

Beacon Light Learning Center, LCC

“Every child is Gifted, let us help them unwrap their Gifts”

7513 Prescott Road
Baton Rouge, LA 70812

225-256-2135

Owner: Iris Williams

bllearningcenter@gmail.com

Director: Nicole Alex

nalex02.bllearningcenter@gmail.com

Dear Parents,

Thank you for visiting our center. We hope that you enjoyed your tour. We have prepared this handbook especially for you. We know how important it is that you feel secure that your child is being properly cared for. We want to do all we can to give you that security. You can be assured that everything we do at Beacon Light Learning Center, LCC is done with your child's best interest in our hearts and minds.

Our goal in writing this is to inform you of our policies and procedures in hopes that they will answer any questions you may have. Please read it carefully, sign our agreement; and should you have any further questions, please feel free to call. We encourage open communication between our parents and teachers. We love your children and look forward to working with them. Thank you for allowing us to share in their development.

Sincerely,

Iris J. Williams

Beacon Light Learning Center

Registration Fees

A registration fee of \$100.00 per child is due and payable at the time of enrollment. **Registration fees are non-refundable.**

A curriculum fee of \$100.00 is due and payable each year and every year thereafter for all ages. We use Frog Street Curriculum, which is a Tier 1 curriculum as designated by the Department of Education for the state of Louisiana. Tier 1 is the highest level of curriculum available for preschools.

Weekly Tuition Fee Schedule

Infant/ One year old	\$195.00 per Week
Two-Year-Old	\$185.00 per Week
Two-Year-Old NOT (potty trained)	\$210.00 per Week
Three-year-old and up	\$175.00 per Week

Our rates are based on a nine-hour day. Any day that your child attends more than nine hours your account will be charged two extra dollars. No discount is allowed for illness or holidays. Full weekly tuition is due as long as the child remains enrolled.

Multiple Children Discount

Multiple Children Full Time:

- The First Child Is at Regular Price
- The Second and Third Child receive a 10% Discount.

Discounts are only available to families whose accounts are current.

Vacation Week

After twelve (12) consecutive months with Beacon Light Learning Center, each child is allowed a free tuition week for vacations, etc. each year. Request for this free week must be turned into the office in writing two (2) weeks before the time it is to be taken. The free tuition week does not carry over from year to year.

Penalty Fees

Tuition is payable in ADVANCE, either weekly, bi-weekly or monthly. Accounts not paid in full by Wednesday afternoon of each week will be charged a \$25.00 late fee. All accounts must be paid in full no later than Wednesday of each week. If accounts are not paid within the week after payment is due your child will not be accepted into the center the following Monday.

After Hour Charges

Children are not allowed to stay at the nursery longer than 10 hours. The closing hour is promptly at 5:30 p.m. A late charge after 5:35 p.m. is \$15.00. A \$1.00 per minute will be added for a child who remains in the center after 5:35 p.m.

Payments

The use of a credit cards, cash app., \$BLLCenter or money order is acceptable. Please make money orders payable to Beacon Light Learning Center, LCC

Requirements for Entrance

The Center provides care for children between the ages of 1 year old and 4 years old. The following forms must be completed and returned to the director before the entrance of a child:

1. Enrollment Form
2. Shot Records
3. Third Party Agreement Form (authorization to release your child to someone other than yourself)
4. A Permission Form for Emergency Medical Care
5. Copy of Birth Certificate

Withdrawal from Center

A minimum of two (2) weeks' written notice is required when you plan to withdraw your child from enrollment in the center. If written notice is not given, you are responsible for the tuition charges for two weeks after the child's last day of attendance.

Dismissal from Center

If a student should show inconsistent behavior such as but not limited to... biting, kicking, or any other behavior that would put himself or another child in danger arises; the director will notify the parents. It is the parent's responsibility to offer complete cooperation with the center to resolve these issues. Only by working together will we be successful in handling each child's needs. Consistent misbehavior of a child and/or parental lack of involvement and if all attempts made to curb the misbehavior are unsuccessful, this center will no longer be able to care for your child.

