

9/17/18



615 City Park Ave.

New Orleans, LA 70119

(504) 671-6542

Philosophy

Delgado Community College seeks to provide a nurturing place where children are made to feel competent, safe and secure. Our program emphasizes child-initiated learning through play. We provide a culturally diverse and developmentally appropriate environment designed to support the acquisition of cognitive, physical and social skills. We believe that children are active learners who need hands-on play experiences to thrive. Our classrooms use a centers approach, allowing children to play alone or together with learning activities and materials of their own choosing. In the classroom, the teacher acts to enrich the child's knowledge by the introduction of interesting, stimulating, open-ended activities. The play component of all activities is the motivation for children to interact, investigate, question, and create with the materials provided. Play is a child's most important tool for assessing, assimilating, adapting, and broadening his or her knowledge. Our goal is for each child to develop feelings of competency in language, cognitive, social and physical skills, self-motivation, emotional security, and a passion for learning.

Mission Statement

In keeping with Delgado's mission statement, the Joey Georgusis Center for Children provides a safe, high quality learning environment for the children of the College's diverse community that stimulates each child's social, emotional, physical, and cognitive development and provides hands-on training and experience for the students enrolled in the Care and Development of Young Children Program.

Purpose

The Children's Center serves as a site for students in the Care and Development of Young Children Program to observe and/or to receive practical guided experience with children. The Center offers students the opportunity to meet training requirements for the Child Development Associate (CDA) credential. Additionally, faculty members and students in other departments will work on special approved projects with the children and the staff of the Center.

General Description

- New state-of-the-art facility
- Open to children of all current* students, faculty, and staff of Delgado Community College. The Center has the discretion to also accept children affiliated with or related to Delgado employees on a case-by-case basis.

**Note: Students enrolled during a spring semester are not required to enroll for the summer session to continue child care services.*

- Open door policy – parents/guardians can visit their children at any time
- Camera monitored classrooms
- Hours of operation: 7:15 a.m. – 5:30 p.m.
- All children must arrive at the center by 9:00 a.m.
- Breakfast concludes at 9:30 a.m. each morning so that lunch can be prepared and served in a timely manner
- Please notify the Center at (504) 671-6542 if your child will arrive after 9:00 a.m.

Ages Served

We serve children from six weeks to four years of age.

Enrollment Procedure

Availability of the Center's services is based on the date of application. When a space is available, children are offered a slot based on age (date of birth) needed to fill the Center's vacancy in that age group. Delgado Community College assures equal opportunity for all qualified persons without regard to race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/handicap or marital status or veteran's status, pregnancy, childbirth and related medical conditions, and the sickle cell trait in the admission to, participation in or employment in programs and activities of the Center.

Registration Fees

Registration and processing of the Application requires a non-refundable registration fee of \$275 *per child* per year discounted \$25 for each additional child based on continuous enrollment. If the child is withdrawn or does not attend a semester (including summer), the child will be placed on the waiting list and a new registration fee must be paid to re-enroll the child. The Center cannot hold spaces for children. When parents/guardians register their children, they are signing an agreement to abide by the policies of the Center and to be financially responsible for the hours reserved for their children.

Fee/ Payment Schedule

Monthly tuition rate is divided into two equal payments. The first half of the monthly tuition is posted to the account on the 1st of each month. A late fee of \$25 will be charged to the account on the 5th of each month for all unpaid balances. The second half of the monthly tuition is posted to the account on the 15th of each month. A late fee of \$25 will be charged to the account on the 20th of each month for all unpaid balances.

Parents/guardians are responsible for the tuition even when their children are unable to attend due to: (1) illness or other personal reasons, (2) vacations, (3) Center closures for teacher and staff training, and (4) all College or Center scheduled closures or emergency closures due to unforeseen circumstances (including but not limited to weather emergencies, epidemics, and disruption of some necessary service, such as water, air conditioning, or electricity, etc.), except for the winter break between the end of fall semester and the beginning of spring semester.

