

INFANT, TODDLER, AND TWO YEAR OLD PARENT HANDBOOK

UPDATED AUGUST 2025



Dear Parents,

Welcome to Parkview Baptist Early Childhood! On behalf of our entire team, I want to say how truly honored we are that you've chosen us to be a part of your child's journey. We know what a heartfelt decision it is to entrust your little one to someone else's care, and we don't take that lightly. Thank you for allowing us to be a part of your child's early years—it's a joy and a blessing.

Our mission is simple but deeply rooted: to partner with you in helping your child grow academically, spiritually, and emotionally in a loving and safe environment. Each day, we work together as a team to create a space where children are not only nurtured but encouraged to wonder, explore, and develop a genuine love for learning.

Our curriculum is thoughtfully designed to reach every learner—supporting different learning styles and abilities—so that each child is seen, heard, and valued for who they are. We believe in honoring each student's unique pace and personality, knowing that God has created every child with a beautiful purpose and path.

Faith is at the heart of all we do. The truth of God's Word is gently woven into each part of our day in a way that is developmentally appropriate and meaningful to our little learners. At Parkview, we joyfully stand firm in our belief that God's Word is absolutely, positively true—and we want every child to know how deeply loved they are by Him.

With God's grace and lots of prayer, I am confident this will be a year full of growth, love, and sweet memories. My door is always open, and I want you to feel as welcome and comfortable here as your child does. I've already had the chance to meet some of you, and I'm genuinely looking forward to getting to know all of our families better in the days ahead.

I often say, Once an Eagle, always an Eagle! When we walk together in love and support, there's no limit to what our children can achieve. Please continue to keep us in your prayers and know that we are lifting you up in ours.

With love in Christ,

Ms. Cathy

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ACKNOWLEDGEMENT

Our goal in writing this handbook is to introduce you to the Early Childhood (Infant, Toddler, and Two-Year-Old Program) division of Parkview Baptist School and to the responsibilities that we jointly assume in creating an optimal learning environment for your child(ren). It is also to inform you of our policies and procedures. No handbook can anticipate every circumstance or question about policy and procedure. Thus, Parkview Baptist School reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein at any time with or without notice. The latest version of the handbook will be available to you through the school's website:

www.parkviewbaptist.com

LISCENSING INFORMATION

Parkview Baptist School Early Childhood (Infant, Toddler, and Two-Year-Old program) is a Type 1 center, licensed by the Louisiana's Department of Education and is required to meet the standards set by this department as well as the State Department of Health and Hospitals, and the Office of State Fire Marshal. Our services, policies, and procedures are governed by these licensing standards as well as standards set by Parkview Baptist Church.

PARKVIEW BAPTIST SCHOOL MISSION STATEMENT

The mission of Parkview Baptist School is to seek first the Kingdom of God while providing a Christ-Centered, college preparatory education that guides students to grow and mature in wisdom, stature, and favor with God and man.

PARKVIEW BAPTIST SCHOOL STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writings, and that they are the supreme and final authority in faith and life.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ; in His virgin birth; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His imminent, personal, bodily, visible return to establish His kingdom on earth in power and glory.

We believe in the literal account of creation as taught in the Scriptures: that man was created by a special, immediate, and formative act of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and rose again for our justification, and that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.

We believe in the bodily resurrection of the dead: the saved to a life of eternal glory in Heaven and the unsaved to eternal damnation.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe that the primary goal of every Christian is to glorify the name of Jesus Christ in all that one does; therefore, we should separate ourselves from all practices and influences which hinder a spirit-filled life.]

We believe that it is the privilege and responsibility of every believer to do his utmost to present the Gospel of Christ to the whole world.

We believe that the true, universal church includes all believers in Christ during this present age, and that the Church of which He is the Head is the body and bride of Christ.

PHILOSOPHY OF EDUCATION

Parkview Baptist School seeks to provide the opportunity for each student to grow in understanding God and man and to develop his capabilities to the highest degree in order that he may become mature and complete and live life to its fullest in Christ. Parkview's comprehensive college-preparatory program is designed to develop skills and attitudes within its students that will well equip them not only for college, but also for a successful life based on Christian principles. Students receive a balanced program providing them with strong spiritual, intellectual, physical, emotional, and social development.

As a division of Parkview Baptist School, the Early Childhood Division (Infant, Toddler, and Two-Year-Old program) has been providing a safe environment that encourages children since 1973. Our Christian faculty and administration are dedicated to the development of the entire child. We believe that the early years of a child's life are the optimal ages to set the foundation for life-long success. Through the guidance of carefully selected teachers, your child will have the opportunity to explore their world socially, emotionally, physically, intellectually, and spiritually toward growth.

In our program, children are taught that God, our Heavenly Father, created us uniquely and loves us dearly. Children are taught that the Bible, being a special book, communicates stories and lesson from God, His love for all creation, and how God desires for us to love Him in return. Genesis 1:27 says, "God created man in His own image; in the image of God, he created him; male and female He created them." We believe that every child has the potential to bring something unique and special to the world because that was God's intent when He created each one. We will help students develop their potential by believing in them as capable individuals.

Every classroom represents a unique community of learners that varies in ability and learning styles. Teachers understand that it is their role to give children the tools they need to be successful in learning. Teachers provide students with hands-on activities and allow for adequate time and space for students to manipulate materials to reinforce the topics covered. Children will be able to make individual discoveries so that learning is meaningful to everyone on a personal level.

PROGRAM GOALS

We believe in creating an atmosphere where each child is respected and free to experiment and investigate. Children learn independence and develop a positive self-image. Our program will set limits to help children learn safely, value property and respect the rights of others. It is our belief that positive learning experiences will establish a foundation for each child's personal achievement. It is our goal that each child that completes our program will be prepared to succeed in kindergarten and beyond. To help accomplish this, we have the following daily goals:

- To love, respect, and accept each child as a unique individual who grows and learns at their own pace and that has distinct interests and abilities.
- To help every child develop intellectually, emotionally, spiritually, physically, and socially.
- To make learning fun and exciting for each child.
- To guide each child's behavior through positive management techniques which encourage children to set internal limits on his/her behavior.
- To build a partnership with parents because learning begins in the home, continues in an early learning center, and depends on parent involvement.

CONFIDENTIALITY OF RECORDS

Children's records are open only to office staff, an authorized employee of the state licensing agency and the child's parent or legal guardian. No information about any child will ever be shared with anyone other than those listed above for any reason.

REPORTING OF SUSPECTED CHILD ABUSE

All Parkview Baptist School employees are considered mandated reporters under state law. Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities, including the Louisiana Child Protection Statewide Hotline at (855) 4LA-KIDS [855-452-5437].

Staff members are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the law, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The staff within the Early Childhood (Infant, Toddler, and Two-Year-Old) program takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. This policy is designed to protect the welfare and best interest of all children. Immunity from civil or criminal liability is guaranteed if the report is made in good faith and without malice. Reports of child abuse or neglect are confidential.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, burns, or cuts on a child's body.
- Severe verbal reprimands.
- Improper clothing relating to cleanliness, season, size.
- Transporting a child without proper child restraints (car seats).
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol.
- Leaving your child unattended in a vehicle.
- Failure to attend to the special needs of a disabled child.
- Sending a child to school over medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation.

If parents need assistance with possible child abuse, neglect or sexual abuse, we encourage you to get help. Please call the National Parent Hotline (1-855-427-2736). You can also reach out to the program director or one of the Parkview Baptist Church Pastors if you need help, support, or help in accessing resources.

GRIEVANCE POLICY

Parkview Baptist Early Childhood (Infant, Toddler, and Two-Year-Old) program is a Type I facility subject to rules and regulations issued by the Louisiana State Department of Education. We strive to provide a program which exceeds the regulations and standards issued by the department. Our License is posted in the office. More detailed information regarding surveys/inspections, regulations and early learning centers may be found on the LDOE website: www.louisianabelieves.com.

Should an issue or concern ever arise, we ask that you address your concern immediately with the classroom teacher. This is the best way to find a quick and easy resolution. If you feel that you have addressed the issue with the classroom teacher and nothing has changed, the issue needs direct attention of an administrator, the concern is about our program, or the issue is about your child's safety, please contact the program director. You can stop by the main office, call, or email your concerns.

Please do not hesitate to express any concern at any time. It is our goal to make sure your child's experience is exceptional. We pride ourselves on having families who are happy and genuinely love being part of our community. As a center licensed by the Louisiana Department of Education, we encourage parents to contact their department should you have significant, unresolved licensing complaints, recommendations, or questions about the licensing division. Please call or write to the Department of Education using the information below.

LDE Licensing P.O. Box 4249 Baton Rouge, LA 70825

Phone: (225) 342-9905

Toll-Free: 1-877-453-2721

Fax: (225)342-2498

You can access the most recent licensing regulation bulletin (Bulletin 137) using the LA Believes website:

[Child Care Facility Licensing Information \(louisianabelieves.com\)](http://www.louisianabelieves.com)

PROGRAM HOURS

Our program will operate YEAR-ROUND Monday to Friday 7:00am – 5:30pm except for listed holidays and closures. A copy of the most recent school calendar can be found linked to our website or you can find a hard copy in the office. (Please note that tuition is a yearly fee and has only been divided into 52 weekly payments for convenience. Therefore, tuition is still paid on weeks that contain holidays, family vacations, in-service days, or emergency closures.)

Occasionally the center may be closed early due to mandatory training workshops, required by the licensing division that are only offered during operating hours. You will be notified in advance of such closings.

Children are not allowed into the buildings until 7:00am. If you arrive to campus before 7:00am please wait inside your vehicle until the building opens.

To maintain the optimal learning environment and to ensure we have an accurate lunch count, we require all students to be signed in by 10:00am each day. An exception will only be made if a doctor's note is presented for any student arriving after 10:00am.

If you need to pick your child up between the hours of 10:00am – 2:00pm we request that you give the office prior notice before arriving to campus. You will need to come directly to the front office. To provide teachers with minimal learning disruptions, a staff member will walk down the hallways and bring your child out to you.

WEATHER AND EMERGENCY RELATED CLOSINGS

Incllement Weather Closures

In the event of severe weather, Parkview Baptist School reserves the right to close immediately, have an early dismissal, or delay the opening. If Parkview Baptist School closes for a weather-related emergency, the Infant, Toddler, and Twos program will also be closed. Weather closures could happen at the last minute.

Parkview Baptist School will inform parents of any school closures or emergencies on campus through any of the following: Remind, email, text message, the school's Facebook page and website.

Emergency Closures

Parkview Baptist School also reserves the right to close for circumstances beyond our control. These could include, but are not limited to, AC or heat loss to the building, loss of water, or a power outage. Each case will be evaluated, and administration will decide to move children to an alternate location if possible or cancel school until a resolution can be found.

Parkview Baptist School will contact parents with instructions in either case.

