generations Preschool to care for your child.

CONTACT INFORMATION

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Assistant Director (office 21) 985-449-7105
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1 year-old Classroom (room 126) 449-7037
2 year-old Classroom (room 125) 449-7004
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MISSION

Generations Teaching Generations at Nicholls State University strives to address the needs of individuals and families through preschool education for children, service learning opportunities for university students, education for paraprofessionals and professionals, and advocacy activities for all involved. Generations Teaching Generations strives to foster children’s development through intimate, stable relationships with caregivers and an appropriate and challenging environment. Generations Teaching Generations mission is to provide a healthy and loving environment for children to strive and reach their full potential.
PHILOSOPHY

This handbook is grounded in Early Childhood Education research. Generations Teaching Generations uses developmentally appropriate practices to promote the children’s learning and development. The National Association for the Education of Young Children (NAEYC) states that developmentally appropriate practices are based on research on children’s development and research on effective early childhood education. (NAEYC Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8, 2009) Activities will be age and developmentally appropriate with regard to the individual needs and differences among children. Teachers and staff will be educated on child development and learning, individual appropriateness, and cultural importance. This means that teachers will know what is typical at each age and stage of early development. Teachers will also learn about each child’s interests, capabilities, and developmental progress through observation to better care for each child as an individual. (NAEYC Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8, 2009) We strive to give your child the best care possible because research shows us that early experiences have profound effects on development and learning.

Generations Teaching Generations emphasizes developmentally appropriate positive guidance and Conscious Discipline. Developmentally appropriate discipline focuses on age appropriateness, individual appropriateness, and cultural appropriateness. Discipline is administered in a loving and consistent manner in order to encourage self-control, respect for others, and self-confidence. Becky Bailey’s Conscious Discipline is an ample self-regulation program that incorporates social emotional learning and discipline. “Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children.” (Loving Guidance: Conscious Discipline for Educators, 2013, p. 1) According to Becky Bailey, the seven skills teachers must have to administer Conscious Discipline are composure, encouragement, assertiveness, choices, empathy, positive intent and consequences. By implementing these skills, teachers can stay in control and in charge of the children in a positive manner. (Loving Guidance: Seven Skills of Discipline: The Foundation of Problem-Solving, 2013)

Generations Teaching Generations recognizes the importance of play in children’s development. Play is an important instrument for developing self-regulation and promoting language, cognition, and social competence. We believe in letting children learn through experience and interaction with peers. Children learn by exploring, thinking about, and inquiring. These experiences assist children in investigating things that are important and connect to later learning. “Valued content is learned through investigation, play, and focused, intentional teaching.”(NAEYC References to Play in NAEYC Position Statements, 2012, p. 5) Generations Teaching Generations is dedicated to supporting children’s development and helping children learn to live, play, and work cooperatively. We are committed to promoting children’s self-awareness, competence, self-worth, and physical well-being. Our teachers organize environments that will promote each individual child’s learning and development. We deliver a variety of materials, challenges, and ideas that hold the children’s attention. “Teachers arrange firsthand, meaningful experiences that are intellectually and creatively stimulating, invite exploration and investigation, and engage children’s active, sustained involvement.” (NAEYC References to Play in NAEYC Position Statements, 2012, p.3)
Generations Teaching Generations challenges children because development and learning advance when children are challenged to achieve at a level above what they have currently mastered. According to the NAEYC, children’s experiences “shape their motivation and approaches to learning.” (NAEYC Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8, 2009, p. 15) Children are motivated to understand what is just beyond their current mastery. In order for our teachers to be effective, they must “create a rich learning environment to activate that motivation and they make use of strategies to promote children’s undertaking and mastering of new and progressively more advanced challenges.” (NAEYC References to Play in NAEYC Position Statements, 2012, p. 2) Our teachers support children complete tasks just beyond their level in order to assist the child in mastering new skills. Teachers allow children to do things on their own, providing assistance when necessary, to promote independence and competency.

