

Planet Kids Academy – Policies and Procedures

- 1. Admission:** We request that you complete an Enrollment Application, which requires pertinent information needed about you and your child, and an Admissions Agreement, which outlines our admissions procedure. Upon receipt of your Enrollment Application, Admissions Agreement, and Registration Payment, enrollment placement will take place. After capacity is reached in each class, all other applicants will be placed on a waiting list. The waiting list will remain in effect for that school year only. PKA does not discriminate on the basis of race, color, sex, national origin, religion, handicap conditions, breastfeeding, or politics.
 - A. Annual Calendar:** Our annual school calendar is posted on the front entrance information board and is distributed to parents at the beginning of each school year. You will receive one when you register, and annually thereafter. The dates indicate significant events in school, parent nights, conferences, and closures.
 - B. Fees:** You will receive a tuition breakdown page at the time of your registration. There is a copy posted on the front entrance information board for your convenience.
- 2. Nondiscrimination:** PKA does not discriminate on the basis of race, color, sex, national origin, religion, handicap conditions, breastfeeding or politics.
- 3. Open Door Policy:** PKA offers an open door policy during all hours of operation. We encourage parent support for all activities in school, and certainly promote the use of our viewing windows to observe your child discreetly - Or a visit to the Director's Office to view student activity on her monitors, as well. Children this age do not react well to the in-and-out presence of their loved ones. A Parent's presence signifies one thing to this population of student and that is: "Go home time!" For this reason we limit accessibility to the children during structured curriculum hours.
 - A. Hours of Operation:** PKA operates from 7:30 – 5:30, Monday through Friday. There is a late charge of \$2.00 per minute after 5:30. Registration for the new school year takes place each January.
 - B. Drop Off and Pick Up Policy:** Each child arriving at PKA must be walked into the school and signed in. When the child is picked up in the afternoon, he/she will need to be signed out by the parent or pre-designated guardian. The intent of this policy is to ensure the safety and security of your child. We ask for children not to be brought into the center after the hours of 11:00. Children brought in after this time interrupt learning and rest time for the other children. Children dropped off after 9:00 will be escorted from the front foyer by a staff member. Children picked up before 4:00 p.m. will be called for by intercom, and escorted to the front entrance by a staff member. This policy is intended to be respectful of the Academy's curriculum time of 9:00 a.m. until 4:00 p.m.
 - C. Closures:** PKA will be closed for New Year's Eve and Day, Lundi Gras and Mardi Gras, Good Friday and Easter Monday, Spring In-Service Day, Memorial Day, Summer Theme Transition Day, Independence Day, Labor Day, Fall In-Service Day, Thanksgiving (3 days), and Christmas (3 days). PKA will also close for one week every summer, directly following our Summer program, for building maintenance and classroom set-up. A detailed calendar of closings will be provided to you upon registration, and then at the beginning of each school year. Sometimes it is necessary to close due to severe weather. We follow the recommendations of WWL, which is the same station used by the St. Tammany Parish School System. If the public schools close, we will close for the safety of our children and staff. If severe weather occurs during the summer months we will follow WWL recommendations as well as our local government for closing procedures. Tuition is required of all children in all programs, regardless of the number of days missed due to illness, holidays, forced closures or other reasons.

4. **Daily Schedule:** You will find your child's daily class schedule right inside their classroom door. Please note that we do allow for flexibility and change each day. However, children thrive on routine and we therefore try to stay on an accurate daily schedule. We have alternated our activities to allow for vigorous and quiet activities, to ensure that children have time to share and for independent play, as well as indoor and outdoor play. Children five (5) years and younger shall have a daily rest period of at least one hour, as indicated by S.5311.B.2. Teachers utilize rest periods to eat their own lunch and complete their daily reports and lesson plans. At least one or both of your child's teachers will be in the classroom during naptime.
5. **Monthly Menu for Snacks and Lunch:** PKA will post our monthly menu of snacks and lunches on the front entrance information board on the first Monday of each month. A hot, balanced, and truly delicious lunch is served daily. The cost of snacks and lunch is covered in the tuition. The State Department of Health and Human Resources requires that all food served must be bought and prepared by the center. Exceptions are:
 - When a child requires a special diet, a written statement from a medical authority shall be on file.
 - Children with food allergies or intolerance shall have a written statement signed by a pediatrician indicating the specific food allergy or intolerance and discretions for any possible dietary restriction.
 - When a child requires a modified diet for religious reasons, a written statement to that effect from the child's parent shall be on file.
 - Refreshments for special occasions such as birthday parties and holidays, with prior approval from the Director may be served.
~Any other situation must be directed by a doctor's note per state regulation.~
6. **Medication:** Staff and Administration of Planet Kids Academy are not certified to administer medication of any kind to children who attend Planet Kids Academy and will not do so. Medication includes anything that contains a chemical, including diaper ointment, bug sprays/ointments, and sunscreen.
7. **Water Activities:** PKA provides fun "Water Days" in the warm summer months of June and July utilizing the splash pad and sand and water tables for exploration. We do not use any type of swimming and/or wading pools at our facility.
8. **Third Party Release:** If you will be unable to pick up your child from school PKA must have the name, driver's license number, as well as a verbal description of any person who will be picking up your child. PKA will not release your child to any third party without this required information. Parents must contact the main office to notify PKA if someone else is picking up your child(ren).
9. **Photographing of Children:** PKA utilizes a high-tech monitoring system in every classroom and commons areas. Be advised that we have a constant monitoring (audio and visual) occurring at every minute we are operating. These monitors are located in the Director's Office for her continued viewing ability. We also use these digital recordings to assist teachers in observing and improving their own teaching techniques, and for liability purposes. These recordings will never be used for anything else outside of school without your verbal and written permission. We do take many still photos of the children engaged in activities all year round. **We will request your written permission when we want to use your child's photograph for advertisements for the school. There is a form located in your "Parent Packet" at registration and at the beginning of each new school year that enables you to let us know if this is a problem and we will be happy to respect your wishes.**
10. **Discipline:** Our teachers and staff understand that children are independent and inquisitive. Our staff uses positive techniques for guidance. These techniques include redirection, positive reinforcement, and anticipation and elimination of potential problems. As a last resort, a short "think time" period in the