Student Emergency Contacts

It is extremely important that Parkview Baptist School can contact parents in case of an immediate closure or emergency. It is the responsibility of the parent to notify the school with any changes in the contact information provided in your child's original enrollment application. You will be required to review your family information throughout the year to ensure we have the most current information.

When listing emergency contacts in your child's FACTS portal, please list people who live within a reasonable distance of the school, who are known to your child, and who would be willing to pick up your child in any emergency. Please bear in mind that if your child is ill and Parkview cannot reach you, your emergency contacts listed in FACTS will be contacted.

CLASSROOM ORGANIZATION

Student Groups

Our program is organized into 3 basic groups. These groups are divided by age and are classified as one of the following: Infants, Toddlers, or Two-Year-Olds. Within these groups children spend the bulk of the day within the same classroom and with the same lead teachers. However, within these groups students may be combined during drop-off or pick-up, ancillary, and/or recess. Staff arrive and depart at staggered times within each age group.

Children are not moved into another room when they have a birthday. The class ages together through the school year. Children are typically moved to a new class each school year. For example, all students enrolling in our toddler program have 4 years before they can begin kindergarten. Age classifications are listed below:

- *Infants* – Students that will not have their first birthday before September 30 of the following year.
- *Toddlers* – Students that will not turn two years old until after September 30 of the current school year.
- *Two-Year-Olds* – Students that will not turn three years old until after September 30 of the current school year.

Classroom Placement

The placement of children into classrooms for the school year is a process that is taken seriously by teachers and administrators. We want all children to be matched with teachers and classmates who will bring out the very best in them. All placements are determined by the Administration and decisions are final. Class rosters are published each August at open house.

Student to Teacher Ratios

Age	State Regulated Ratios	Program Ratios
< 12 months	1:5	1:5
1 year old	1:7	1:7
2 years old	1:11	1:10

STAFF QUALIFICATIONS

We are excited to partner with you as we work together to meet the needs of each child under our care. All teachers and staff meet or exceed the Louisiana State Department of Education’s licensing requirements. It is our goal to provide trained and dedicated staff.

To accomplish this our staff must:

1. Be at least 18 years old.
2. Undergo an extensive criminal background check and fingerprint check as required by state licensing.
3. Provisionally Employed Staff – If a new hire has a provisional background check status, they will be assigned to a staff member that is eligible for childcare service. That staff member will monitor and document the provisionally employed staff member’s activity until they attain an eligible status.
4. Complete 12-15 hours of continuing education classes geared towards early childhood education yearly.
5. Hold current certification in CPR and pediatric first aid.
6. Complete yearly training on identifying suspected child abuse/neglect and mandatory reporter responsibilities.

Along with the above regulations staff are expected to have the following qualifications:

1. Education and experience teaching young children.
2. Ability to relate to children and parents.
3. Find joy in working with young children.
4. Agree and support the program’s philosophy and goals.

Each year, the campus will close for teacher in-service days. During this time staff members review topics that include but are not limited to developmentally appropriate practices, program philosophy and goals, specific policies and procedures, expectations and ethical conduct, health safety and emergency procedures, behavior and classroom management techniques, daily schedules, curriculum, child abuse and neglect reporting procedures, and regulatory requirements.

Even with these personal professional qualifications, each employee must prove their desire and commitment to work with parents and their children; and to continually explore different ways to improve growth to maintain quality early childhood experiences for our children.

Each staff member has also signed a confidentiality agreement. This confidentiality agreement forbids staff members from talking about students and their families outside of Parkview Baptist School. They are prohibited from posting any pictures or names of students in the center on the internet, including ALL forms of social media. This allows Parkview to maintain an environment where you can be comfortable sharing important parts of your child's life, stages of development, and any challenges your child faces with the classroom teacher. This way our program can best provide for your little one.

OUTSIDE ENGAGEMENT OF PARKVIEW BAPTIST EARLY CHILDHOOD STAFF

Parkview Baptist Early Childhood discourages, does not support, and does not sanction the practice of families engaging the services of any of our employees for babysitting, or any other paid or unpaid services.

If a teacher or staff member is hired by a family for babysitting services, we do not, in any way, warrant or guarantee the suitability of the person for this purpose. Parkview Baptist shall not be responsible, in any way, for such arrangement nor shall we be responsible, in any way, for any disputes of any kind and nature, which may arise between you - including any claims, injury, or damage to the family, the minor child/children, the employee or either's property.

**Teachers are prohibited from babysitting children that are currently enrolled in their own classroom.*

ADMISSIONS AND WITHDRAW POLICIES

Notice of Non-Discriminatory Admissions Policy

Parkview Baptist School is operated as a ministry of Parkview Baptist Church for the purpose of providing quality childcare and appropriate education. Parkview Baptist School admits students based on age and availability. It does not discriminate based on race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

Waitlist

Admission into the Parkview Baptist School Early Childhood (Infant, Toddler, and Two-Year-Old) program is determined by availability and your child's position on the waitlist. For your child to be placed on the waitlist, you must complete the online application, and pay the application fee.

Enrollment – New Students

Registration for enrollment begins in the spring of each year. When registration takes place for new students, enrollment packets are offered to students from the waitlist on a first-come, first-served basis. Our program will only admit children between the ages of 8 weeks old and two-years-old.

Once your child has been offered a spot, your response will be handled according to the options below.

- Accept: If you choose to accept a spot within the program, you will have 2 weeks to complete the online enrollment packet, upload any required documents, and pay the non-refundable enrollment fee. If the two weeks expire and all the necessary information has not been submitted, your child's name will be removed from the waitlist and their spot will be forfeited. Parkview Baptist School will move on to the next person on the waitlist.
- Decline: If you decline, your child will be removed from Parkview's waitlist, and you will need to reapply if you wish to get back on the waitlist.

There are several forms that must be completed AND in Parkview's possession, before we can assume the responsibility of caring for your child. There are NO EXCEPTIONS.

1. A completed medical clearance form has been received and signed by your child's pediatrician.
2. A current, valid immunization record issued by the child's pediatrician has been received.

3. A starting date has been determined by both parents and the admissions coordinator.
 - a. If the classroom is open, but you choose to start your child later, you will be required to begin tuition payments once your child is 8 weeks old and the class is opened.
4. A completed enrollment packet* (including FACTS Payment selection) has been fully submitted online.
5. A copy of the child's birth certificate and social security card have been received. If the child is over 6 months old, a hospital "Record of Birth" will NOT be accepted.)
6. All required fees have been paid.

* All forms must be updated as necessary. For example: if your address, phone number or email changes, or when your child's immunizations are updated, it is your responsibility to get these changes to the program office.

Enrollment - Returning Students

To provide stability for our families and to provide continuity in your family's early childhood experience, Parkview Baptist School has implemented a continuous enrollment program. At the beginning of each calendar year, the school will open a re-enrollment period. During this time families will have the opportunity to withdraw or to continue to the next grade level.

If you do not withdraw during the opt-out period, the yearly re-enrollment fee will be posted to your FACTS account. You will then be prompted to review and verify your family demographic information, emergency contacts, and update your child's medical history.

Continuous enrollment is contingent upon the parent's and child's adherence to the policies and procedures as outlined in this handbook including, but not limited to, illness, behavior, and timely tuition payments. The re-enrollment application and fee are not meant to serve as contracts guaranteeing service for any duration. Parkview Baptist School reserves the right to dismiss any parent or child at any time with or without cause.

Withdrawing

The Infant, Toddler, and Two-Year-Old program is a year-round 12-month program (August – July). When a student voluntarily withdraws from the program prior to the end of the school year, an Early Withdrawal Notice is required. Please email your withdraw request to the director and the admissions coordinator. In this email you will need to include:

- Your child's name.
- Your child's current teacher
- The official last date your child(ren) will be in attendance.

This request must be made at least *two weeks* prior to the child's last day for billing to be stopped. We will only accept written notifications and will not be able to accept any verbal notifications.

If prior notice is not given, the parent will be held responsible for two weeks' tuition from the time the office is notified of the child's withdrawal. We bill by the week and do NOT prorate by the day. The enrollment fee is NOT refundable. If you withdraw from the program and you want to re-enroll, you must start the application process from the beginning (the waitlist) and pay all required fees. Spots will not be held for children who withdraw during the summer months.

PLEASE NOTE: On occasion, a program is not an optimal fit for a family. Parkview Baptist School will make every effort to work collaboratively with families to resolve any challenges that arise. If, after all reasonable efforts are exhausted and the problem cannot be resolved, Parkview Baptist School reserves the right to dismiss a child from the program with or without prior notice.

TUITION AND PAYMENT PROCEDURES

Age	Annual Tuition	Weekly Tuition	Enrollment Fee	Sibling Discounts
Infants & Toddlers	\$17,037	\$328	\$375	2 nd & 3 rd \$800, 4 th \$1000

Two Year Olds	\$15,322	\$295	\$375	2 nd & 3 rd \$800, 4 th \$1000
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Annual payments are due by check the first week of the school year. For weekly payments, we require electronic funds transfer (EFT). The EFT is processed every Thursday for the following week's tuition. It may take up to three business days before clearing your account.

- A \$35 NSF fee will be charged on returned payments. There is a \$5/day late fee.
- Tuition is due on time and not subject to adjustment when a child is ill, on vacation, or when school is closed due to inclement weather, natural disasters, holidays, and in-service teacher dates. Weekly tuition drafts will begin on August 1, 2025.
- Tuition payments are made year-round. (August – August)
- Accounts must be current before re-enrollment for the following school year is accepted and before a sibling can enter the program.
- Students must be picked up by 5:30pm. A late charge of \$5.00 per minute/per child will be added to your account for pick-ups after closing time.
- If a child is re-enrolling after dropping in the same school year, enrollment fees are required for a second time.
- An Early Withdrawal Notice is required two weeks before the intended drop date. Tuition will be charged for the full two weeks after this form is received. We do not prorate by the day.
- Please direct all financial inquiries to candy.cope@parkviewbaptist.com or 225-291-2500 x 138.

Please note: Fees are based on enrollment, not attendance. Therefore, to maintain your child's spot in the classroom, fees and tuition must be paid during the absence of the child due to illness, holidays, vacations, school closings, or for any other reason.

ARRIVAL AND DEPARTURE

Drop-Off Procedures

The program does not offer a curbside drop-off or pick up service. A parent or guardian must accompany children to the classroom (or out onto the playground) where a staff member will greet them each day.

As you maneuver around the busy parking lots, please be watchful for small children. Follow the guidelines carefully to help us maintain the safest environment for our families.

- Do not exceed 5 MPH in the parking lots.
- You will only be allowed to park in the designated drop-off zone or across Parkview Church Road.
- Carefully follow all directions given by the traffic cops.
- Remember - the use of cell phones while entering and exiting school parking lots is prohibited.
- Please hold your child's hand while they are walking through the parking lot.