Generations Teaching Generations focuses on children’s physical development as much as intellectual development. Gross motor and fine motor skills are crucial to a child’s development. We believe giving the child materials to strengthen gross motor and fine motor skills is very important. We give the children the time, space, and opportunity to move and play throughout the day. When a child has problems with certain motor skills, those skills need to be practiced. Playing games or activities with repetitive movement patterns can help accomplish this. (NAEYC Why Motor Skills Matter, 2008) Children are given opportunities to climb, slide, run, walk, skip, etc. throughout the day inside and outside the classroom to strengthen gross motor skills. Children are also able to use crayons, paint, zippers, puzzles, blocks, utensils, etc. to strengthen fine motor skills. When children are given the opportunity to practice these skills, they gain greater control in their muscles and learn to do things independently. Using these materials will increase muscle strength and coordination to help your child’s motor skills fully develop. (NAEYC Building Fine Motor Skills, 2012)

Generations Teaching Generations considers recent early childhood research when planning curriculum and lessons. We strive to provide the best education for your children and base this on reliable research. NAEYC provides the center with research and guidelines on how to nurture children’s development and learning. We provide children with many different ways to learn and focus on their individual needs.
OUR CONNECTION WITH NICHOLLS STATE UNIVERSITY

Generations Teaching Generations Preschool (GTG) is a Type III Licensed Child Care Center in the State of Louisiana. We are a department under the Nicholls State University College of Education. Generations Teaching Generations provides children ages six weeks through six years old with quality childcare and unique learning experiences. Each of our classrooms serves as a training platform for Nicholls students. Our infant, one year-old, and two year-old classrooms serve as a practicum site for upper classmen early childhood education majors who are earning their degrees. Our three year-old and four year-old classrooms provide on-campus classroom experiences for these majors as well. Each classroom may also serve as an observation site for various other majors. The following policies are in place for Nicholls student placement:

- Generations Teaching Generations staff must be notified by Nicholls’ professors prior to students arriving in the classroom.
- All Nicholls students must show a valid student ID when entering the classroom and be on an observation/internship class roster.
- All Nicholls students must sign in/sign out each time they enter or exit the classroom.
- All Nicholls students must complete a State of Louisiana Department Of Social Services State Central Registry Disclosure Form (as mandated by R.S. 46:1414.1.B)
- Nicholls Students must remain under the supervision of Generations Teaching Generations staff at all times.
- Nicholls Students are not considered Generations Teaching Generations staff; therefore, they may not be counted in state ratio requirements.

In addition to full-time teachers, Generations Teaching Generations also employs student workers. Student workers are considered part-time staff members who are students at Nicholls State University. Some of these part-time employees remain with us all throughout their college career, while others might work with us for only one semester. Regardless, each student worker is considered Generations Teaching Generations staff, and we are grateful for their presence in our program.

NON-DISCRIMINATION POLICY

Generations Teaching Generations does not discriminate on the basis of race, color, creed, sex, national origin, handicapping conditions, ancestry, or whether the child is being breastfed in its admission of students.
CONFIDENTIALITY POLICY

Generations Teaching Generations Preschool is committed to ensuring that all student information is kept confidential. Any outside agency requesting information on your child must be accompanied by written permission from you. All educational records and personal information shared with the program will remain in a file that can only be accessed by our staff and the parents. Emergency information will be taken out of the file when traveling outside the classroom, but will be kept within a sealed bag.

ADMISSIONS POLICY

Admission into Generations Teaching Generations Preschool requires the following:

If you are re-enrolling:

• You will need to complete the re-enrollment form and return it with the annual registration fee. You can enroll your child and place any siblings on the waiting list during the preschool priority registration period.

• Materials on the summer supply list must be turned in no later than the first week of June.

• During the summer, a fall supply list will be sent home. This is due back by the first week of August.

***If re-enrollment form is not returned by the due date, your child will lose their spot at Generations Teaching Generations Preschool.***

If you are new to the school:

• Visit Generations Teaching Generations for a tour, preferably with your child.

• Fill out an interest form to place your child on the waiting list if no immediate space is available.

• Complete and/or turn the following in to the preschool office:
  
  • Master Card Packet*
  • Copy of Child’s Immunization Card (updated each time of immunizations)*
  • $100 non-refundable, annual registration fee
  • Supply list items
  • Admission Agreement

*Required by the State of Louisiana, Child, Family, and Social Services Division

• All forms must be completed before the child may start school unless otherwise noted. At this time, the director will confirm the day you want your child to start and assign you to a classroom.
***All students are admitted on a six-week probationary basis.***
During this time the teacher will evaluate the student’s placement and progress. At the end of the six-week period, the teacher will consult with the Director and together may recommend that the student be placed in a more appropriate classroom (depending on age, ability, behavior, social and emotional development). Students who have not adjusted to our program after six weeks may be asked to withdraw for a period of time or to find another child care facility.