Biting Policy

If a child bites during the day, the policy is as follows:

If the child who is bitten has an open wound from a bite it will be cleaned with antiseptic and the parent will be notified immediately.

For the child who bites:

First Incident in a day- The child will get a Written notice and the parent will have to sign it.

***If biting continues disciplinary actions will be taken.**

Behavior Management/Discipline Policy

Discipline is a form of guidance and shall be constructive. Its purpose is to help the child to learn social development. The child's age, intelligence, emotional makeup, and his past experience should be considered when re-directing and guiding the child's behavior.

Children need patience and understanding if they are going to develop great social skills, which make for good leaders. Discipline should be fair and consistent, and every effort should be made to help the child see it as such. Encouragement and praise of good behavior are more effective than punishment. The child's acceptance of discipline and his ability to profit from it depend largely upon his feelings that he is liked and accepted. The behavior management policy shall prohibit children from being subject to any of the following:

1. Physical or corporal punishment which included but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or 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.
2. Verbal abuse, which included 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;
3. The threat of a prohibited action even if there is no intent to follow through with the threat;
4. Being deprived of food or beverages;

Abuse & 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 1-855-4LAKIDS (1-855-452-5437);

Our 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

Our center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Feeding Schedule

We serve breakfast from 6:30 until 8:30 a.m. If your child arrives after 8:30 a.m. we will be unable to serve them breakfast, as the teacher in the kitchen must leave the kitchen to perform other duties. The children will be served lunch at approximately 11:30 a.m. The afternoon snack will begin at 2:30 P.M.

Nap Time Schedule

Students will be nap at approximately 12:30 p.m.

Personal Belongings

Please mark all belongings with your child's first and last name. This includes coats, jackets, extra change of clothes. The Center is not responsible for lost clothing.

All preschool children will rest on cots that are provided by Beacon Light Learning Center. Parents may bring a blanket and pillow for their child at rest time. These will be sent home every Friday to be laundered. Please label these items before you bring them into the center.

Please do not allow your child to bring food, gum, money, or toys to the center.

Birthday Parties

If your child wishes to celebrate his/her birthday here at the Center and you wish to bring cake, ice cream, favors, etc., we will be delighted. The birthday child, as well as the other children, enjoys these celebrations. Please check the number of children in your child's class and bring STORE BOUGHT refreshments for that number. All children will celebrate their parties at 2:30 p.m.

Visitors

We request that all visiting times to the Center be coordinated with our supervised program. We prefer that the children are not disturbed during their lunch and naptime. However, parents are welcome at all times. We have an open-door policy. Consultations are available upon request.

Third-Party Release

Beacon Light Learning Center must have written notice from the parents authorizing the release of your child to someone other than yourself. If we do not have written notice from you, your child will not be released. **We are unable to release a child through verbal authorization.**

Water Activities

All water activities that children participate in meeting the guidelines of the Type III Regulations for our center. The type of water activity that the center participates in is posted at the center.

Parental Compliant Procedure

At Beacon Light Learning Center, we strive to provide the best possible care for your child while they are with us. If you ever have any questions or concerns, please feel free to discuss your concerns with the director, Nicole Alex. If necessary, please call the owner, Iris J. Williams, at 225-256-2135. We desire that you feel comfortable and secure about your child's care and we will attend to your needs.

Our Center is governed by the Department of Social Services – Louisiana Department of Education. Their number is 1-877-453-2721/ (225)342-9905. They are available to answer questions or concerns if we have failed to satisfy you. Beacon Light Learning Center has an open-door policy. You may visit your child at the center during opening hours.

Confidentiality

The center shall maintain the confidentiality of all children's records. Children's records will not be released without your written informed consent. Pictures of the children are often used in our preschool program for instructional as well as decorative purposes. We will not release your child's photograph without your written informed consent.