Hallway doors will be locked until 7:00am. Teachers are prohibited from accepting any children into their classroom before 7:00am. Please keep your child with you in the hallways during drop off and pick up times. Do not allow your child to run ahead of you, play in the indoor playground, or enter a classroom that isn't their assigned room. They are your sole responsibility if they are not signed in.

The person dropping off must sign the child in every day with a complete (full legal) signature and time of arrival. The child's hands should be washed upon entering the classroom, and information on any changes in the child's daily routine shared with the classroom teacher. Our staff will communicate any policies, procedures, or concerns regarding the child to the person dropping off at this time. It is imperative that your child's teacher acknowledges your child's arrival. Never leave your child unattended.

Parents of infants will be asked to have their child's daily sheet (parent sections) completed before dropping off each day. You will be provided with extras in the communication folder. If you are running low, please inform your child's teacher.

Remember that drop-off time is not the time for private discussions with your child's teacher. They are responsible for supervising the children already in the classroom and engaging children in activities as others arrive. Please refrain from entering the classroom when your child is being dropped off.

Once breakfast is over, classes begin with a morning meeting and rotating through any ancillary activities. This routine helps children adjust to being at school and what is expected of them each day. It is disruptive to all the children and staff when your child arrives late. Please make every effort to be prompt as your children will miss instruction for their daily lessons if they are late. No children are allowed to be dropped off later than 10:00am without a doctor's note.

Supporting Your Child During Morning Drop-Off

We understand that morning drop-off can be challenging—not just for children, but for parents too. If your child becomes upset or cries during separation, please know that this is completely normal. Most children calm down within just a few minutes, and with time and support, they adjust well. Typically, it takes about 3–4 weeks for children to fully settle into their new routine.

Encouraging your child and allowing time for this transition can make the process feel less overwhelming. Our caring and experienced staff are trained to handle separation anxiety and are here to make the experience as smooth as possible. If your child is struggling at drop-off, we've found it helps to say a quick, cheerful goodbye at the classroom door. While it may be hard to walk away, this shows your child that you're leaving with confidence and that you'll be back. If you need support, simply signal a teacher—we're happy to step in and help.

We kindly ask that, once you've said goodbye, you avoid peeking in or lingering at the door. This can disrupt the class and make it harder for your child to settle in.

If you're feeling unsure or concerned during the day, please don't hesitate to call the office. We'll be happy to check in and let you know how your little one is doing. We're here to support both you and your child every step of the way.

Pick Up Procedures

Parents and/or Legal guardians must pick up their child(ren) from the classroom or the playground and sign out on the clipboard. To sign a child out, you must print your legal name (First and Last Name), write the time of departure and sign. During pick up time, the teacher's main responsibility is to ensure each child is only allowed to leave with the appropriate parent or approved pick up. For this reason, we ask parents to refrain from entering the classroom. The teacher will come to the door to greet you and call your child for dismissal. You must make sure that your child's teacher acknowledges that you are taking your child from the class or playground. Please remember to collect your child's belongings, including their daily communication folder.

Children will ONLY be released to those listed as approved pick-ups in the child's FACTS portal. **THE CENTER CANNOT ACCEPT PERMISSION GIVEN OVER THE TELEPHONE.** You may, however, e-mail us permission in an emergency situation. A copy of your Driver's License MUST be included in the email. Everyone should be prepared to show their Driver's License for identification when picking up a child, even if you are a regular pick-up person or parent.

It is unlawful for a person under the age of 18 (other than a parent), to sign in or out, regardless of their relationship to the child. Therefore, children will not be released to siblings, relatives, or friends under the age of 18.

Please note that once a parent or authorized pick-up person has signed a child out, he or she is then solely responsible for the supervision of the child.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another individual listed as an emergency contact and authorized pick up, pick up the child from school or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the dismissal of your child from our program.

Late Pick-Up Policy

Late pick up is **NOT** a program option and will only be considered an exceptional occurrence. Please respect the staff's after-hours family and additional responsibilities. Our staff members are NOT allowed to take your child home with them. Please allow enough time at the end of the day to arrive, pick up your child and leave by closing time. Parents arriving after 5:30pm will be charged a per-child late fee of \$5/minute.

If there are multiple violations within a school year, a meeting will be set up with the parents and administrators to discuss the continuation of childcare at Parkview Baptist School.

Unattended Vehicles

The campus is monitored by Baton Rouge City Police. These officers are required by state law to ticket any individual that leaves children unattended in a motor vehicle or leaves their vehicle running unattended. Please refer to the statutes listed below.

LEAVING A VEHICLE RUNNING WHILE UNATTENDED

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the brake thereon and when standing upon any grade, turning the front wheels to the curb or side of the highway. (City Code 1951, Title 11, § 260) State Law reference— Similar provisions, R.S. 32:145.

LEAVING UNATTENDED CHILDREN IN VEHICLES

Leaving children unattended and unsupervised in motor vehicles; prohibition; penalties

- A. It is unlawful for any driver or operator to leave a child or children under the age of six years unattended and unsupervised in a motor vehicle.
- B. The term "unattended" as used in this Section means a child who has been left in a motor vehicle when the driver or operator of the vehicle is more than ten feet from the vehicle and unable to continuously observe the child. (2) The term "unsupervised" as used in this Section means an unattended child when a person ten years of age or older is not physically present in the motor vehicle.
- C. A law enforcement officer who observes a child left unattended and unsupervised for a period in excess of ten minutes in violation of the provisions of this Section shall use whatever means are reasonably necessary to protect the child and remove the child from the motor vehicle. (2) If the child is removed from the immediate area by a law enforcement officer pursuant to the provisions of this Section, the law enforcement officer shall place notification on the motor vehicle. The law enforcement officer shall hold the child until the parent or guardian returns.
- D. Whoever violates this Section shall be fined not more than five hundred dollars, or imprisoned for not more than six months, or both. For each second or subsequent offense, the defendant shall be subject to imprisonment, with or without hard labor, of not less than one year nor more than two years and a fine of not less than one thousand dollars nor more than two thousand dollars, or both.
- E. Any law enforcement officer acting in good faith pursuant to the provisions of this Section shall have immunity from any civil liability that otherwise might be incurred or imposed.

SAFETY POLICIES

Insurance

Parkview Baptist School carries liability insurance as mandated by the LDOE. If your child is injured on campus and you need a copy of this insurance, please contact the Business Office.

Security Officers

The safety and well-being of each child is a top priority. For this reason, one security officer is on campus during operating hours. The perimeter of the campus is also monitored by security cameras.

Video Cameras

Video and audio recording devices are located throughout the school for observation and security. If you have questions about these and other security systems in place, please talk to a member of the Administration.

Emergency Plans

There are emergency evacuation routes posted in every classroom. In the event of an emergency occurring while school is in session, you will be notified as quickly as possible. In case of a campus closure or evacuation, program staff will remain with the children until the last child is picked up.

- *Fire:* The Fire Plan is activated by the automatic fire alarm system.
- *Building Evacuations:* The Building Evacuation Plan is activated by the fire alarm or verbal communication by administrative staff.
- *Severe Weather:* The Severe Weather plan is activated by administrative staff. Children whose classrooms are on the outside walls will quickly move into interior rooms.
- *Chemical Emergency:* Should our area be affected by a chemical emergency, the campus will “shelter in place” unless otherwise notified by a public safety agency.
- *Building Lockdown:* If there is a threat or a perceived threat of a dangerous intruder, the buildings will be locked down to ensure the safety of our children.
- All children participate in monthly fire and tornado (March – June) drills and other quarterly drills.
- *Medical Response Team:* The PBS MRT will be activated for any severe medical and/or cardiac emergency on campus.

Safe Haven Location

Parkview Baptist School partners with Istrouma Baptist Church. In the event the school campus is to be vacated, students, faculty, and staff will be transported by bus to our Safe Haven Location (Istrouma Baptist Church: 10500 Sam Rushing Drive, Baton Rouge, LA 70816) for pick up by family member or designee.

We will have a reunification procedure set in place for families to pick up their child.

COMMUNICATION

This program uses several different forms of communication to relay important information to our families. Please take the time to do the following so you can stay informed, and your child can have the best possible experience.

1. Check your child’s daily communication folder and read any communications sent home.
2. Check the parent table regularly to ensure you have the latest information.
3. Ensure Parkview has accurate cell phone numbers and working emails. Most communications from the program will come through emails.

Daily Communication Folders

Parent-Teacher Communication folders and reports are sent home each day. This is a tool that is used to ensure an open line of communication between the center and the home. Parents and teachers are encouraged to communicate through this medium.

Please be sure to check the contents of your child’s folder each night so that you can find important notes, art projects, and reminders.

School-Wide Emails

Newsletters are emailed to parents weekly. These newsletters contain reminders, save the dates, etc. These are typically emailed each Friday afternoon. Please read through each edition as they will be our primary contact for ALL families and events.

If you are not receiving these newsletters, please first check your junk folder and then contact the program office to have you added.

Lesson Plans

Classroom teachers will post weekly lesson plans outside of their classroom. This will give you the opportunity to share in your child’s week by asking questions about things that he or she is learning at school.

Parent Table

A parent table is in the hallway of each building. This table is filled with parent information and announcements. Please check this table for school information, reminders, and articles of interest to parents.

Webpage

Parents can access other important information on our website. It can be found at: www.parkviewbaptist.com

Parent Involvement

Parents are encouraged to take an active role in supporting their child's education. Parents can involve themselves in a variety of ways, such as volunteering in a classroom, sharing their talents or hobbies, accompanying children on nature walks, collecting materials for children's projects, donating books or toys, and assisting with classroom or school events. Families are encouraged to participate in school activities and provide input on a regular basis. Parents can also help their child by discussing and expanding on each day's learning at home.

Class Parties

All classes, except infant classrooms, will be involved in classroom parties at various times of the year. Parents will sign up to provide treats, party favors, and paper products. Parents are encouraged to attend all seasonal parties and events.

Conferences

It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns. While teachers are not able to have lengthy conversations in the classroom during drop off or pick up, we are always happy to arrange a time for more detailed conversations. It is through working together that we can best meet your needs and those of your child. If you would like to have more than a few moments to talk with your child's teacher, please call the office to set up a phone or in-person conference. For the privacy of all students, including your own, teachers have been instructed NOT to discuss any issues or concerns at the classroom door.

We ask that you share information with us; including any changes at home that may affect your child at school. These changes could include a death in the family, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, family status change, or a new sibling. It is also important for us to be aware of any special support or services your child may be receiving outside of school.

We ask that you use the following lines of communication when dealing with a school related matter.

- **First: Parent/Teacher Conference**

If there is ever a concern regarding your child, this should be addressed immediately with your child's teacher at a time convenient with the two of you. Speaking with the teacher(s) on a regular basis also benefits the child, parent and teacher. However, please avoid discussing problems or misunderstandings in front of the children or diverting the teacher's attention away from the class. An administrator will join a parent/teacher conference at either party's request, or if warranted by the situation.