**FAMILY SELECTION PROCESS**

Children are placed into GTG Preschool on a first come/first served basis, which is determined by the date on the interest form. Priority placement is given to children of Nicholls’ faculty, staff, and students upon availability. Siblings of currently enrolled GTG students are also considered for priority placement. Siblings of past GTG students are no longer receiving priority placement. Under emergency circumstances, the director reserves the right to give emergency placements based on availability.

**DAILY CENTER PROCEDURES**

The center is open from 7 a.m. until 5 p.m. Monday through Friday except for noted closures. We offer full and part-time schedules at two (T/TH), three (MWF) or five days per week. **We ask that all children arrive by 9 a.m. in order to receive the full benefits our program has to offer.** We provide a consistent daily schedule in our classrooms, and the children become accustomed to our daily schedule. When they arrive late, it not only disrupts our activities, it often is hard for your child to adjust into the regular routine. If you know you will be arriving late please let your child’s teacher know in advance or call the classrooms or office. We must know by 9:00 a.m. whether or not your child is coming for the day, so that we may have an accurate lunch count. If you do not call us before 9:00, and your child shows up to school after 9:15 a.m., you are responsible for bringing your child a lunch.*No Fast Food*

Each day, the children will follow a daily schedule set up by the center. Please refer to the daily schedules as outlined in the end of this handbook (Pgs. 17-20).

**SIGN IN/ SIGN OUT PROCEDURES**

Your child must be signed in and signed out daily. On a regular day, sign in will occur at the desk near the entrance; sign out will occur within the classroom. The time and legible signature of the adult are required for signing out. If someone other than a parent is picking up a child, the child’s Master Card will be checked for approval. Identification will be checked. If the person is not on the child’s Master Card, the child will not be able to leave with the individual unless parental consent was previously given. Parents will be called if someone not on the Master Card attempts to pick up a child. If an emergency occurs and someone who is not listed on the Master Card must pick up the child, parents must call and notify the director.
CHILDREN’S SUPPLIES

Parents should send sufficient clothing, diapers, blanket, coat, etc. for their child's use at school. All personnel items must be labeled. Children should be dressed in clothing that will allow active play and can be laundered. Clothing should be weather appropriate, as we take the children outside to play. Should any extra clothing be used, parents are asked to send new supplies the next day.

Infants must be sent with food and bottles daily. Infant bottles must be premeasured from home each day. Children in the one and two year-old classrooms must be sent with two cups daily. Linens from nap mats will be sent home once a week to be washed and returned.

NOTE: Children are not allowed to bring toys or other personal items to school. The only exceptions are on designated “Show and Tell” days or a stuffed animal or comfort blanket for naptime.

DAILY COMMUNICATION

Children will have their own personal folder. Teachers will place a daily behavior sheet in each child’s folder. Parents will need to check the sheet and sign it weekly. Infants will receive a daily report indicating feedings, naps, and diaper changes.

A calendar outlining goals and objectives set for the month will be provided to the parents and will be sent home with the children on a monthly basis. A center wide calendar will be sent home reflecting all classroom activities.

ANNUAL CENTER PROCEDURES

Parents will receive an annual calendar that will include important events and days the center will be closed. Parents should keep this calendar until the end of the school year. School will be closed when the university is closed. Parents may find this schedule on the Nicholls State website. School may also be closed due to workshops, natural disaster, etc. The Director has the right to decide when the school will be closing.

You will receive a calendar with specific dates we are closed or have programs at the beginning of the school year. The usual closures are as follows:

- Labor Day
- Week of Thanksgiving
- Christmas/New Year Break (2 weeks)
- Martin Luther King Jr. Day
- Mardi Gras
- Good Friday and the Monday after Easter
- Memorial Day
- Teacher professional growth days or days to prepare for a new class (if necessary)
CURRICULUM

Generations Teaching Generations will use a state and nationally approved curriculum on a daily basis, which will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children. We use Louisiana’s Early Learning and Developmental Standards (ELDS) for all classrooms at GTG and the Creative Curriculum to supplement this Louisiana State Department of Education’s early learning standards.