classroom is used. (Approximately one minute per year of the child's age.) Please note that in accordance with S.5311C:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks will not be made in the presence of children about family members of children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from a group for disciplinary reasons, he or she shall never be out of sight of a staff member.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

A. Biting: When children are unable to verbalize themselves as efficiently as they'd like, at times may display their disapproval of another's action by biting. By close observation of the children we try to avoid successful bites, however at times this does occur. Our policy is to remove the child from the group's activity for a brief time-away. We tend to the child who was bitten by nurturing and the application of ice. The parents of both children are notified of the incident that occurred.

B. Unacceptable Behavior: Unacceptable child behavior is behavior determined by PKA in its sole judgment to be not in conformity with the following expectations:

- A child is expected to be polite and courteous to the staff and personnel.
- A child is expected to abide by the reasonable requests and instructions of the child's supervisors and teachers.
- A child is expected to be mindful of the physical well being of others.

A child shall not be disobedient, discourteous, disruptive, and/or harmful to himself or others. If a child is disobedient, discourteous, disruptive, and/or harmful to himself or others, the Director and/or the child's teacher shall first consult with you and assist you in modifying the child's behavior to conform to the reasonable expectations of PKA stated above. If after consultation, a child continues to be disobedient, discourteous, and/or disruptive, in the sole judgment of the Director in consultation with the Owner, or if the child at any time attempts to harm others, in the sole judgment of the Director in consultation with the Owner, then the child shall no longer be acceptable to PKA, and may be immediately dismissed by the Director.

Dismissal from the Program: A Parent's behavior is every bit as important as the child's is, as a member of the school environment. If a Parent's behavior is deemed inappropriate by a Staff member and/or by the Director, the child and the family can, and will, be immediately dismissed, at the sole discretion of the Director in consultation with the Owner and by her authority alone. Inappropriate behavior is behavior that can be described as being disobedient, discourteous, disruptive, disrespectful, and/or harmful to himself or others in the eyes of the Director who is the sole authority within Planet Kids Academy during the operating hours of 7:30 am – 5:30 pm, Monday through Friday.

11. Abuse and/or Neglect: All centers will report any suspected abuse and/or neglect of a child in accordance with R.S.14:403 to the local Child Protection Agency. St. Tammany OCS (Social Services) can be contacted at (985) 893-6225 or through the mail at:

St. Tammany Parish
Office of Childcare Services
300 Covington Center
Covington, Louisiana 70433

12. Confidentiality: PKA will maintain all children's files in a very secure manner. The Owner and Administrators are the only employees who will have access to your child's records. If a teacher requires any

pertinent information from a file, one of the previously identified individuals will retrieve this information for them. Upon registration, we do review the necessary information from your child's file with all of the staff, including the kitchen manager and volunteers (if applicable). The information shared is only health issues, or concerns that you and the Administration have agreed to share with the other staff. Employees will not disclose any information concerning the child or his or her family directly, or indirectly, to any unauthorized person. We are receiving written consent to use any photographs of your child for advertising purposes, when you sign receipt of this information, unless otherwise noted. PKA will not release any information by which your child might be identified, except to authorized state and federal agencies.

13. Health and Safety Procedures: We take every precaution possible to provide a healthy environment for your child. This includes refusing to admit children who are ill to their classes. We provide a quiet, isolated area for children who become ill during the school day where they can wait for their parent to pick them up. You will be notified immediately if your child becomes ill. Please keep your child home if he or she:

- Had fever in the last 24 hours.
- Has been on an antibiotic for less than 24 hours.
- Is very irritable, or generally not his or herself.
- Has a symptom of a possible communicable disease.