- **Second: Parent/Administration Conference**

If the parent/teacher conference does not meet your concerns, or if the matter does not involve the teacher, a conference may be scheduled with an administrator. Any concern should be brought forward as soon as it occurs.

- **Third: Meeting with School Administrators**

If the Parent/Administration meeting does not meet with satisfactory results, a meeting with the school superintendent can be arranged. While the school always welcomes input from parents, it is recommended that the above line of communication be followed first. If you prefer, the school superintendent can attend the parent/administration meeting.

Helpful Communication Tips

- Please make sure that your phone number and email address are kept current with the main office and through the FACTS portal. If anything changes, please notify the office ASAP.
- During arrival and departure times, staff members must devote their full attention to all the children. Please keep conversations brief. If you need to communicate specific information, a written note is preferred; the Daily Communication Folder can be used for this.
- **Teachers are prohibited from texting or calling parents from their personal cell phone.** Teachers cannot supervise students properly if they are using their cell phones. If you have a message for a teacher during school hours, please call the office and the message will be relayed.

- Please do not discuss problems or concerns in the presence of your child or other parents. Schedule a conference with your child's teacher.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sicknesses at home, parent separations). These changes can affect your child's behavior, and it is useful for staff to be aware of these changes to best meet the needs of your child.
- If your child is going to be out of school for any reason, please let the office know. For contagious illnesses, you must inform the school nurse so we can inform the other families in the room for the well-being of others.

CUSTODY, COURT ORDERS, AND CHANGES OF FAMILY STATUS

Parkview Baptist School encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is typically required. We believe that each parent has the right to receive school mail, speak to the child's teacher, attend conferences, chaperone field trips, observe, and leave with their child. Therefore, the school will not prohibit parents from accessing records, attending activities, or participating in conferences pertaining to their child unless otherwise required by court order or law.

The school denies a parent access to their child only if there is a legal document which addresses that denial. In these circumstances, we require:

1. a certified copy of the current court order which states the rights or restraints ordered,
2. a letter from the custodial parent stating that the noncustodial parent is not allowed to pick up the child,
3. and a photo of the non-custodial parent to help us with identification.

We cannot accept information regarding the validity of orders over the phone; only certified written instructions will be accepted.

Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy, unless otherwise directed by a valid court order.

Visitation with the non-custodial parent may not take place at school.

The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute or divorce hearing in their capacities as school employees unless served with a subpoena.

Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use these records rather than staff testimony in resolving these types of disputes.

OPEN DOOR POLICY

Parents are encouraged to be actively involved in their child's time here. Your input, involvement and prayers are essential in maintaining the highest level of care for your child. To form a strong partnership between parents, children and staff, we offer parents an "Open Door" policy and encourages parents to visit at any time. When visiting please adhere to the following guidelines:

- Breast feeding mothers are welcome any time. (Please ask the staff for a discrete location where mother and baby will feel comfortable.)
- Please keep in mind the classroom's schedule of activities to avoid distraction or disruption of a specific learning time, or nap schedule.
- Please refrain from dropping in to visit, if your child is unable to handle your sudden appearances and departures, or if a normal routine for visits cannot be established.
- Please contact the center to check on your child at any time. Try to limit conversations with teachers to the "down times" during nap, when calls will not interrupt the day.

You are welcomed and encouraged to visit the school any time. We encourage you to join us for parties and to share your skills and talents with the students here. Special occasions will be announced where visitation by parents, guardians, and visitors will be encouraged.

VISITORS – NON-THERAPISTS

The safety and security of our students, staff and visitors is a top priority. Therefore, we will limit campus visitors and will follow the guidelines below before any visitor is allowed to access the campus.

Registration and Check-In

- All visitors, including parents, therapists, vendors, and community members must report to the main office upon arrival.
- Visitors will be required to present a valid government-issued ID and sign in using our visitor management system.
- A visitor badge will be issued and must be always worn visibly while on school property.
- Visitors will only be permitted to enter the designated entrance.

Purpose of Visit

- Visitors will be required to state the purpose of their visit and the name of the student or staff member they intend to meet.
- Any materials or items brought to the school must be approved by the administration before they will be allowed onto campus.

Escort and Supervision

- Visitors may be accompanied by program Staff members while on campus as deemed necessary by school administration.

Conduct and Behavior

- Visitors are expected to conduct themselves in a manner that does not disrupt the educational environment.
- Compliance with school rules and regulations, including those that relate to student privacy and confidentiality, is mandatory.
- Visitors will be informed of emergency procedures upon check-in and must follow instructions provided by school staff in the event of an emergency.

Departure

- Upon completion of their visit, visitors must return their badge to the main office and sign out.

By adhering to this visitor policy, we strive to create a safe and welcoming environment for everyone. Your cooperation in following these guidelines is greatly appreciated.

VISITORS – THERAPEUTIC SERVICES

As an early childhood institution, we understand the important role therapeutic services can have in the development of a child. To ensure the safety, confidentiality, and smooth operation of therapeutic services provided by external therapists at Parkview Baptist we will follow the procedures below, before any therapist will be allowed to provide services for your child while they are on the Parkview Campus.

Prior Notification:

Parents **MUST** notify the program director AND the school nurse that they would like their child to begin receiving therapeutic services while they are at school. This notice should be given at least a week in advance.

- This notification should include the following:
 - therapists name
 - type of service,
 - date and time you wish to have the therapist come,
 - your permission giving the therapist permission to provide services for your child.
- The therapist should also call the program office to speak with the director and or school nurse.

Credentials and Background Checks.

- Therapists must be willing to provide proof of credentials, license, and insurance coverage prior to their first visit with your child.
- **ALL** therapists providing services to students enrolled will be required to undergo a background check through our CCCBC system and complete a Therapist Information Data sheet. Therapists will not be allowed to enter program hallways without first clearing this background check.

Registration and Check-In

- Therapists are required to sign in at the main office upon arrival and obtain a visitors' badge.
- The visitor badge must be always worn visibly while they are on school campus.
- Therapists must clearly state the purpose of their visit and the specific students(s) they will be working with.
- Therapeutic sessions must be conducted in designated spaces as arranged with the program administration.

Escort and Supervision

- Therapists may be accompanied by a staff member while on campus as deemed necessary by school administration.

Conduct and Professionalism

- Therapists must adhere to strict confidentiality guidelines regarding student information and interactions, as outlined in the school policies and applicable laws (such as HIPAA).
- Therapists must always conduct themselves in a professional manner and comply with school rules and regulations.
- They are expected to conduct themselves in a manner that does not disrupt the educational environment for the other students within the program.
- Therapists will be informed of emergency procedures upon check-in and must follow instructions provided by school staff in the event of an emergency.

Departure

- Upon completion of their visit, visitors must return their badge to the main office and sign out.

By adhering to this therapist visitor policy, we aim to maintain a safe and supportive environment for our students while facilitating valuable therapeutic services. If at any time school administration feels that a therapist is not abiding by these guidelines, or the therapeutic service is creating distractions to the other students in the classroom, they will be asked to leave and provide services outside of the school.

PHILOSOPHY OF DISCIPLINE

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Parkview Baptist School does

not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents appointed and authorized representative in the child's training process. Parkview Baptist School has attempted to align themselves as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.

It is our belief that God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within God's family, and to respond to Him with respect and obedience based on the training that they have received from their parents. Parkview Baptist School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

Our Program is committed to providing a safe and positive learning environment for all children. We understand that managing children's behavior is an integral part of the educational process. We also agree that discipline is not synonymous with punishment. Effective discipline helps children gain self-control and aids in developing a positive self-concept. Through positive management techniques a child can learn to handle conflicts in a peaceful and effective manner. With age-appropriate techniques, children learn to trust adults, to work and interact successfully in the learning environment, to learn self-control and how to resolve conflict or difficult situations in an acceptable way.

We believe that children learn by example and mimic what they see. We will ensure that all children are surrounded by staff members that model appropriate behavior and guide positive interactions among children and adults. They use the following guidelines as they address student behavior and discipline:

- Carefully craft a classroom environment where students feel safe and loved.
- Establish, communicate, and maintain clear, consistent rules for children.
- Expect children's behavior to be developmentally appropriate.
- Acknowledge and respect children's feelings.
- Use positive techniques of guidance including redirection (verbal and non-verbal), anticipation of and elimination of potential problems, positive reinforcement, appropriate alternatives, encouragement and praise instead of solely focusing on unacceptable behavior.
- Refrain from using humiliating, frightening or harsh language.
- "Time outs" will be used as needed if a child is at least two years old. Staff will keep in mind that a child should only be removed from the group in extreme circumstances, for one minute per year of age.
- Under no circumstances will corporal punishment be used.
- Encourage children to be happy, comfortable, and involved in age-appropriate experiences and activities.

Our program will praise and encourage positive behaviors so that qualities such as kindness, friendliness, patience, honesty, thankfulness, and responsibility are appreciated, acknowledged, and mimicked. Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in a way that receives praise.

Aggressive or Disruptive Behavior in Children

- *Aggressive Behavior* includes, but is not limited to biting, hitting, pushing, sharing conflicts, other physical aggression or in any way provoking an altercation. In older children this may include verbal abuse or inappropriate language.
- *Disruptive behavior* includes but is not limited to when a child requires extensive one-on-one teacher behavioral intervention, is disrespectful to adults, has recurring tantrums, willfully does not listen or follow instruction, is frequently unkind to classmates, or regularly disrupts the atmosphere in the classroom.

We are committed to making our environment as safe as possible for not only your child, but for all children enrolled. Our program provides an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem-solving between children. Behaviors such as biting, tantrums, defiance, sharing conflicts, or physical aggression may occasionally occur in young children. These types of undesirable behavior can sometimes occur before an adult can intervene, despite our best efforts and it is occurring right next to a supervising teacher. We will be working alongside you to teach your child to participate, cooperate, and be a responsible member of the group. If a child's behavior places themselves or other children in danger or interferes with the focus of the classroom, we will use one of the following techniques for correction:

- When necessary, we speak to a child with a firm but caring voice.
- At times, it may be necessary to remove the child from the rest of the group.

- If a child is brought to the front office due to their behavior and cannot return to the classroom for the safety of the other children, the child's own welfare, or the inability of the classroom to function without disruption, the child must be picked up within one hour of the phone call notifying the parent of the need to pick up their child. Late fees will apply if a parent does not arrive at the center within the hour.
- Staff will document and keep a record of the child's behavior.
- Staff will inform and discuss with the child's parents if any child's behavior is persistently disruptive and is not alleviated by individualized guidance techniques.
- Program administration will speak with the parents, discuss possible courses of action, then a plan will be designed and agreed upon by the school and parents.