PARKING PROCEDURES

Parking for GTG parents is on the side of the building ONLY. GTG was given explicit directions by the Dean of Education, Campus Police, and the head of Property Control for our parents to only park on the side of the building in our five spaces. Ardoyne Drive is a busy street and is not safe as a drop off/pick up location. Additionally, the front parking spaces are reserved for NSU faculty, staff, and those who have appointments with the Dyslexia Center (denoted by the Dyslexia Center curbstones). Exceptions are made only when our side parking is closed for an event, and parallel parking is set up in front of the building.

SECURITY PROCEDURES

As of June 2015, GTG has put into effect a front door security buzzer system that will be lock from the hours of 9:00 am to 3:00 pm, with all remaining building doors locked from 7:00 am to 5:00 pm. All parents and visitors must buzz the doorbell in order to be buzzed into GTG between the hours of 9:00 am and 3:00 pm. The front door will be unlocked for pick up and drop off times (7:00 am-9:00 am and 3:00 pm- 5:00 pm).

DROP-OFF PROCEDURES

Parents/Guardians who will bring their children in the morning must do so no earlier than 7:00 a.m. The program will begin at 9:00 a.m.; therefore, it is requested that all children arrive by 9:00 a.m. This will ensure that all children are counted for lunch. If a child arrives after 9:00 a.m., it is requested that a parent call ahead to notify GTG of the late arrival. An absence for the entire day should also be reported before 9:00 a.m.

Upon arrival, parents/guardians are to walk their child into the building and sign the child in on the appropriate form located at the sign in desk. The child’s name and the time of arrival are required.

A staff conducted health check must be performed daily upon arrival. Parents/guardians are required to stay until the check is complete and approved. Teachers may ask about insect bites, rashes, cuts, or bruises on your child. This is a licensing requirement, and is intended to keep track of incidents that happen at the center, and those that do not.
PICK-UP PROCEDURES

The center will close at 5:00 p.m. Parents/guardians should pick up their child before closing time. If your child is picked up after 5:00 p.m., a $1.00 fee per child will be assessed per minute. This fee should be paid to the GTG staff at the time of pick-up. If a child is not picked up after a 30-minute period, the Director will be notified. If a child is not picked up after an hour-long period, University police will be contacted. In the event of a custody dispute, parents should notify the director and, if applicable, submit legal documentation. No child is allowed to leave the center with an adult other than the parent(s)/guardian(s) or the individuals listed on the Master Card. Identification will be required at the time of pick-up. If an emergency occurs and someone who is not listed on the Master Card must pick up the child, parents must call and notify the director. Each child must be signed out before leaving the center. The time and a legible signature of the adult picking up the child are required.

SNACK AND MEAL PROCEDURES

The food provided by Generations Teaching Generations is chosen from the USDA food guide pyramid for young children. The children are fed a morning snack, hot lunch, and an afternoon snack. The Nicholls State Galliano Dining Hall provides these meals. The Assistant Director calls at 9:15 a.m. with the daily meal count; therefore, please call the teachers if your child will be absent or late so the Assistant Director can be notified. The Department of Health and Hospitals and the Louisiana State Day Care Licensing Sanitary Code Chapter 23:05 states that no food will be allowed in or taken out of the classrooms. This policy ensures that children receive well-balanced, nutritious meals. Except for infants and those with documented dietary restrictions, children are not allowed to bring any food or drink into the center. Special diets require a doctor’s excuse. Infants must be sent with food and/or bottle feedings daily. Bottles must be premeasured from home. All children in the 1 year-old and 2 year-old classrooms must be sent with two cups every day.

NOTE: Parents MUST speak to the director about bringing treats for the entire class on special occasions or birthdays. After getting proper permission, parents must ensure that all items are store bought. We will not allow homemade treats to be given to the children. This is to ensure the safety of all children.

**If your child has a food allergy the director and teacher MUST be notified.

NAP PROCEDURES

Children five years and younger shall have a daily rest period of at least one hour. Nap times are designated on the Daily Schedule attached to this handbook. Parent(s)/Guardian(s) must provide the children with nap mats and sheets/blankets for naptime. These items will be sent home once a week to be washed. Children may bring a comfort blanket or stuffed animal to sleep with. The stuffed animal or blanket needs to fit in your child’s cubby in the classroom and cannot be small enough to be a choking hazard.
EMERGENCY DRILL PROCEDURE

Fire drills will be conducted monthly. Teachers and staff will assist the students for the fire drills. Emergency drills are held on a routine basis. Teachers are notified before drills occur. During the Emergency Drills, staff members proceed as though a real emergency were occurring. The goal of Emergency Drills is to evacuate people from the building to a designated safe place. Teachers bring the children’s Master Cards during all drills.