Please notify us immediately if a child has a communicable disease so that the other parents can be notified as well. Our Dispersion of Medication Policy was previously described in #6 of this packet. We have included an emergency treatment authorization form in your registration packet. We **MUST** have this form completely filled out, signed, and dated prior to your child attending PKA.

A. Staff Development: Every staff member is selected very carefully, after a thorough application process. They receive an orientation, one week of in-service training, and are required to obtain a minimum of twelve continuing education hours in the field of early childhood. In addition, every staff member must be CPR certified and receive First Aid training, as well as attend a Health Department class annually.

B. Harmful Items: The center shall prohibit the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet, or BB guns (loaded or unloaded) in the center, or on the playground. The center shall prohibit the use of tobacco in any form in indoor areas of the center, or on the playground.

14. In-Service Training: Our staff meets weekly with our Education Consultant for continued professional training and development, and to review lesson plans and discuss new ideas. We use this time to take care of the general business of the day, planning, and open discussions. In addition, the Center Director conducts at least one staff monthly meeting. These meetings and training sessions are documented with the date and time of the meeting, the training topics, and signatures of all whom have attended.

15. Policy Review: Our entire staff attends an annual orientation given by the Center Director and reviews the school's policies and practices, health and safety procedures, emergency and evacuation plans, supervision of children, discipline policy, job descriptions, individual needs of the children enrolled, current State Class "A" Minimum Licensing Standards, detecting and reporting child abuse / neglect, and confidentiality of information regarding children and their families. Documentation shall consist of a signed and dated statement / checklist identifying that all required topics were reviewed and revised if needed. We request that you read all of these policies thoroughly and if you have any questions, please contact our office.

16. Visual Check of the Center: Upon closing our facility each day, the staff member appointed to close must inspect the entire school in order to determine that a visual check has been conducted and to certify that no child was left in the center after the inspection. This staff member is required to document this information on the Visual Check Form, sign and date the form, and the Director is to initial the form.

17. Emergency Numbers: We have posted in three locations all of the local emergency numbers, as well as the school's exact location to assist the proper authorities in an emergency situation.

Emergency: 911

Poison Control: 1-800-256-9822

18.Children and Staff Emergency Contact Numbers: All files will consist of an emergency contact number on the front, as well as on the Master Card. If you would like to change that number, please let our office know as soon as possible.

19. Emergency and Evacuation Procedures and Plan: Each room in our school has an Evacuation Route diagram, which will assist in case of an emergency. Emergency and Evacuation procedures are discussed with all new staff during orientation and annually at follow-up orientations. In addition, a detail-by-detail description and walk through of all fire drills and evacuation procedures are held monthly and indicated so in our fire drill file required by the State Fire Marshall's office. Children and teachers have lengthy conversations on safety rules and evacuations so as to prepare them for the possible situations. We go to great lengths to ensure the children of their safety; we only want everyone to be prepared.

20. (cont'd) Sometimes it is necessary to close due to severe weather. We follow the recommendations of WWL, which is the same station used by the St. Tammany Parish public school system. If the public schools close, we will close for the safety of the children. If we must evacuate the school immediately, and leave the school grounds, we will follow the local authority's recommendation of the implemented emergency procedure. If severe weather forces us to close during the summer months we will follow the recommendations of the national weather service as well as our local government's.

The Director agrees to notify the Bureau and document within 24 hours or the next workday the following reportable incidents:

- Death of a child while in the care of the center.
- Any serious illness or injury requiring hospitalization or professional medical attention.
- Any fire.
- Any structural disaster.
- Any emergency situation that requires temporarily relocating children.
- Any unusual situation, which would affect the care of the children; i.e. extended loss of power, etc.
- Any child leaving the center unsupervised or with an unauthorized person.

21.Procedures for Concerns: If you have any concerns or questions at any time, please see your child's teacher, or the Director at your earliest convenience. We will be happy to answer questions and address any concerns you may have.

If you feel a matter is irresolvable and would like to contact the Bureau of Licensing, please contact the following office:

State of Louisiana
Department of Social Services
Office of the Secretary
Bureau of Licensing
627 North 4th Street
1st Floor
Baton Rouge, Louisiana 70802
(225) 342-9690

- 22. Parental Awareness of Recordings:** PKA utilizes recordings and/or tapings of enrolled children as digital recordings, videotaping, audio recordings, and web cam while in the center for observation/security purposes.
- 23.** We request that you read all of these policies thoroughly and if you have any questions, please contact our office.
- 24. **** Copies of all documents and forms referred to in this Policy and Procedures Booklet can be found attached to the front entrance information board. ******

06/18/14