We will discourage undesirable behaviors such as: breaking classroom rules, stealing, yelling, using profane language, throwing objects, spitting, pulling hair, destroying property, teasing, lying, throwing tantrums, etc. If the child exhibits any of these behaviors, the teacher will use child-friendly language to discuss with your child why they should not behave this way. If the behavior occurs again, the child will be removed from the situation and placed in a quiet area within the room. If the incident occurs a third time, an office discipline report will be filed, and the child will be sent to the office. Parents will receive a copy of the discipline form. If an undesired behavior continues to resurface or becomes concerning to staff, it will be reported to administration, who will then determine what course of action should be taken. Parents will be contacted and are required to work with the teacher and the administration to rectify their child's behavior if their child continues to display aggressive or disruptive behaviors.

If a child is endangering the safety of themselves or others or causing a major distraction to the rest of their classmates, he/she may be removed to another room, being always supervised. It is essential that the child understand why he/she is being removed from the room and that a discussion with parents regarding the child's unacceptable behavior will follow with focus on finding a solution and positive change.

Every teacher will create a unique set of classroom rules and procedures for their group of children and unique teaching style. Along with those rules, Parkview Baptist has four standard rules that will apply to ALL children enrolled, regardless of age or classroom.

1. Children are not permitted to physically hurt themselves or another child.
2. Children are not to engage in activities that place themselves or others in danger (e.g. climbing on furniture, using sharp or pointed objects, throwing toys, etc.)
3. Children are not allowed to damage or destroy the center's property or personal property of others.
4. Toy weapons will not to be allowed in the center.

Parkview Baptist School will not allow a child to cause continued upheaval in a classroom. Aggressive and disruptive behaviors will be handled at the discretion of the administration. If all attempts made to curb the misbehavior are unsuccessful, if we feel the behavior is a danger to other children, or we see that the child needs more dedicated supervision, we will require the immediate withdrawal of the child until he or she is able to manage the undesirable behavior. **The child may be asked to leave the center for the day, a week or permanently.**

Time Outs

Removal from the group for "time-out" is a tactic used for a child who continually displays unacceptable behavior. This "time-out" is not a punishment but a time when the child may calm down, remember what behavior the teacher is asking for, and decide they are ready to join the group with appropriate behavior.

- Time-outs will not occur for children under the age of 2.
- Time-outs will always take place within the supervision of the teacher.
- For children 2 and older, the length of each time-out shall be based on the age of the child and shall not exceed one minute per year of age.
- Children will not be required to fulfill a "time-out" on the playground for an infraction that occurred inside.

Office Discipline

Children aged 2 and above will be sent directly to the office with an office discipline form for hitting, spitting, throwing objects, inappropriate bathroom behavior, or any other behavior deemed seriously inappropriate.

All children and staff members shall be protected and provided with a safe and secure environment. Children displaying any of the following actions must leave school for the remainder of the day:

- Harming children or adults (hitting, kicking, excessive biting, etc.)

- Disrespecting authority (refusing to go to timeout, talking back to adults, etc.)

Students under our care will NEVER be subjected to any of the following:

- Physical or corporal punishment, which includes but is not limited to: 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.
- 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.
- Threat of a prohibited action even if there is no intent to follow through with the threat.
- Discipline by another child.
- Bullying by another child.
- Deprivation of food or beverages.
- Restraint by devices such as highchairs or feeding tables for disciplinary purposes.
- Active play time withheld for disciplinary purposes, except that timeout may be used during active play time for an infraction incurred during the playtime.

BITING

We recognize that biting is a developmentally appropriate behavior for children in classrooms three and under, but peaks between the ages of 18 – 30 months. Some children will never bite another child; some bite only a few times, while others continually bite for an extended period. There are even some children that bite themselves. Parents with children in these classrooms should expect that their child may be bitten or will bite another child. Our program understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember two things:

1. biting is a developmentally appropriate behavior.
2. The program staff is working to identify situations which provoke or elicit this behavior, so that it can be prevented in the future.

Parents will be notified that a biting incident occurred with their child. Program staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. Staff will discuss the actions of both children involved to help you understand what caused the bite. Both sets of parents will receive a bite report and a copy of the report will be kept in the office.

However, the safety and healthy development of our students is a priority. Therefore, we have adopted the policy below regarding how the program will address biting.

When Biting Occurs

For the child who was bitten:

- The child will be comforted and consoled.
- The area that received the bite is cleaned with soap and water, bandaged, if needed, and ice is applied.
- Parents are notified by program staff.
- A Bite Report will be completed to document the incident.

For the child who bit:

- The teacher will immediately tell the child “NO BITING” or “BITING HURTS” in a firm, calm and disapproving tone.
- The biter will be separated from the bitten child and then ignored. This is to teach the child that biting does not get them the attention they desire and eventually learn that biting doesn’t solve their problem. After a few minutes, the teacher will turn their attention to the biter and tell them that this action hurts and we don’t want to hurt our friends.
- Parent will be notified by the program staff.
- A Bite Report will be completed to document the incident.

When Biting Continues

- The child will be observed by the classroom teacher or administrative staff to determine what is causing the child to bite.
- The child will be given positive praise and reinforcement when positive behavior is observed.
- The child may be shadowed to help prevent other biting incidents from occurring.

When Biting Becomes Excessive

- If a child inflicts 3 bites in a one-week period (5 weekdays) a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. A conference will only be held if this is the first time the child has bitten excessively.
- If the child inflicts 2 bites in the same day, the child will be required to leave the center for the remainder of the day. A conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- If a child inflicts 3 bites in a one-week period (for the second time), the child will be suspended for 2 business days.
 - If the child returns to school and again inflicts 3 bites in a one-week period (5 weekdays), the parents will be asked to immediately pick their child up and make other daycare arrangements.

NOTE: Biting should stop when children are around 3 years of age. If biting continues beyond this age, if it is excessive, if it seems to be getting worse rather than better, and/or if biting happens with other upsetting behaviors, talk to your child's Pediatrician.

Despite our best efforts, it is sometimes only a matter of seconds for a child to grab a toy and the offended child lash out in frustration. This can occur before an adult can intervene, despite it occurring right next to a supervising teacher. If this behavior develops into a repeated pattern that endangers other children, we must take actions to protect the other children in our care. Parents are expected to work with program staff to identify methods and strategies to curb this behavior. However, if the biting is aggressive or does not lessen within a reasonable timeframe, Parkview Baptist School reserves the right to dismiss your child, because the safety of all children in our program is a top priority.

REASONS FOR DISMISSAL

Parkview Baptist School seeks to provide a safe, well-supervised program that your children will enjoy. To accomplish this goal, we must create an environment where all children show respect for adults, each other, school rules, and property. Parkview Baptist reserves the right to dismiss a child for any reason at any given time. Some reasons for dismissal may include:

- If the program staff does not feel that it is meeting the needs of the child.
- A child who continually exhibits behavior that endangers him/herself or others.
- Parent/guardian or child jeopardizes the health and safety of other children.
- A child who continually exhibits behavior that is disruptive to the learning environment of the classroom.
- Parent/guardian or child displays abusive conduct towards staff, other children, or the school property.
- Parents who are continually late picking up their child.
- Parent/guardian is uncooperative with the staff, operating policies, admission agreements, or become delinquent in payments of tuition or fees.
- Failure to provide the required health records or any other required information.

Occasionally, there are situations that result in the suspension or expulsion of a child from our program. These situations are always unfortunate, and the program will work with you to prevent this policy from being enforced. We believe that every parent, child, and staff member is entitled to be always treated with respect.

If there is a problem, we want to deal with it as professionally and efficiently as possible. By working together as a team, we can provide the best care possible for your child. If a situation occurs that angers or upsets you, Parkview will try to rectify the situation. Please keep in mind that people make mistakes. If you still feel the need to threaten the staff in any way, your relationship with the program will be terminated at once and you will be provided with a list of childcare providers to help locate alternate services for your family.

STUDENT DRESS CODE

Children will be encouraged to explore, experiment, create, run, and climb. It is recommended that children wear comfortable, washable, play clothes that have easy or no fastenings. Parkview is not responsible for clothing that gets ruined or lost while on campus.

- Children must wear clothing that is easy to put on and take off (avoid clothing such as jumpsuits, belts, ankle length dresses).
- Undergarments must be worn. Girls wearing dresses and skirts must also wear bloomers or shorts to cover their diapers/underwear.
- Hooded jackets with drawstrings are not allowed for any child.
- Children **MUST** wear tennis/athletic shoes to school each day. **NO CROCS, FLIP-FLOPS, HEELS, WEDGES, or BOOTS** will be allowed. You will be contacted by the office and required to bring your child a new pair of shoes if any of these are worn.
- Parkview does **NOT** allow hats, pajamas, or costumes, unless they are for a special school event.

Parents are required to bring a complete change of clothing for your child (including socks, shoes, and underwear). Put clothing in a small, labeled zip-lock bag. This will be left at the center for emergencies. If your child has an accident or needs a change of clothes and their cubby is empty, your child will remain in the soiled clothing until you arrive with new clothing. Make sure to update extra clothing periodically with appropriate sizes as your child grows and as seasons change.

If soiled clothing is sent home, a replacement set of extra clothing is required upon return. We do not have extra clothing available.

The center requires that each child use disposable diapers/Velcro pull-ups for appropriate ages. It is your responsibility to ensure that the center has enough diapers/Velcro pull-ups for each day's use. The center does not keep extra diapers/Velcro pull-ups. Cloth/reusable diapers are **NOT** allowed.

CURRICULUM

Attendance

To maximize your child's learning experience, regular attendance is necessary during curriculum time. We begin curriculum promptly at 8:30am each day.

Young children use their senses to learn. We use play as a method of instruction because play is concrete, firsthand, and active. Through activities and games children construct their own learning. There is always a balanced amount of free-play and purposefully pre-planned activities during the day. It is our goal to create an environment that encourages the development of the entire child. We believe that the early years should be a time of fun, security, exploration, and discovery. One of our main responsibilities is to provide a quality educational program for young children. To meet this need we will:

- Enrich our Christian faith through prayers, Bible stories, music, and art.
- Promote social development by giving children opportunities for sharing, taking turns, conflict resolution, building friendships, and helping others.
- Encourage emotional development through verbal expressions about feelings, recognizing others' feelings and emotions, witnessing empathy and kindness, and building self-esteem.
- Develop responsibility through experiencing rules and limits and learning independence through self-help.
- Encourage interest in language through stories, puppets, finger plays, dramatic play, and daily conversations.
- Stimulate physical development through outdoor and indoor games and activities and through the use of manipulative toys, blocks, puzzles, and other small objects.
- Promote intellectual development through experiences and center activities to increase knowledge, basic concepts, and skills.

We use learning centers to help children explore the topics and themes being covered. In centers, children learn to explore materials, make predictions, draw their own conclusions, and share ideas with others. The teacher will lead them to further discoveries through questioning, guidance, and support. The skills taught are reviewed repeatedly through different activities and discussions.