Parental Involvement Policy

Thought out the year we will be offering parental involvement opportunities which may include but are not limited to,

1. Breakfast with mom
2. Donuts with dad
3. Thanksgiving
4. Christmas Feasts
5. Graduation program

Electronic Device Policy

Our Electronic Device policy provides 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 age two are prohibited;
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Computer Practices Policy

It is required that all computers that allow internet access to children must be equipped with monitoring or filtering software that limits access by the children to inappropriate websites, e-mail, and instant messaging.

Programs, Movies, and Video Games Policy

- 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 another programming shall be suitable for the youngest child present.

Illnesses

The center is a place for well children, so please do not send your child when he/she is sick or has signs of a contagious illness. Children with the following illnesses or symptoms shall be excluded from the center based on the potential spreading of the illness. *(For example Pink eye, Flu, Diarrhea, Fever, Chickenpox, and Head lice.)

If a child becomes ill during the day, they shall be placed in isolation until a parent or designated person has been consulted. The parent will have to make arrangements to pick up the child. If your child has a contagious illness, we reserve the right to require a doctor's excuse before readmission to the center. **The child must stay at home the next day when they are sent home sick unless we receive a doctor's clearance stating that the child is not contagious.** Parents are requested to report any illness immediately to the director or assistant director for the protection of the other children.

Accidents

In case of an accident, a child's parent will be notified immediately so the parent can take the child to his/her doctor. If we cannot locate either parent, we will call 911; or in severe cases, the child will be taken to the Emergency Room.

Emergency Closures

In the event we encounter an emergency such as bad weather conditions (Hurricanes, Tornadoes, Tropical Storms, etc.), power outages, hazardous road conditions, etc., we will close the center for the safety of the children and teachers. We will try to alert parents in the event of closure.

If we close the center, we will leave a message on our website or you may check our voice mail to inform parents. If we need to close during regular hours of operation, we will try to notify parents as soon as possible if our phone lines are working properly. If you suspect we are going to close the center, listen to the radio or television or check our website. The decision to close the center will be done to protect the children and the staff.

Emergency Plans

A written plan is provided to all employees at the beginning of employment.

Fire Plan – The Fire Plan is activated by the automatic fire alarm system. Each teacher will bring a clipboard with roll and master records. They shall follow the fire escape plan posted in his or her room, bringing the children to the backyard fence near the gate for easy access. The teacher will take roll. The director will call 911 and check all rooms.

Building Evacuation Plan – The Building Evacuation Plan is activated by the fire alarm or verbal communication by the office staff from room to room. Everyone proceeds as quickly as possible away from the building.

Flood – The staff will listen to the weather reports. If time permits, we will contact parents to pick up the children. If severe flooding occurs, we will get the children to the highest point possible using tabletops or roofs if necessary.

OFF-SITE ACTIVITIES POLICY

During the school year, your child/children may have to take a field trip from the center. This may or may not be associated with the curriculum. You will be notified at least one week in advance of the scheduled field trip. When taking field trips the children are transported in the daycare vans. A cell phone is carried in the vans at all times in case of emergencies.

****Child/staff ratios are enforced in or out of the center.**

Note: Our school-agers will be given a schedule of field trips for the summer.

IF your child misbehaves on any field trip, you will be notified. Depending on the severity of the conduct, your child may not be able to attend the next scheduled field trip.

If a field trip requires a fee payment, the parent will be notified and the fee must be paid by the due date. Also, a permission form must be signed by the parent. If payment is not made or a permission slip is not signed, then we must assume that your child will not be attending the field trip.

