

Family Christian Academy Preschool

“Building Foundations for Faith and Learning”

POLICIES

Child Abuse and Neglect Policy

In accordance with Bulletin 137 Louisiana Early Learning Center Licensing Regulations 1509 1, FCA Preschool staff and administration are mandated reporters of child abuse and neglect. As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-452-5437. In accordance with child welfare laws, if at any time a child enters our facility with injuries of any kind, FCA Preschool is required to document these injuries and require doctor's documentation of the incident and treatment.

Non-discrimination Policy

FCA Preschool does not discriminate on the basis of sex, sexual orientation, gender, ethnicity, race, ancestry, national origin, religion, color, mental/physical disability, or whether a child is being breastfed.

Admissions Policy

FCA preschool accepts children ages 6 week – 4 years of age. The admissions procedure is as follows:

- Parent/Guardian completes and submits New Student Packet paperwork, including a copy of parent/guardian driver's license
- The New Student fee of \$200.00 (non- refundable) is submitted

Approximately 1 week prior to the child's start date:

- The Equipment fee of \$200.00 (non- refundable) is submitted
- All supplies on the Supply List are submitted
- All remaining New Student documentation is submitted

Disclosure of Information Policy

Licensing authorities for FCA Preschool include:

- State of Louisiana, Department of Education: Department of Licensing (License #12906)
- Louisiana Early Learning Center Licensing Regulations (LDELicensing@la.gov)

In accordance with Bulletin 137 Louisiana Early Learning Center Licensing Regulations 1509 4, licensing surveys, inspections, and regulations are available upon request.

Complaint Policy

Parents/guardians are encouraged to contact the Preschool Office at 225-768-3024 with any complaints or concerns. Should you have significant unresolved licensing complaints you may contact the Division of Licensing at:

La Dept. of Education
Division of Licensing
225- 342-9905
LDELicensing@la.gov
P.O. Box 4249
Baton Rouge, LA 70826

A Ministry of Family Worship Center
8919 World Ministry Ave * Baton Rouge, LA 70810-9099 * (225) 768-3024
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Behavior Management Policy

FCA Preschool believes in a positive approach to discipline and is committed to providing a developmentally appropriate environment where children feel safe, comfortable and have a great time. Behavior management policies shall be followed in order to protect the safety of all children and staff persons. Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors.

Concerning behavior management, the following positive discipline practices will be utilized:

- Realistic expectations for young children’s behavior will be set.
 - FCA recognizes that oppositional behavior is normative for children throughout early stages of their development
- Environments will be designed to enhance the probability that children will behave in appropriate ways
 - Curriculum will be well planned and actively involve children in the learning process
 - Physical environments can be reorganized throughout the year to ensure learning spaces are new and exciting
 - New learning materials can be introduced periodically to stimulate learning
 - Adult behaviors should act as a model for appropriate behaviors in children
- Utilize positive communication techniques to gain children’s cooperation
 - Words of encouragement and praise will be used generously
 - Use active listening to show acceptance and understanding of children’s feelings
 - Use reasoning to help children understand expectations
- Turn destructive situations into constructive situations
 - Give children alternatives
 - Observe children to determine patterns in or reasons for misbehavior
- Teach problem solving skills to resolve conflicts
 - Model conflict resolution skills
 - State problem clearly and objectively
 - Acknowledge and support children’s feelings
 - Help children consider possible consequences and evaluate them
 - Involve children in deciding on a solution and planning for implementation
- Time out will not be used for children under the age of 2.
 - The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

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In accordance with Bulletin 137 Louisiana Early Learning Center Licensing Regulations 1509 8, FCA Preschool behavior management practices prohibit children from being subject to:

- i. physical or corporal punishment including 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.
- ii. 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 in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child
- v. being bullied by another child
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes;
- viii. having active play time withheld for disciplinary purposes, except time out may be used during active playtime for an infraction incurred during the playtime

As previously stated, Family Christian Academy Preschool does not administer corporal punishment to our students. We ask that you abide by our policy and not administer corporal punishment to your child while you are on this property.

The goal of Christian discipline is the acquisition of self-discipline. When children are given an encouraging environment with clear, understandable parameters, they learn to manage their behavior wisely. Godly discipline involves making wise choices. As young children experience the rewards of positive behavior, they are able to take full advantage of their learning environment.