Through daily classroom activity we strive to maintain a balance between:

- Child-directed and teacher-directed activity.
- Structure and flexibility.
- Group needs and individual needs.
- Program goals and children's interests.
- Security and risk taking.
- Familiarity and challenge.

Curriculum includes all parts of the program day including arrival, routines, recess, and departures as well as planned activities and spontaneous play. Learning occurs in all areas of the classroom and is not an isolated event or activity.

Bible stories and Bible verses are integrated throughout all areas of our program, providing an opportunity for children to develop an awareness of God's love as experienced through relationships with teachers church staff, peers, and classroom volunteers.

Weekly lesson planning allows teachers to plan for and focus on specific skills in language, literacy development, pre-reading, number awareness and basic math concepts, fine and gross motor development (including handwriting readiness) and social and emotional growth.

Assessment and Progress Reports

Our program will use child assessments to continuously monitor and improve the quality of care. Assessments are used to inform program planning and decision making, to implement improvements and to best provide for our children's development and learning through the daily activities within each classroom. Specifically, assessments are used to:

- Identify the interests and needs of each child in the program across all developmental areas and design goals for each child.
- Monitor developmental progress and respond appropriately.
- Provide staff with meaningful results for each child for developing and improving teaching practices, room environments, lesson plans, and curriculum.
- Evaluate how well the program is meeting its goals and implement improvements.
- Communicate with parents about the child's strengths, needs and developmental progress.
- Identify children who may need special services or intervention and provide references as needed for developmental screening and further diagnostic assessment.
- Encourage children in learning appropriate self-evaluation skills.

Our program monitors how students meet developmental milestones and academic factors. While assessing a child's skills, abilities, and progress occur daily by the classroom teacher, we formally assess children's academic progress in our Two-Year-Old rooms twice a year. The school has adopted a standardized assessment tool that will be used to assess student's concept understanding. Assessments cover some of the following areas: Shapes, colors, number skills, language development and early literacy skills, & gross and fine motor skills.

These formal assessments provide a snapshot of what your child successfully communicated to an adult. The program will use these results to create intervention groups, to help guide instruction, and make curriculum adjustments.

If you have questions regarding your child's progress, please call the main office to set up a conference. You will receive a copy of any formal assessment or developmental milestone check completed on your child during the year.

Participation and Program Readiness

Children enrolled in our program are expected to participate in the full range of age-appropriate activities offered, including indoor and outdoor play, learning experiences, social interaction, and ancillary classes. These activities are carefully planned to support development across all areas and to promote a well-rounded early childhood experience.

To maintain a safe and supportive environment for all students, the overall safety and welfare of the group will take priority in our decision-making. While we strive to meet the individual needs of each child, Parkview Baptist Early Childhood reserves the right to determine whether our program can adequately support a child's specific needs. If it is determined that we are unable to provide the appropriate level of care, we may recommend alternative arrangements in the best interest of the child and the classroom community.

Early Intervention

We believe that the early years are foundational to a child's lifelong learning and development. During this critical stage—particularly in infancy, toddlerhood, and early preschool—early intervention can play a vital role in identifying and addressing developmental delays or learning differences.

Early intervention involves the assessment and support of young children who may show signs of developmental, cognitive, language, or social-emotional challenges. When concerns arise, timely access to professional evaluation and services can significantly improve a child's ability to thrive both in and beyond the classroom setting.

Our teachers and staff are trained in early childhood development and may observe behaviors or developmental patterns that warrant further evaluation. If concerns are identified, we will communicate openly with families and may recommend that the child be assessed by a qualified early intervention specialist or service provider.

Parkview reserves the right to request that a child be evaluated by a licensed professional if we believe it is in the best interest of the child's development and well-being. We value a collaborative approach with families and strive to work together to determine the most supportive path forward.

While we are committed to supporting a wide range of developmental needs within our program's capacity, there may be circumstances where our environment is not the best fit for a child's individual needs. In such cases—particularly if those needs require a level of support beyond what we can reasonably provide while maintaining a high-quality experience for all students—we reserve the right to discontinue enrollment.

Our goal is always to ensure that every child in our care receives the attention, support, and learning environment they need to flourish.

Developmental Needs and Special Services

At Parkview Baptist, we recognize that all children experience unique developmental needs throughout their growth. While many needs are part of typical development, some children may require additional support due to medical, physical, emotional, or psychological differences or disabilities.

We are committed to supporting children with special needs to the best of our professional abilities. Our program strives to accommodate children with physical, linguistic, cognitive, and emotional challenges. If your child has special needs, we kindly ask that you consult with a member of our Administration before enrollment so we can assess how we can best support your child.

However, there may be circumstances in which participation in our program—or in a group setting in general—may not be in the best interest of a child at a particular time. While we are dedicated to helping all children reach their full potential, our staff has limited training in supporting children with severe or profound needs.

Our teachers are trained in child development and may occasionally identify behavioral or developmental concerns that have not yet been recognized by parents. In such cases, we follow a collaborative approach, involving parents in the process of identifying concerns and exploring potential solutions. Our team may recommend further observation, evaluation, therapy, or other professional services as appropriate.

We understand that some children may benefit from individualized support during the school day. If you choose to engage a therapist—such as an occupational, physical, or speech therapist, or a behavioral coach—we will work with you to develop a plan that prioritizes your child's well-being. These arrangements are considered on a case-by-case basis. For confidentiality and campus security reasons, we allow a limited number of external service providers on campus at any given time.

To ensure fair access for all students, each child is permitted a maximum of **5 hours of on-site therapy services per week** during school hours. All therapists visiting students at Parkview Baptist must comply with the procedures outlined in the "**Visitor – Therapeutic Services**" section of our handbook.

Please note that coordinating these services requires significant administrative time for scheduling, documentation, and communication. Additionally, the presence of external support can affect classroom dynamics. If we determine

that a situation exceeds our capacity or negatively impacts the learning environment, we may ask that therapy services be arranged outside of school hours or off campus.

FIELD TRIPS AND ON-CAMPUS ACTIVITIES

The safety and well-being of our youngest students is our top priority. Infants, toddlers, and two-year-olds do not participate in off-campus field trips and will not be transported off-site at any time.

However, our students may take part in fun and engaging **non-vehicular excursions** around the school campus. These may include activities such as Water Day, campus visitors, pep rallies, parades, or nature walks in designated areas. These on-campus events are designed to enrich the learning experience while keeping children within the safety of our grounds.

Non-vehicular excursions may take place in areas such as the school sidewalks, parking lot (under supervision), or green spaces outside our licensed classroom areas. At the start of each school year, parents are asked to sign a non-vehicular excursion form granting permission for these types of on-campus experiences.

Each time children leave their licensed classroom areas, staff will document the destination, supervising teachers, and participating students. These records are kept on file in the main office.

REST AND NAPTIME

We believe that adequate rest is essential for young children's growth, development, and overall well-being. All classrooms have a designated quiet/naptime, with procedures and schedules varying by age group.

Infants (Under 12 Months)

Infants follow individualized sleep schedules until the class is developmentally ready to transition to a more consistent routine.

- Each infant is assigned a designated crib and will be placed on their back to sleep, as recommended by the American Academy of Pediatrics.
- If an infant falls asleep in a swing, bouncy seat, or while being held, they will be transferred to their crib to complete their nap.
- Cribs are equipped with firm, tight-fitting mattresses that meet current safety standards. Sheets are changed as needed during the day and disinfected daily.
- No wedges, pillows, rolled blankets, loose blankets, stuffed animals, or "lovies" are allowed in the crib.
- Wearable blankets or sleep sacks are permitted and encouraged for safe sleep. Swaddling is not practiced, in accordance with National Health and Safety Performance Standards.
 - Once a baby begins showing signs of rolling, sleep sacks that restrict movement (e.g., swaddle-style) must be discontinued.
 - Sleep sacks that allow free movement are permitted until the child transitions to a cot.

Toddlers and Two-Year-Olds (12–36 Months)

- Children 12 months and older transition to sleeping on individual cots in their classrooms.
- Each child is assigned a cot at the beginning of the year, which they will use daily.
- All sheets and blankets are provided and laundered by the school.
- Pillows, personal blankets, stuffed animals, loviess, mat covers with built-in pillows, etc., are not permitted. These will be returned at drop-off if brought from home.
- Cots are spaced at least 18 inches apart or arranged in a head-to-toe configuration unless separated by a solid barrier.
- Staff members are positioned to maintain continuous supervision of all children during rest time.
- Nap Schedules:
 - Toddlers (12–24 months): 11:30 a.m. – 1:30 p.m.
 - Two-Year-Olds: 12:00 p.m. – 1:30 p.m.

ELECTRONIC DEVICE AND SCREEN TIME

We are committed to supporting the healthy development of every child in our care. While technology can offer educational value, especially as children grow older, research shows that excessive screen time in early childhood can negatively impact brain development, sleep, behavior, and social skills.

AAP Screen Time Recommendations:

- ***Children under 18 months:*** No screen time is recommended, except for video chatting with family under adult supervision.
- ***Children 18 to 24 months:*** If screen time is introduced, it should be high-quality programming, viewed *with* an adult to help the child understand what they're seeing.
- ***Children aged 2 to 5 years:*** Limit screen use to *no more than one hour per day*, focusing on high-quality, age-appropriate programming. Co-viewing with an adult is encouraged to help children apply what they see to the world around them.

At this critical stage of development, young children learn best through hands-on, sensory-rich play and face-to-face interaction. Our curriculum is designed to foster curiosity, creativity, and social-emotional growth through meaningful experiences that do not rely on screens. Based on the guidance of the American Academy of Pediatrics (AAP), our screen time policy for infants, toddlers, and two-year-olds is as follows:

- All screen time is prohibited for children under the age of 2 while at school, in accordance with AAP recommendations.
- Children ages 2 and older may participate in limited, intentional screen-based activities *only* as part of planned, age-appropriate learning experiences.
- The use of handheld devices, television programming, video games, and computers by students is not permitted in the Infant, Toddler, and Two-year-old program.
- Computers are used only by administrative staff in the school office—not in classrooms.
- On special occasions, children aged 2 and older may watch a G-rated movie or short educational video to enrich curriculum or celebrate a classroom milestone.
 - Parents will be notified in advance of any planned screen use, including the date and title of the program.
 - Screen time for these events will **not exceed 60 minutes** and will not be used daily or as a routine part of the schedule.
- Movement Breaks and Indoor Alternatives: In cases of extreme weather when outdoor play is not possible, a brief (no more than 15 minutes) session of child-friendly movement—such as an age-appropriate exercise or dance video—may be used to encourage physical activity and gross motor development indoors.

FOOD AND NUTRITION POLICY

We are committed to supporting healthy growth and development through age-appropriate nutrition and feeding practices. This policy outlines our procedures for feeding infants and toddlers, including transitions to solid foods and participation in school meals.