OPEN DOOR POLICY

Generations Teaching Generations has an open door policy. Please follow these guidelines to help us maintain the learning environment for the children:

- Please limit adult conversation in the children’s classroom and use appropriate language.
- The teachers’ first responsibility is to the children. For extended conversations with the teachers, please leave a note or schedule an appointment. The teacher will follow up with a phone call to set up a time to talk.
- When you enter the classroom, the staff turns responsibility of your child back to you.
- Please help reinforce the rules of the classroom with your child.

Please be aware of the language used in the classroom. GTG is a positive learning environment for children. Foul language will not be tolerated.

DISCIPLINE POLICY

Generations Teaching Generations emphasizes developmentally appropriate positive guidance and discipline. Developmentally appropriate discipline focuses on age appropriateness, individual appropriateness, and cultural appropriateness. Discipline is administered in a loving and consistent manner in order to encourage self-control, respect for others, and self-confidence. GTG has implemented center wide disciplinary procedures. Each classroom, beginning with the one year olds, use a stop sign discipline system. In this system, there are six major rules that the teachers teach the students to follow. The lists of six rules are displayed in every classroom and in the hall near the front desk. This system allows every student to begin their day on the “green light” and as a rule is broken warnings are given and the teacher will discuss the appropriate behavior. One warning will be given; if the behavior continues then the child will move to the “yellow light”. Again, the teacher will discuss appropriate behavior. Another warning is given for continued behavior. If the behavior continues, the child will move to the “red light” and have to go to the “thinking corner” for the age appropriate time (i.e- two year old for two minutes). The students will learn the behaviors through a number system (i.e- rule #1 is 1). This system follows Conscious Discipline and Whole Brain research that supports positive discipline strategies. Children will have a behavioral chart in his/her folder depicting this system.
DISMISSAL POLICY

A child may be dismissed from GTG after attempts have been exhausted to control repeated destructive behavior causing harm to other children and/or members of the staff. Before a child is considered for dismissal, the director and teacher will meet with the parent/guardians to discuss the best course of action to help the child change the behavior(s). Non-payment of tuition and/or refusal to follow GTG policies and procedures by parents/guardians will result in a child’s dismissal.

*Generations Teaching Generations Preschool reserves the right to terminate child care services if, in the judgment of the teacher or director:*

- A child is aggressive toward other children and causes harm to others or self.
- An inordinate amount of the teacher’s time is needed to attend to a particular child’s special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled. In such a situation, the child may have to leave the center temporarily for safety’s sake. Repeated uncontrolable behavior can lead to discontinuation of services. In that case, a two-week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two-week notice will be waived.
- The tuition account becomes delinquent.
- Failure of parents/guardians to honor the obligations listed in the Handbook (given out each Fall) or any rules, regulations, or manuals provided by the Preschool.
- Inappropriate or offensive language, facial expressions, or gestures from either the child or parents/guardians.

All students are admitted on a six-week probationary basis. During this time the teacher will evaluate the student’s placement and progress. At the end of the six-week period, the teacher will consult with the Director and together may recommend that the student be placed in a more appropriate classroom (depending on age, ability, behavior, social and emotional development). Students who have not adjusted to our program after six weeks may be asked to withdraw for a period of time or to find another child care facility.

BITING POLICY

All biting occurrences will be documented by staff and reported to the parents of each child involved. Every effort will be made to ensure that these incidents do not occur; however, each incident that does take place will be reviewed by the director, the teachers, and the parents on a case-by-case basis. Children who display repetitious tendencies may be suspended and/or removed from the program. Once the biting has occurred more than three times, a child will be sent home for biting and must stay out of school for the appropriate days indicated. Once a child has been sent home three times, the subsequent biting incident will result in dismissal from the program.
SICK POLICY

It is very important to keep sick children home; therefore, a child displaying signs of illness will not be allowed to attend preschool. Infectious and communicable diseases spread quickly in a preschool environment. The director has the authority to send a child home if she suspects a child to show signs of an illness. The teachers and director have the right to request a doctor’s excuse with diagnosis before the child returns to school. When your child is sick, have plans for backup child care and tell the teacher what is wrong with the child, even if he/she is staying home. A doctor’s excuse to return to school will be required for rashes, pink eye, or any other illness that the director deems it to be necessary. If your child vomits, has two or more loose stools, or runs fever over 99.99 degrees while at school, you will asked to bring your child home and keep your child out until he or she is 24 hours symptom-free. In the case of illness, your child must be picked-up within thirty (30) minutes from the time you were contacted by the teacher or director.