Monthly Tuition Rates

Community Parents: \$800 per child ages 6 weeks to 12 months; \$780 per child ages 13 months to 4 years; \$25 discount for each additional child.

Full-Time Delgado Employees/Grandparents: \$700 per child ages 6 weeks to 12 months; \$680 per child ages 13 months to 4 years; \$25 discount for each additional child.

Full-Time* Delgado Students: \$600 for full-time students; \$25 discount for each additional child. **Must provide proof of full-time attendance (12 or more credit hours in fall/spring semesters and 6 or more credit hours in summer sessions) by providing the Center with a copy of student's course schedule after the semester/session's official Census Day (14th class day for fall/spring semesters and 7th class day for summer or atypical sessions).*

Preschool Graduation Fee

The Children's Center has an annual Preschool Graduation for four-year olds. Each parent is required to pay **\$25** to cover graduation expenses. *This payment should be made payable to the Joey Georgusis Center for Children in the form of check or money order.*

Payment Procedures

Payment In-Person: Pay by cash, personal check, money order, or cashier's check (in-person credit card payments are not accepted) at the Bursar's Office.

Online Payments: Pay by ACH check or credit card via the Web at <http://www.dcc.edu/online-payment>. Delgado welcomes American Express, Discover, MasterCard, and VISA for online payment.

Other Policies Related to Fees

We require a two (2) week notice of withdrawal. If it is not given, parents/guardians will be responsible for the two (2) week's tuition. To re-enroll (provided there is space) parents/guardians must pay all back fees and a new registration fee.

Refunds

If the parent/guardian has provided the required two (2) week notice of withdrawal and has paid for childcare services in advance of the two-week notification period, the parent/guardian may be refunded the advanced payment if all Center policies have been adhered to and all requirements to process the refund are met.

Late Child Pick Up Policy

Parents/guardians picking up children after 5:30 pm will be charged \$25 for any portion of the first fifteen-minute period, then \$5 per minute thereafter. Late fees must be paid in the Center the following day. The Center will not be able to serve families who cannot pick up their children on time on a regular basis.

Outstanding Fees

All fees must be current ***each month*** or children will not be able to attend the Center. Non-payment of fees by the 20th of the month may result in a suspension of future services including but not limited to childcare, registration, transcript requests, issuing diplomas, use of facilities, and other services as deemed appropriate by the College. In addition, the child's place in the Center will be open and available to children on the waiting list. Parents/guardians will receive a Non-Payment of Fees Notice prior to the suspension of services. All tuition, late fees and a new registration fee must be paid before a child can re-enter the Center providing there is space available.

Failure to Pay: Balances more than sixty (60) days past due will be sent to the Attorney General's Office and collection costs and/or legal fees will be paid by the parent/guardian.

Forms/Documents/Payments Needed before Enrollment

- Application Form signed by parents/guardians
- Registration Fee(s)
- Emergency Release Form
- Current Immunization Records
- Acknowledgment of Receipt of Center's Handbook
- Child's Birth Certificate
- Official Class Schedule - Parents/guardians must provide any future changes to schedule
- Parent/Guardian's Delgado ID Card

Goals for Children

To provide the best experience possible for children, we plan to enhance their development by giving each child the opportunity to develop:

- Healthy self-esteem
- Socially and emotionally
- Trust in adults
- Security and feelings of success
- Basic physical, cognitive, and language skills
- Self-expression in art, music, movement, and socio-dramatic play.

Goals for Parents/Guardians

Parents/guardians are the child's first and most influential teachers. We hope to provide parents/guardians with the information that is current and informative concerning child rearing practices that will assist parents/guardians in:

- Developing realistic expectations based on the individual child's age and developmental stage.
- Clarifying values and exploring positive methods of child guidance
- Encouraging and exploring parent involvement.
- Building a strong partnership to build better communication between home and school.

Child Guidance and Discipline

Guidance and discipline in our Center is designed to help children learn acceptable behavior and develop inner controls. When redirecting or guiding children's behavior, the age, intellectual development, emotional make-up and past experience will be considered and consistently maintained in setting rules and limits for each child.