COMMUNITY RESOURCES

LaChip (Health Insurance)

1-877-252-2447

<http://www.lachip.org/>

**Childcare Assistance Provider
Directory**

1-800-690-9098

<http://www.dss.state.la.us/>

**Medicaid
East Baton Rouge Housing
Authority**

1-800-772-1213

225-923-8100

**Food Stamp Program
Child's Medical Home**

1-888-524-3578

1-504-568-5055

Beacon Light Learning Center, LCC

Enrollment Form

Child's Name _____ Sex _____ Date of Birth _____

Guardian #1 Name _____ Guardian #2 Name _____

Social Security Number _____ - _____ - _____ Social Security Number _____ - _____ - _____

Address _____

City _____ State _____ Zip Code _____

Home Number _____ - _____ - _____ Cell Number _____ - _____ - _____

Employer _____ Work Number _____ - _____ - _____

Guardian #1 Email Address _____

Guardian #2 Email Address _____

Person with Whom Child Lives _____

Child Doctor _____ Phone # _____ - _____ - _____

Child Dentist _____ Phone # _____ - _____ - _____

Individuals to Contact in Case of Emergency:

_____ Phone # _____ Relationship _____

_____ Phone # _____ Relationship _____

_____ Phone # _____ Relationship _____

Does Your Child Have Any Food Allergies? Yes No Any Other Allergies? Yes No

Does Your Child Have Any Dietary Restrictions? Yes No

Any Difficulties or Disabilities? Yes No

Please Explain Any "Yes" Answer

Here: _____

I AUTHORIZE THIS FACILITY TO CARE FOR MY CHILD DURING THE TIME HE/SHE IS IN THE FACILITY OR PARTICIPATING IN A FACILITY SPONSORED FIELD TRIP AND TO ADMINISTER AND/OR OBTAIN EMERGENCY MEDICAL TREATMENT FOR MY CHILD IN THE EVENT THAT I CAN NOT BE REACHED

Date: _____ Signature of Parent/Guardian _____

Beacon Light Learning Center, LCC

Child Pick Up List

Third-Party release: My child has permission to be released to the following individuals

Name	Relationship	Phone Number
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1.

2.

3.

4.

5.

6.

7.

8.

:

Anyone not on this pick-up list will not be allowed to take your child unless we have written notice.

Beacon Light Learning Center, LCC
Financial Policy

Registration Fees

A registration fee of \$100.00 per child is due at the time of enrollment. A curriculum fee of \$100.00 is due at enrollment and every year thereafter for children ages birth through Pre-K classes. Nonrefundable.

Tuition

Tuition is \$ _____ per week for your family. Tuition is due and payable in advance on Monday. If Tuition is not received by the close of business Monday, a \$25.00 fee will be levied. If accounts are not paid within the week after it is due your child will not be accepted into the center the following week.

Payments

Tuition is payable by cash app, money order, or debit/credit card.

Late Fees

The closing hour is promptly at 5:30 p.m. A late charge after 5:35 p.m. is \$25.00.

Holidays

The Center will be closed on the following holidays:

New Year's Day	Memorial Day	Friday After Thanksgiving
Martin Luther King Jr. Day	July 4th	Christmas Eve
Mardi Gras	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	New Year's Eve

*1 week in the Fall off for Professional Development for Teachers, *1 week in the Summer off for Professional Development for Teachers

If the holiday falls on a Saturday or a Sunday, we will either take the holiday the week before or the week after. Holidays may be adjusted to coincide with the state holidays. No tuition adjustment can be made for holidays or illness. Our vacation plan allows one (1) week vacation after being enrolled full-time for six (12) consecutive months.

Field Trips

If a field trip requires a fee payment, the parent is responsible for paying the fee prior to the date of the field trip. If the fee is not paid, we will assume you do not want your child to go.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AS WELL AS THE "POLICIES AND PROCEDURES FOR BEACON LIGHT LEARNING CENTER" AND AGREE TO ABIDE BY THE TERMS AS STATED.