Infants (6 Weeks – 13 Months)

Infants are fed according to their individual schedules and needs. Feeding, napping, and diapering occur throughout the day based on each child's routine until the class transitions to a more consistent group schedule. Teachers will notify families when that transition begins.

Feeding Guidelines

- All bottles (formula or breastmilk), and baby food must be sent daily from home. We do not store leftover food/formula overnight.
- Glass containers and jars are not allowed. Please send all items in plastic containers, clearly labeled with your child's first and last name.
- No bottles or cups may contain medication (including gas drops or laxatives) unless proper medical forms have been completed and approved.
- Teachers will offer bottles or food for up to one hour. After that, any unfinished formula, breastmilk, or baby food must be discarded.

- *Formula*
 - Bottles must be sent pre-filled with water.
 - Formula should be sent in measured powder dispensers for mixing on-site OR as pre-filled bottles if using premixed formula.
 - Teachers cannot measure formulas from a larger container.
- *Breastmilk*
 - Must be sent thawed and premeasured in bottles.
 - Teachers cannot thaw frozen breastmilk or pour from bags into bottles.
- *Baby Food & Purees*
 - May be introduced once the child can sit upright unassisted and has good head/neck control, with parent permission.
 - Only foods that have already been safely introduced at home should be sent.
- *Water*
 - Water may only be offered to infants under 12 months with written parental consent.
- *Transitioning to Solid Foods*
 - When your child is ready to begin eating table food provided by the school or sent from home, notify your teacher to start the transition process.
 - You will be asked to sign a solid food permission slip, and a copy of the school menu will be provided.
 - No seafood or nut-containing foods may be sent from home.
 - A full transition to school meals and milk from a sippy cup is required by 13 months.

Toddlers and Twos (13 Months and Older)

Once a child reaches 13 months, they participate in the full school meal program. Meals are served daily and included in tuition.

- *Provided Meals:* A monthly menu is sent home and posted on the parent information table. While we aim to follow the posted menu, occasional changes may occur.
- Breakfast (served from 7:30 – 8:00am. Please feed your child at home if you arrive after this time.)
- Lunch (meal with milk)
 - Building D Lunch: 10:45 a.m. – 11:30 a.m.
 - Building C Lunch: 11:00 a.m. – 12:00 p.m.
- Afternoon Snack (served with water)
- Late Snack (for children still present after 4:45 p.m.)
- Parents are not permitted to send outside food after a child turns 13 months, due to allergy concerns.
- Food Allergies & Dietary Restrictions: Parents must notify the school nurse before the school year begins regarding any food allergies or dietary concerns.
 - Allergies must be listed in the FACTS portal.
 - Required medical forms must be submitted before accommodations can begin.
 - If your child cannot have cow's milk:
 - A physician's note is required for water or milk alternatives.
 - If sending almond milk (or any nut-based alternative), a doctor's note is also required as we are a nut-free campus.
 - Milk alternatives must be provided for the entire week, labeled with your child's name, and will be stored in the cafeteria.
 - Any unused milk will be discarded at the end of the week.

If you have questions about feeding procedures or would like to discuss your child's dietary needs, please contact your classroom teacher or the school nurse.

HEALTH, HYGIENE AND CLEANLINESS GUIDELINES

The health and well-being of our students, staff, and families are top priorities. Young children are more susceptible to illness due to close contact and their natural inclination to explore the world with their hands and mouths. To protect everyone in our care, we follow strict health and hygiene practices in accordance with LDOE Licensing Standards and universal precautions for infection control.

General Health Guidelines

- Children who are sick or exhibit signs of illness should **remain at home** to help prevent the spread of contagious conditions.
- If a child develops symptoms of illness during the school day or meets the criteria outlined in our **School Illness Policy**, parents will be contacted for immediate pick-up.
- Parkview staff are also expected to follow the same health protocols and stay home if they are unwell.
- Cooperation between parents, staff, and healthcare providers is essential in minimizing illness transmission.

Outdoor Play Policy

- Outdoor activity is a vital part of the daily curriculum and supports children's physical and mental health. According to LDOE guidelines, children are expected to go outdoors each day, weather permitting.
- Children who are well enough to attend school are considered well enough to participate in outdoor play.
- Please dress your child appropriately for the weather, including coats, hats, and gloves during cold months, or cool, breathable clothing in warmer weather.

Weather Guidelines

- Outdoor play occurs when the temperature is above 45°F in the winter.
- During summer, children will not go outside if the heat index is 100°F or higher.
- Drinking water is made available outdoors, and mandatory water breaks are implemented on hot days.

Handwashing Policy

Handwashing is a critical component of infection control and is practiced frequently by both staff and children throughout the day. Handwashing is done with liquid soap and running water, followed by thorough drying with disposable paper towels, per LDOE guidelines. Children and staff wash hands:

- Upon arrival (parents are asked to assist with this)
- Before meals or snacks
- After toileting or diaper changes
- After outside play
- After handling garbage or soiled items
- After sensory play (e.g., water tables or sand)
- Anytime hands are visibly dirty

Classroom Cleanliness and Sanitation

Our facility is maintained with high standards for hygiene and cleanliness:

- Toys are cleaned and sanitized daily, and more frequently during illness outbreaks.
- Toys are regularly inspected for damage and replaced as needed.
- Classroom surfaces such as tables, chairs, and highchairs are disinfected between meals and snack times.
- Crib and cot sheets are changed weekly or immediately if soiled.
- Floors are swept, vacuumed, and mopped daily.
- Kitchen areas are cleaned and sanitized between each use. Staff wear gloves during food prep and service. All utensils and equipment are cleaned with hot, soapy water, sanitized, and run through a dishwasher.
- Bathrooms are cleaned and disinfected throughout the day. Supplies (paper towels, soap, toilet paper) are monitored and restocked as needed.

Enhanced Measures During Illness Outbreaks

In the event of an illness outbreak or increased illness-related absences, we implement enhanced cleaning and disinfecting protocols:

- Toys, surfaces, furniture, and high-touch areas are disinfected more frequently.
- We may increase the use of our electrostatic sprayer to ensure thorough sanitization of classrooms and shared spaces.

If you have questions about our health and safety procedures, or if your child has a medical condition that may require special accommodations, please contact the school administration or nurse prior to enrollment.

IMMUNIZATION POLICY

It is our goal to provide a safe and healthy environment for all children in our care. In accordance with the Louisiana Department of Health and Hospitals (LDH) and the Louisiana Department of Education (LDOE), all students enrolled must meet the current immunization requirements for their age group.

To attend any licensed early learning center in Louisiana, children must be up to date on the following immunizations based on the child's age and the recommended CDC schedule:

Louisiana Daycare/Early Learning Center Immunization Entry Requirements	
Vaccine Type	Requirement
Diphtheria Tetanus Acellular Pertussis vaccine (DTaP)	Child must be up to date on vaccinations for their age according to a valid State of Louisiana Universal Certificate of Immunizations.
Haemophilus influenza type b (Hib)	
Hepatitis A vaccine (HepA)	
Hepatitis B vaccine (HepB)	
Measles, Mumps, Rubella vaccine (MMR)	
Pneumococcal (PCV)	
Poliovirus vaccine (IPV)	
Rotavirus (RV)	
Varicella vaccine (VAR)	

These vaccines must be documented on a valid State of Louisiana Universal Certificate of Immunizations, available from your child's healthcare provider or online through:

- [LINKS Immunization System](#)
- [MyIR Mobile](#)

Policy Enforcement and Documentation

- A current immunization record must be submitted before your child may attend school. This record must be updated as new vaccinations are given.
- Per Louisiana State Law (R.S. 17:170 & LAC 51:II.Chapter 7), any child without an up-to-date immunization record or a valid exemption form will be excluded from school until documentation is submitted.
- Immunization records must be reviewed annually and after each well-child visit to ensure compliance.
- Expired or incomplete records will result in temporary exclusion until records are brought into compliance.
- Exemptions - If your child is not vaccinated for medical, philosophical, or religious reasons, an appropriate exemption form must be:
 - Completed and signed by a licensed physician (for medical exemption), or
 - Signed and notarized (for religious or philosophical exemption)
 - Submitted annually to remain on file
 - *Please note: In the event of a vaccine-preventable disease outbreak, unvaccinated children (regardless of exemption type) may be temporarily excluded from attendance at the discretion of the Louisiana Department of Health.*

ILLNESS AND SICK CHILD EXCLUSION POLICIES

To protect the health and safety of all children and staff, we require that any child showing symptoms of illness remain at home. Children who become ill during the day must be picked up promptly to prevent the spread of contagious conditions.

General Illnesses

Children may not attend if they have any of the following symptoms:

- Fever of 100.4°F or higher
- Vomiting or diarrhea
- Green or yellow eye/nasal discharge
- Head lice or visible nits
- Unexplained rashes or skin irritations
- Difficulty breathing or unusual respiratory symptoms

A physician’s note does not override Parkview’s illness exclusion guidelines. If school policies require a child to stay home, that exclusion stands regardless of a doctor’s recommendation to return.

Children too ill to participate in daily routines, including outdoor play, are considered too ill to attend school. In the event of a classroom illness outbreak, enhanced cleaning and sanitization protocols will be implemented.

Procedures if a Child Becomes Ill at School

- A staff member will assess the child’s symptoms, including taking their temperature and evaluating overall well-being.
- If exclusion is necessary, parents will be notified and must pick up their child within one hour.
- Failure to pick up a sick child within one hour will result in the late pick-up policy being applied, and in serious cases, 911 may be called if emergency care is needed.
- If a parent cannot be reached within 10 minutes, emergency contacts listed on the authorized pick-up form will be called.
- Children sent home sick must remain out of school for a minimum of 24 hours AND must be symptom-free without the use of medication before returning.

Communicable Diseases and Reporting

- Parents are required to notify the school as soon as possible if their child has been diagnosed with a communicable illness.
- Depending on the diagnosis, the school nurse may notify other families of possible exposure, while maintaining student confidentiality.
- For illnesses such as COVID-19, flu, RSV, or hand, foot, and mouth, clearance from the school nurse and/or a physician may be required prior to return.

Teething

- Teething alone is not a reason for exclusion.
- Teething may cause mild symptoms (low-grade fever under 100°F, crankiness, loose stools, or clear runny nose) that do not warrant exclusion from the classroom.