Corporal Punishment Is Prohibited in the Joey Georgusis Center for Children

No child will be subjected to verbal abuse or threats, cruel, severe and unusual punishment. Derogatory remarks about the children shall not be made in the presence of the children about family members of the children themselves. No child or group of children shall be allowed to discipline another. No child shall be deprived of meals or any part of meals for disciplinary reasons. No child will be offered food as a reward for behavior.

The following is a list of positive guidance techniques that will be used in the Joey Georgusis Center for Children:

- Tell the child what he or she can do
- Establish eye contact and use a serious firm gentle tone explaining the desired behavior.
- Choices are given whenever possible, but only when the child really does have a choice.
- Encourage a child to solve his or her own problems whenever possible.
- The teacher may hold a child gently until the child gains self-control again.
- Remove the child from the situation.
- Settle time - give the child time away from the main stream of activity but within eye contact of the teacher at all times, until the child is ready to rejoin the activity with the desired behavior.

Provisionally Employed Staff Members

Any Child Care Employee at the Joey Georgusis Center for Children who has received a *Provisional Determination/Status* through the new Child Care Criminal Background Check System with the State of Louisiana (effective March 1, 2018) may be counted in the child-staff ratios, but MUST be monitored every 30 minutes.

A monitor for each “provisionally employed staff member” will be designated.

The monitor must remain within close physical proximity to his or her “provisionally employed staff members” to be able to intervene at any time and perform at least one (1) observation of each designated “provisionally employed staff member” every 30 minutes.

Note: The JGCC may designate (1) monitor for up to five “provisionally employed staff members” at any given time.

Abuse and Neglect

ANY suspected abuse and/or neglect of a child in a child care center must be reported to the local Child Protection Agency in accordance with Louisiana Revised Statute 14:403. New Orleans Child Protection Agency: (504) 680-9000

Meals

Children are served healthy and nutritious meals for breakfast, lunch, and snack. The types and amounts of food are determined by the U.S.D.A. meal guidelines. We only serve milk and water to the children. Water is provided and easily accessible throughout the day. We avoid excess sugar, high fat and high salt in preparation. In order to maintain the quality of the food service to our children, we have a few guidelines that we must follow and ask parents/guardians to observe.

1. No food may be brought to the Center unless parents/guardians have a doctor's order or we receive an order from the parents/guardians, stating reasons are religious or dietary. Children must finish eating before entering the Center. We plan carefully to provide children with a variety of nutritious food.
2. No gum, candy or soft drinks are allowed to be eaten in the Center by children.
3. Infant bottles must be labeled including the bottle, the nipple ring and the nipple cover. They will be stored in the refrigerator.
4. Babies will be given bottles only with formula or milk. We are not allowed to add medicine or cereal to the bottle. Juice and water will be offered to older babies in a Sippy cup.
5. Breakfast is served at 8:00 am and ends at 9:30 am each morning. If parents/guardians wish their children to participate, they should make sure their children are present by 8:30 am.
6. Children with food allergies and those who are strictly vegetarian will be allowed to bring in food. Parents/guardians may substitute a food for the item that children are unable to eat. We are unable to prepare a substitute dish. Parents/guardians should fill out the parent/guardian questionnaire section about food allergies. The menu is posted weekly to allow parents/guardians time to replace the food with one that children can eat safely.
7. No food may be brought in the Center by adults for other children, unless permission has been granted by the Director for special occasions.

Food Allergies

Our goal at Joey Georgusis Center for Children is to provide the safest environment for all of our students. As an early learning center, we are a peanut/tree nut free site at all times and any items containing these ingredients are not allowed in the Center. Due to this and other allergies that have impacted some children our Center has a “Peanut-Free Zone” policy regarding outside food being brought into the Center whether that be for teaching, celebrating, or just to eat on any given day. We realize that the care and management of such allergies and reactions are based on a child’s developmental level so we would rather take every precautionary measure to ensure the safety of all children.