Rest Time Policy

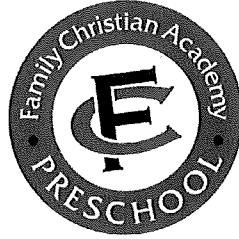
In order to fully comply with Louisiana state guidelines regarding the required amount of rest time needed for Preschool children, students should not be dropped off or picked up, in the classroom, during scheduled nap times. Should students need to be picked up or dropped off during nap time, prior arrangements need to be made with the Preschool office.

Electronic Devices Policy

In accordance with Bulletin 137 Louisiana Early Learning Center Licensing Regulations 1509 – A .9: Electronic Devices that provide activities involving but not limited to television, games, videos, computer, hand held 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.

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Computer Practices Policy

Monitoring or filtering software that limits access to inappropriate websites, e-mail, and instant messaging must be installed on all computers utilized by children.

Parental Access Policy

Parents/Guardians are allowed to visit the Preschool anytime during regular hours of operation. To meet the rest time needs of the children, FCA Preschool asks that visitation occur outside scheduled nap times.

Parental Involvement Policy

Parents/guardians shall be offered a minimum of two opportunities for involvement each year. Involvement opportunities may include but are not limited to: an open house/orientation, parent education session, parent and staff conference, pot luck dinner, holiday party/grandparent’s day.

Programs, Movies, and Video Games Policy

In accordance with Bulletin 137 Louisiana Early Learning Center Licensing Regulations 1509 – A .11:

- 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 other programming shall be suitable for the youngest child present.
- c. “PG” programming or its television equivalent shall not be shown to children under age 5.
- d. “PG” programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than “PG” is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - a. “E10+” rated games shall be permitted for children ages 10 years and older.
 - b. “T” and “M” rated games are prohibited.

FCA does not allow any video games (including hand held devices) or television programming; nor, do we allow movies of any kind under the age of 2.

Educational videos (20-30 minute run time) will be offered to our K3 students once per week. On occasion, these educational videos will be offered to our K2 students.

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Diapering Policy/Procedure

In accordance with regulations, diapers are changed at least every two hours or when wet/dirty. The diapering procedure is as follows:

1. Employees wear gloves at every diaper change
2. After each diaper change, diaper and gloves are disposed of in the “diaper only” trash.
3. The child’s and employee’s hands are washed with soap and warm water after each diaper change
4. The diaper changing table is cleaned/sanitized with bleach water mixture after each diaper change

Extra Clothes Policy/Procedure

It is a simple fact that children may need to change their clothes during the day for a variety of reasons. It is imperative that FCA Preschool always have extra clothes on hand for each child. Parents are required to maintain extra clothes for their child in his/her locker at all times. The clothes provided are used any time a child should need to change clothes. When changed, a child’s soiled clothes are placed on the outside of his/her locker. This not only ensures that the soiled clothing will be taken home that day, but also serves to alert parents that they may need to replenish the supply of clean clothes in their child’s locker.

Although it is not FCA Preschool’s responsibility to provide extra clothes, the Preschool does maintain a supply of donated clothing, which can be used for the students, if needed. Should a child need to change clothes and they have no clothes in their locker (or the clothes are too small), Preschool staff will pull an appropriate item from this donated supply for the child’s use. **Unfortunately, the Preschool does not always have something in the donated supply that will fit every child.** When a child has no extra clothes of their own and the Preschool has no clothes in the donated supply that will fit, staff will wrap the child in a blanket, contact parents immediately, and request that parents bring their child extra clothes within the hour. At no time will any child be left uncovered while at FCA Preschool.



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Monitoring Policy for Provisionally Employed Staff Members

In accordance with Bulletin 137 Louisiana Early Learning Center Licensing Regulations 1811 D, 1-3:

1. A center may provisionally employ as a staff member, a person for whom it has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department’s receipt of the other CCCBC results and determination of the person’s eligibility for child care purposes. Each provisionally employed staff member must be assigned a monitor and the monitor must adhere to regulations set forth in Bulletin 137.
2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following:
 - a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
 - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
 - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
 - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation 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.

****FCA Preschool prohibits alcohol, tobacco, and firearms on Preschool property.****

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Policies Agreement

I have read the policies of Family Christian Academy Preschool and hereby recognize that I understand the applicable guidelines. I will adhere immediately to the terms and conditions as directed. Failure to adhere to any Preschool policies and/or procedures, may result in dismissal from FCA Preschool.

Students Name

Class

Signature of Parent or Legal Guardian

Date

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