To protect your child and other children, please follow these guidelines about keeping your child home:

- Vomiting
- Rash, lice, or nits – body rash especially with fever or itching
- Diarrhea
- Eye infection – thick mucus or puss draining from the eye
- Sore throat – with fever or swollen glands
- Not feeling well – unusually tired or pale, lack of appetite, confused or cranky
- Fever – temperature of 99.99 degrees or more taken under the arm

Upon arrival at the center, each child will be observed for possible signs of illness, infections, bruises, injuries, physical condition, etc. When noted, results including an explanation from parent and/or child will be documented.

DRESS CODE POLICY

CHILDREN DRESS CODE

The children spend time sitting on the floor, playing outside, and participating in activities that may be messy; therefore, clothes that are washable and comfortable are recommended. Children must show up to school with socks and shoes on their feet.

Please consider the following suggestions:

- All children must wear everyday play clothes. Please, no Sunday best.
- Girls: If wearing a dress, shorts or bloomers must be worn under the dress especially for three and four year olds.
- Have the child wear comfortable shoes with rubber soles. No crocs, clogs, sandals, or flip-flops are allowed.
- Dress according to the weather.
• All coats, sweaters, hats, and jackets should be labeled with the child’s name.

*Each child must have at least one set of extra clothes at the center. These should be labeled with the child’s name.*

**TEACHER DRESS CODE**

Our faculty and staff have begun to wear their uniform shirts in order for you as a parent and anyone else who drops/picks up your child to get to know who is working with your children. Our teachers have five different colors, one for each day of the week: Monday—Brilliant Blue, Tuesday—Bright Purple, Wednesday—Neon Orange, Thursday—Pink Raspberry, and Friday—Steel Gray. Our Student Workers are wearing Teal Green, Interns—Neon Yellow, Substitutes—Dark Green, the assistant director will follow the teacher uniform schedule and the director will occasionally wear Red.

**EMERGENCY POLICY**

All incidents, injuries, and accidents will be documented. Documentation will include name of child, date and time of incident, location where incident took place, description of how incident occurred, part of body involved, and actions taken. Documentation of all incidents/injuries/accidents will include time of parental notification and signature of person notifying the parent. The parent of designated persons will be notified immediately (within 5 minutes) in the following situations:

• Blood not contained in an adhesive strip
• Head injury
• Human bite which breaks skin
• Any animal bite
• An impaled object
• Broken or dislodged teeth
• Any injury requiring professional medical attention

**NON-VEHICULAR EXCURSIONS**

Written parental authorization will be obtained for all non-vehicular excursions. Authorization will include the name of child, type and location of activity, date and signature of parent, and shall be updated at least annually. Generations Teaching Generations will maintain a record of all non-vehicular excursions activities to include date, time, list of children, staff, and other adults, and type of activity. Children walk holding onto life ropes and are supervised closely by staff at all times. Teachers will bring the children’s Master Cards and sign in logs on all excursions.
FIELD TRIPS

Written parental authorization will be obtained for all field trips. Authorization will include the name of child, type and location of activity, date and signature of parent, and shall be updated at least annually. Parents of toddlers must place their child’s car seat in the GTG school bus. Teachers will bring the children’s Master Cards and sign in logs on all field trips.

WATER ACTIVITIES

Generations Teaching Generations will obtain written authorization from the parent for the child to participate in any water activity. The statement will describe all types of water activities provided and authorization shall be updated at least annually and shall list the child’s name, type of water activity, location of water activity, parent’s signature and date. On-site and off-site wading/swimming pools or other water activities will require at least two staff or other supervising adults to be training in infant/child/adult CPR and pediatric First Aid. One supervising adult will be trained in an approved community water safety course.

MEDICATION POLICY

GTG staff remains certified in medication administration. Parents may come to school to administer the medication to their child. If the parent decides to administer medication to the child, the parent needs to stay with the child for 45 minutes. Medications will not be given to any child without completing a Medicine Administration form. Staff will only give medications prescribed by a licensed health care professional. Medications will not be administered if it is not in the original container, does not have the child’s name on the container, or if it is expired. Over-the-counter medication requires a prescription from a licensed health care professional.