Parents’ Participation and Information

Visiting the Center

Parents/guardians are always welcome and encouraged to visit the Center, observe and participate. Parents/guardians are invited to join us for lunch or snack. Parents/guardians should let the teacher know in advance when they plan to join us. Spending time in the Center is the best way for parents/guardians to get to know their children’s teachers and friends. Parents/guardians are asked to respect the daily schedule of each class.

Parents And Teachers Together (PATT)

We have meetings throughout the year. Parents are encouraged to attend these meetings. Important information regarding fund raisers and other activities for the Center will be shared during this time.

Parent/Teacher Conferences

Conferences are held in the fall and spring semesters. This allows us to work together in the best interest of the child. Parents/guardians should attend a conference with their children’s teachers during each of these semesters. The time of the conference will be held in the order in which the parent/guardian arrives at the child’s classroom. We ask that parents/guardians not engage teachers in unscheduled individual

conferences during the school day. Teachers are teaching and unable to leave the rest of the children to devote their attention to one child at this time. Conferences are available at any time during the semester. Should a parent/guardian feel the need to meet with the teacher and/or the Center's administration, they should see someone in the office or talk to the teacher to schedule a time that is convenient for all parties.

Daily Notes

Teachers send home daily notes telling the parent/guardian about his or her child's day, his or her child's mood, what the child ate, how the child slept and at least one fun thing the child did that day. The teacher tells parent/guardian when his or her child's diaper was changed, when the child had a bowel movement and if learning how to use the potty, when the child went to the restroom.

Staff Training

Throughout the year the staff receives training to better prepare for the developmental and social needs of our children. Notification will be given when the Center may close early or all day for meetings, seminars, and/or conferences.

Children's Dress

Our children participate in active, busy and often messy play experiences with many different types of materials. Clothing should allow children to fully participate in the program. Please remember clothing should be:

1. Easy to put on and take off (especially for learning how to use the potty)
2. Loose enough for freedom of movement.
3. Durable and washable
4. Appropriate for weather conditions and seasons. We do play outside twice daily unless it is raining.
5. Sturdy low-heeled shoes with rubber soles. Tennis shoes with Velcro fasteners are the best. Seventy-one percent (71%) of all falls are caused by untied shoe laces. Open toe shoes and sandals are not allowed.
6. Labeled including shoes

Shoes and socks are to be worn by all children every day. Non-walking infants may wear just socks, if desired. Also, a change of clothes is to be kept at the Center at all times, including extra underwear and socks. If a child is learning how to use the potty, we require three (3) changes of clothing at all times, including socks and shoes. Parents/guardians should change the cubby clothes when the weather changes.

If children wear diapers, parents/guardians should provide disposable diapers (no Pull Ups!). If children run out of diapers, we will use a Center Diaper, which parents/guardians will be asked to replace. We do not borrow diapers.

Illness Policy

Children have a greater susceptibility to illnesses as a result of their age and unique behavioral characteristics that increase the risk of disease transmission. They have close person to person contact; they lack fecal continence prior to learning how to use the potty. They frequently explore the environment with their mouths. We cherish these unique traditions of childhood. We are a well-child center. We use universal health precautions, and we need each parent's/guardian's assistance in keeping this a healthy environment for his or her child and all the children here at J.G.C.C. We ask that the parent/guardian should:

- Report an exposure that his or her child has had a communicable disease within 24 hours of exposure.
- Consider that this is group child care, and a child who is ill would not be able to receive the one-on-one care that he or she deserves.

Health Notices- when a child is sent home with an illness, this note will let the parent/guardian know how long we require exclusion and if a doctor's note is required before returning to the center.

In order to maintain the health of all children in our Center, we ask parents/guardians keep their children home if any of the following symptoms are present. If they appear while in our care, we will call parents/guardians immediately, and we require that children be picked up within thirty minutes.