DATE

SIGNATURE OF PARENT/GUARDIAN

Non-Compliance Policy

Following Federal law and U.S. Department of Agriculture policy, Beacon Light Learning Center does not discriminate against any person(s) because of race, color, national origin, sex, age, or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints, written or verbal should be forwarded immediately to:

**USDA DIRECTOR;
OFFICE OF CIVIL RIGHTS
Room 326-W; Whitten Bldg.
14th and Independence Avenue SW
Washington, D.C. 20250-9410 Or call (202) 720-5964 (voice and TDD)**

The complaint should contain the name, address, and telephone number of people filing a complaint, the specific location, and name of the entity for whom the complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminatory action. "USDA is an equal opportunity provider and employer"

Hours of Operation

The center is open from 6:30 A.M. to 5:30 P.M. Monday thru Friday. Children should arrive at school no later than 9:00 A.M. unless they have a doctor's excuse and we are notified that they will be late. All children upon arrival at the center **must be fully dressed in uniform**. The children should wear close-toed shoes. Tennis shoes are preferred. No open-toe sandals are allowed. **If the center is open You are Responsible for paying your child/children's Tuition.**

Holidays:

New Year's: December 30th -31st
Return: January 3rd

4th of July: July 4th -5th

Martin Luther King Jr. Day: January 17th

Labor Day: September 6th

Mardi Gras: February 28th – March 1st

Thanksgiving Eve: November 24th (half day)

Good Friday: April 15th
Return: April 19th

Thanksgiving Day: November 25th -26th

Memorial Day: May 30th

Christmas Eve: December 24th (half day)

Christmas Day: December 25th

If the holiday falls on a Saturday or a Sunday, we will either take the holiday the week before or the week after. Stated holidays may be altered to coincide with the state closures when agreed upon by the majority of parents. *Dates are subject to change.



To the parents of Beacon Light Learning Center:

During the course of the school year, your child may be photographed during the day at the Learning Center during normal center hours, field trips, or during activities. These photographs may be used in promoting child care services, either on the internet or on pamphlets that may be distributing in our surrounding areas.

With my signature below I, _____ grant permission for my child(ren) _____ to be photographed or their images recorded for print or electronic use in promoting the Learning Center services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child(ren) enrollment. I understand d the there will be no payment for me or my child(ren) participation in this release.

I, _____ DO NOT grant permission for my child(ren) to be photographed.

Parent/Guardian Signature _____

Date _____

Water Activity Permission Form

Form provided by Beacon Light Learning Center, LLC

Name of child: _____ Date of Birth: _____ Age: _____

I _____ give consent for _____
(Name of parent/guardian) (Name of child)

to participate in water activities while at _____
(Name of provider/facility)

I understand that Beacon Light Learning Center will:

- Maintain a safe staff to child ratio while participating in water activities
- Closely monitor my child and will never leave them unattended while they are participating in the water activities listed below.

My child may participate in: Please check all that apply

- Water Table Play
- Swimming in age appropriate backyard pool
- Slip & Slide
- Sprinkler
- Water Slide

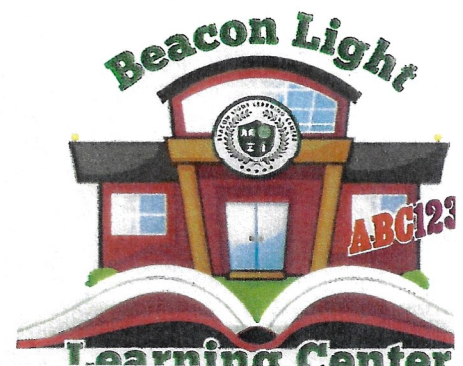
My child's swimming abilities: Please check all that apply

- A non-swimmer
- A swimmer

Describe what level/skills your child has in swimming: _____

Parent(s) or guardian(s) name: _____

Signature of parent/guardian: _____ Date: _____



Acknowledgement Statement

By signing this form, I have thoroughly read, understand, and agree with the policies and procedures of the **Beacon Light Learning Center Parent Handbook.**

Parent Signature

Date