TUITION POLICY

Effective August 2014, tuition at Generations Teaching Generations Preschool is as follows:

- Five days a week: $525 per month
- Three days a week: $395 per month
- Two days a week: $280 per month

Tuition is due the first five business days of every month. On the sixth business day, a late fee of $10 will be added to tuition, with a $5 increase each day until tuition is paid. If tuition is over one week late, your child will not be allowed to attend until full payment is received. Children who receive Child Care Assistance are responsible for all monies not paid by CCAP. Late fee policies will apply to these circumstances as well. All parents, including NSU students, are responsible for paying the full month’s tuition as long as your child is enrolled. This includes a full month’s tuition for May, August, and January regardless of whether or not your child does not begin until NSU classes start. The exceptions to this rule are the months of June and July, where it is not necessary for your child to pay tuition if he or she is not enrolled in our summer program. Payments are due by the 5th business day of every month in the full amount. Parents
will receive a late fee if the fees are not paid on time. Tuition checks should be dropped off in the “Tuition Drop Box” located outside the director’s office. Checks must be made out as NSU-GTG. You may add a day to your child’s schedule on an as-needed basis as space permits. This must be pre-arranged with the director at least one day prior to the day you would like your child to attend. The charge for an extra day is $35 per day.

CHILD ABUSE AND NEGLECT POLICY

We at Generations Teaching Generations are mandated by the state of Louisiana (state law R.S. 14:03; as amended by Act 595) to report any suspected child abuse or neglect cases. A child who is a victim of abuse is one who is in serious danger of physical, mental, sexual, or emotional injury. A child who is a victim of neglect is a child without necessary food, clothing, shelter, medical care, or supervision. Generations Teaching Generations does not make judgments as to the state of abuse or neglect of a child. However, we are bound by law to report every suspected case immediately. We are protecting your children with this action.

All cases will be reported to:

- Louisiana State Office of Community Services
- Department of Social Services
- 985-447-0945

COMPLAINT PROCEDURE

If a problem occurs, parents should make an appointment to speak with the child’s teacher and the director to resolve the issue. If parents have significant, unresolved licensing complaints, they may contact the Department of Social Services Bureau of Licensing.

- Department of Social Services Bureau of Licensing
- P. O. Box 4249
- Baton Rouge, LA 70821-3078
- Phone: (225) 342-9905
- Fax: (225) 342-2498
- Website: www.louisianabelieves.com

Resources


<table>
<thead>
<tr>
<th>Illness/Symptom</th>
<th>Exclude Until</th>
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<tbody>
<tr>
<td>Meningococcal disease</td>
<td>Well and proof of non-carriage</td>
</tr>
<tr>
<td>(Neisseria meningitidis)</td>
<td></td>
</tr>
<tr>
<td>Hib disease</td>
<td>Well and proof of non-carriage</td>
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<tr>
<td>(Haemophilus influenza)</td>
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<tr>
<td>Diarrhea (two or more loose stool, or over and above</td>
<td>Diarrhea resolved or is controlled (contained in diaper or</td>
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<td>what is normal for that child)</td>
<td>toilet)</td>
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<tr>
<td>Fever of unknown origin (100°F oral or 101 rectal or</td>
<td>Fever resolved or cleared by child's physician/health</td>
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<td>higher) and some behavioral signs of illness</td>
<td>department</td>
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<tr>
<td>Chicken pox</td>
<td>Skin lesions (blisters) all scabbed over</td>
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<tr>
<td>Hepatitis A</td>
<td>One week after illness started and fever resolved</td>
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<tr>
<td>AIDS (or HIV infection)</td>
<td>Until child's health, neurologic development, behavior, and immune status is</td>
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<td></td>
<td>deemed appropriate (on a case-by-case basis) by qualified persons, including</td>
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<td></td>
<td>the child's physician chosen by the child's parent, guardian and the center</td>
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<td></td>
<td>director</td>
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<tr>
<td>Undiagnosed generalized rash</td>
<td>Well or cleared by child's physician as non-contagious</td>
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<tr>
<td>Any child with a sudden onset of vomiting, irritability</td>
<td>Evaluated and cleared by child's physician</td>
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<td>or excessive sleepiness</td>
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