- Fever of 100 degrees or higher (until fever free without the aid of a fever reducer for 24 hours).
- Vomiting
- Ear infections (until diagnosed and under treatment)
- Lice (until treatment has successfully removed all nits).
- Scabies (until treatment has begun)
- Thrush
- Streptococcal Pharyngitis (until 24 hrs. after beginning treatment)
- Respiratory infection- difficulty breathing
- Diarrhea (until child has normal bowel movement)
- Lethargic- unable to participate in normal activities at the center.

Children with the following conditions will not be able to return to the Center without a Doctor's approval:

- Undiagnosed rash (except for known allergy on record or diaper rash)
- Chicken pox
- Conjunctivitis (pink eye)
- Hepatitis
- Measles
- Mumps
- Meningitis
- Rubella
- Tuberculosis
- Whooping Cough
- Thrush
- Impetigo
- Ring worm
- Scarlet fever
- Diphtheria
- Influenza
- Hand, Foot, and Mouth Disease
- Any other contagious illnesses that may be reported.

Administration of Medication

The Center staff does not administer prescription medication to children.

Non-prescription medication such as diaper rash and other creams, gels, and sun screen may be applied by the staff. Written permission must be on file in the office for such provisions to be accommodated.

Ice packs and Band-Aids may be applied if necessary.

If a child has an emergency medical situation, we will do our best to assist the child and call EMT services for additional assistance. The parent will be called and expected to come to the Center.

The Center staff does not administer medication to reduce fever. The parent will be notified and required to pick up the child. When a parent administers medication to his or her own child on Center premises, it will be documented as follows: name of the parent/guardian administering the medication, date, time and the parent/guardian's signature.

We ask that parents/guardians observe the napping, eating and resting times for the Center when scheduling medication administration.

Emergency Procedures

The Center will be closed whenever the Delgado Community College (City Park campus) is closed due to weather or other emergencies. Parents/guardians should tune into television station WWL-TV (Channel 4) or radio station WWL 870 A.M. in the event of threatening weather to hear announcements of College closures. The Center may also be closed in the event of unforeseen circumstances, including but not limited to an epidemic or disruption of some necessary service (such as water, air conditioning, or electricity, etc.). In these cases, parents/guardians will be notified in person, by phone or by the posting of signs at the Center's entrance.

If it becomes necessary to close the Center in the middle of a school day due to an emergency, parents/guardians will be notified by phone, and they will be required to pick up their children immediately. Please keep emergency names and numbers

current. Should you change your phone number or e-mail address, please notify the Center immediately. One of the two (2) persons listed on the child's "Emergency Release Form" will be called to come to pick-up the child. Parents/guardians should note that the J.G.C.C. will remain at its location unless advised to evacuate. We will post directions to the evacuation site on campus on the entrance doors if the need arises. Delgado Campus Police will have all information and directions regarding such a case.

The Center will only release children to those adults listed as authorized to pick up the child on the "Emergency Release Form" filled out at the time of enrollment. Parents/guardians should make certain that ALL of their emergency contact people are also listed as having permission to pick up their children. Persons the staff does not recognize by sight will be asked to show a picture ID before the child is released. Parents/guardians may add or delete people on their authorized pick up list at any time, but changes must be given to the Center in writing. (Parents/guardians should indicate if the person has permission to pick up their children at any time or for one day only).

Copies of the official documents must be provided to the Director, Assistant Director, or designee before any staff member can actively prevent non-custodial parents from picking up their children.

When dropping off and picking up children, parents/guardians should remember to:

- Sign their full name
- Include the time of arrival and pick-up on the sign clipboard for their children's class
- Accompany their children to the classroom and make sure a teacher is aware that they are dropping off or picking up their children.
- Check their children's cubbies regularly for any information regarding center policies, closings special events or billing information.

Leaving the Center

Parents/guardians are required to provide a two (2) week written notice when withdrawing their children. Parents/guardians failing to provide such notice will be charged two (2) week's tuition.

Expectations

The J.G.C.C. is committed to working with families to ensure that each child has a rewarding and positive experience while under our care. However, we reserve the right to terminate services to any child when circumstances prevent us from effectively meeting that child's or family's need in relation to the Center as a whole. Listed below are some of the conditions under which the Center may terminate enrollment:

- Failure to provide the required forms in a timely manner
- Failure to respect all staff members
- Failure to cooperate with Director and/or other staff members
- Engaging in inappropriate casual or unconstrained conversations or electronic communications with staff or other parents regarding children, other parents or other staff of the Center
- Demanding services that do not align with our mission and vision
- Demanding child-specific physical, mental, social, medical, or academic services that the Center is unable to provide.
- Distracting staff from supervising children
- Threatening and/or using obscene language with staff and/or children
- Non-payment of tuition and/or fees
- Non-compliance with the Center's policies and procedures
- Consistent absenteeism
- Unwillingness to work with the Center on issues related to the child
- When a child consistently threatens the safety of himself/herself or others
- When a child does not seem to be benefiting from the program
- When a child's needs result in a greater level of care than the staff can provide without compromising the health and safety of the other children

Confidentiality of Information

A child's records (i.e. enrollment forms, health records, teacher observations, assessments, parent-teacher conference reports) and all other child and family information are kept confidential. This information is accessible only to the parent/guardian, the child's teacher, the Center's Director, Assistant Director or designee and to state licensing persons during our regular inspections. If parents/guardians want this information released to any other individual, we must receive the request in writing.

If parents/guardians have a particular confidentiality concern about a medical condition or a family situation that they would only like to share with the Director, Assistant Director, or designee, they should bring it to the Director's, Assistant Director's, or designee's attention immediately.

Birthday Celebrations

We are more than happy to celebrate a child's birthday. However, birthdays at the J.G.C.C. are celebrated SIMPLY during regular snack times. On the special day, the birthday child should bring enough cupcakes for the children and teachers in his or her class. At snack time we will sing "Happy Birthday" and enjoy the cupcakes. The Center will provide milk or juice to accompany the birthday snack.

To ensure that birthday celebrations are easily manageable and do not interfere with the children's normal schedule, we ask that parents/guardians observe the following guidelines:

1. Limit the number of visitors to the Center to no more than two (2) family members.
2. Not send any party foods other than cupcakes.
3. **NO BALLOONS**, party treat bags, hats or other party favors should be sent to school. These items are easily broken and are oftentimes unsafe for very young children. Popped balloons are a serious choking hazard.
4. Not hire any entertainment. Activities of this type are best saved for more elaborate birthday celebrations outside of school hours.

Code of Conduct for Parents/Guardians

The J.G.C.C. seeks to provide an appropriate environment in which children can grow, learn and develop. In keeping with this goal, we require that all adults on the Center Premises behave in a manner consistent with decency, courtesy and respect. Achieving this ideal environment is a responsibility shared by our teachers, by our parents/guardians and by any other adults who enter our facility. Listed below are the behavioral guidelines that we respectfully ask parents/guardians to follow at all times while at the Center:

1. Swearing

No adult is permitted to curse or use other inappropriate language on Center property, whether in the presence of a child or not. At no time shall inappropriate language be directed toward administrators, teachers or members of the staff.

2. Threatening Language

Threats of any kind will not be tolerated and will be reported to the appropriate authorities. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. Adults must be responsible for and in control of their behavior at all times.

3. Physical/ Verbal Punishment of a Child or Other Children at the Center

Corporal punishment is not permitted at the Center. Parents/guardians or other adults visiting the Center are prohibited from addressing for the purpose of correction or discipline a child that is not their own. If a parent/guardian should witness another parent's/guardian's child behaving in an inappropriate manner, or a parent/guardian is concerned about behavior reported by his or her own child, that parent/guardian should direct his or her concern to the Center's Director, Assistant Director, or designee.

Please be advised that parents/guardians or other adults who violate this code of conduct may not be permitted on Center property, and the Center may terminate services to the family.

The Delgado Community College Joey Georgusis Center for Children and/or its Administrative staff always reserve the right to cancel enrollment and terminate services when deemed necessary.

The Center reserves the right to amend and/or supplement the requirements in this handbook as deemed necessary for the benefit of the children and the Center.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue,
SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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