SYMPTOMS OR DIAGNOSED ILLNESS	EXCLUDE UNTIL
<p>Fever Greater or Equal to 100.0 F</p>	<p>Fever free without the use of medication for 24 hours</p>
<p>Diarrhea two or more loose stools, or abnormal from baseline for child; stool not contained in diaper or underwear; bowel accident requiring a bath</p>	<p>Must be out of school the following school day and symptom free without the use of medication for 24 hours</p>
<p>Vomiting- two or more times</p>	<p>Must be out of school the following school day and symptom free without the use of medication for 24 hours</p>
<p>Conjunctivitis/Pink Eye drainage from eye, redness and swelling of and around the eye</p>	<p>Must be out of school until 24 hours of antibiotics treatment completed</p>

Strep Throat	Must be out of school until 24 hours of antibiotics and fever free for 24 hours without the use of medication
Head Lice	Child may not return to school if nits are still present
Hand, Foot, and Mouth (HFM)	Must be out of school until fever free for 24 hours without the use of medication, no new blisters or bumps for 24 hours, present blisters must be dry and scabbed over, may require a note from physician and clearance from school nurse to return
Respiratory Illnesses Covid, Flu, RSV, Croup, and may include others	Must be out of school until fever free for 24 hours without the use of medication, able to participate in daily activities comfortably, does not require more than one respiratory treatment a day, and symptoms must be improved; may require a note from Physician and clearance from school nurse to return
Unknown Rash or skin irritation	May not return to school until clearance from Physician eliminating contagious illness or reason
Molluscum Contagiosum	May return to school with warts covered with Band-aids and clothes
Infection (or concern for risk of infections)- on skin, wound, incision, etc.	May not return to school without a Physician's clearance note; lesion, wound, incision, etc., must be covered while at school; may require clearance from nurse to return to school
Other Contagious Illness or Communicable Disease (But not limited too) - Roseola, "Stomach Bug", GI illness, etc.	Must be fever free for 24 hours without the use of medication, participate in daily activities comfortably, may require Physicians note and clearance from school nurse to return to school

Please note, with some illnesses (e.g., strep throat, ringworm, fifth's disease, conjunctivitis) the waiting period to return to school after beginning treatment may vary. Check with child's Pediatrician or local health department for information regarding specific diseases.

ALLERGIES

If your child has any known food or environmental allergy, it is essential that this information is accurately recorded in their FACTS profile and communicated directly to the school nurse and your child's teacher.

Allergy Documentation Requirements

If your child has a diagnosed allergy you must provide the following, completed and signed by your child's pediatrician:

- Medication Order Form
- Allergy Action Plan, including:
- Known allergens
- Typical symptoms and reactions
- Emergency treatment instructions
- Step-by-step action plan for school staff

These documents are required to ensure appropriate care and emergency response. All forms must be renewed every 6 months.

Emergency Allergy Medications

If your child has been prescribed emergency medication such as an EpiPen, it must be:

- Provided by the parent before the child can attend school
- In its original prescription box with a valid pharmacy label

- Accompanied by a current physician's order and usage instructions

Children may not attend school without required emergency medications and completed medical forms on file. Medications will be stored securely and remain on-site for the duration of the school year.

In the event of a first-time allergic reaction or unknown allergy, Parkview Baptist School does maintain stock EpiPens for emergency use.

Food Allergies & Dietary Restrictions

If your child has dietary restrictions or cannot eat specific foods for medical reasons:

- A physician's note is required
- Parents must discuss these needs with both the school nurse and your child's teacher

Nut-Free Policy

Our program is a nut-free facility. This policy always applies, including classroom snacks and holiday party treats. To support this policy all foods brought into the center must have a full ingredient label. Avoid products with the following warnings:

- *May contain peanuts or tree nuts*
- *Processed in a facility that also handles peanuts or tree nuts*
- *Manufactured on shared equipment with peanuts or tree nuts*
- Please do not send homemade baked goods or unlabeled foods for classroom distribution.

If your child eats nut products for breakfast before coming to school, please wash their hands and brush their teeth before drop-off to prevent cross-contact.

Special Note on Almond Milk*

Almond milk is permitted only with a doctor's note for children with documented milk or soy allergies. Please consult with the school nurse to ensure appropriate documentation is on file.

MEDICATION POLICIES

To ensure the safe handling and administration of medication, we follow strict procedures in accordance with state licensing and school policy.

General Guidelines

All medications must be delivered to the nurse's office or front office by a parent or guardian. Do not send medication to school in backpacks or hand it to teachers. Teachers are not allowed to accept or administer any medication. Medications are stored in a locked cabinet in the nurse's office. No medications are permitted in classrooms.

Prescription Medication Administration

We encourage all medications to be administered at home when possible. However, if a dose is required during the school day, we will administer prescription medications only under the following conditions:

- **Medication Order Form** – A completed Medication Order Form signed by your child's licensed physician is required.
- **Parent Authorization** – A signed Parent Authorization Medication Form must accompany the physician's order.
- **First Dose at Home** – The first dose of any new medication must be given at home to monitor for possible allergic reactions or side effects.
- **Proper Packaging** – Medications must be in their original pharmacy container with the prescription label clearly attached. No medication will be accepted without proper labeling.
- **Timing** – Medications may be administered once per school day between 9:00 AM and 2:30 PM. Exceptions must be approved by the nurse.
- **Qualified Staff** – Only staff trained in Medication Administration may administer medications.
- **Inform Us** – If your child received medication at home, please notify the nurse and your child's teacher.
- Emergency Medications

For conditions such as severe allergies, asthma, or seizures, that require emergencies medication (Examples include: EpiPens, inhalers, Benadryl, seizure medications, etc.), the following additional documents are required before your child may attend school:

- Emergency Medication Form

- Physician’s Plan of Action
- Parent Permission to Post Form

These forms must be renewed every 6 months. The nurse will notify you when updates are needed.

Note: Your child may not attend school until emergency medication and required documentation are received and verified.

Breathing Treatments

- Breathing treatments may only be administered by the **school nurse** while she is on campus.
- If more than one treatment is required in a day, your child should remain at home, as their respiratory needs require more individualized care.
- A Medication Order Form is required for breathing treatments.

Medication Safety

- Expired or recalled medications will be discarded. Parents will be notified and asked to replace emergency medications such as EpiPens or inhalers.
- Parents who are licensed prescribers may not sign medication orders for their own child.
- Parents administering medication on school grounds must stay with their child for one hour to monitor for reactions.

Forms & Documentation

- All medication forms can be found on the Parkview Baptist School website or at the nurse’s station.
- Parent Authorization forms for “daily” medications are valid for one school week (Monday–Friday).
- Emergency medication forms are valid for six months.

If you have questions about the school’s medication policy or need help completing the necessary forms, please contact the school nurse or front office. Thank you for your partnership in keeping our students safe and healthy.

ACCIDENT & EMERGENCY MEDICAL POLICY

Despite close supervision and safety practices, accidents may occasionally occur during play or daily routines. This policy outlines how accidents and medical situations are handled to ensure timely, professional, and compassionate care for your child.

Minor Accidents & First Aid

When a child experiences a minor injury such as a scrape, bump, bruise, or bite:

- Staff will administer appropriate first aid.
- Cuts/scrapes will be cleaned with soap and water and bandaged.
- Ice packs will be applied to bruises, bumps, or bites.
- A detailed accident report will be completed for each incident and shared with the parent at pick-up.
- If the injury involves the neck, head, face, or eyes, parents will be contacted immediately, regardless of severity.
- Parents may be contacted during the day to obtain verbal permission to apply over-the-counter ointments such as antibiotic cream (e.g., Neosporin) or anti-itch ointment (e.g., hydrocortisone), in accordance with school policy and licensing guidelines. **Note:** These treatments will only be applied if prior parent authorization has been provided via medical forms kept on file.

Serious Injuries or Emergencies

In the event of a medical emergency or serious injury (e.g., broken bones, deep lacerations, difficulty breathing, seizures, loss of consciousness):

- 911 will be called immediately.
- Trained staff will administer emergency care (CPR, first aid, EpiPen use, etc.) while awaiting medical responders.
- Parents will be contacted immediately. If unavailable, emergency contacts listed on your child’s file will be notified.

- A staff member will accompany your child until emergency personnel arrive, but staff cannot transport children by vehicle under any circumstances.
- Emergency medical personnel may transport the child to the nearest hospital for evaluation and treatment if deemed necessary.

Emergency Medication & Anaphylaxis Policy

Parkview Baptist School Early Childhood (Infant, Toddler, and Twos Program) follows ACT No. 335 and Bulletin 137 in accordance with Louisiana licensing regulations for early learning centers. These laws require the center to provide training and establish procedures related to anaphylaxis and the emergency use of medication, including the use of EpiPens (epinephrine auto-injectors).

- Staff Training and Preparedness
 - a. All staff are trained to recognize the signs and symptoms of an anaphylactic reaction and how to follow the school's Emergency Response Plan.
 - b. Each staff member is required to sign an acknowledgment form stating they understand the procedures.
 - c. Staff who may administer an EpiPen must complete:
 - i. Heartsaver CPR and First Aid Training
 - ii. A state-approved Medication Administration Course
- EpiPen Availability - Parkview Baptist School is equipped with EpiPens for both children and adults to be used in case of a severe allergic reaction from an unknown allergy.
 - a. If a child has a known allergy, it is the parent's responsibility to:
 - i. Provide the school with a prescribed EpiPen for their child
 - ii. Submit a current allergy action plan from their child's physician
- Other Emergency Medications - Parkview Baptist School is not equipped with other emergency medications, including but not limited to:
 - a. Narcan (for opioid overdose)
 - b. Albuterol or other respiratory treatments
 - c. Glucagon
- In the event of a medical emergency requiring any of the above:
 - a. 911 will be called immediately
 - b. The Medical Response Team will be alerted
 - c. Parents or guardians will be contacted right away

Reporting & Internal Review

- All accidents are logged and reviewed regularly by administration and nursing staff to assess safety trends and prevention opportunities.
- Serious incidents are documented in compliance with the Louisiana Department of Education (LDOE) Licensing Regulations and reported if required.

TOILET TRAINING

Toilet training begins once your child moves to Building C, where staff are trained to support the process. It is a team effort between parents, teachers, and administrative staff. We will only begin toilet training when both the family and the teacher agree that a child is ready.

Readiness Signs

Before starting, we look for the following signs of readiness:

- Staying dry for at least 2 hours or after naps
- Following simple instructions
- Communicating the need to go
- Dressing/undressing with minimal help
- Showing interest in using the potty and in bowel movements

If you believe your child is ready, please talk with your child's teacher. A teacher and administrator will evaluate your child for readiness.

Parent Responsibilities

- Communicate openly with teachers throughout the training process
- Start training at home first; consistency is key
- Provide:
 - At least 3 full changes of clothes (including socks and shoes)
 - Easy-to-remove clothing (no overalls, tight leggings, snaps, zippers, belts, or onesies)
 - Labeled items with your child's full name
 - A supply of Velcro Pull-Ups for naptime (until your child stays dry during naps for one week)
 - Check your child's backpack daily for soiled clothes and replace clean clothes as needed

Teacher Responsibilities

- Take your child to the potty regularly
- Encourage and assist as needed
- Communicate daily with parents about progress
- Handle accidents promptly and discreetly
- Place soiled clothing in a plastic bag in your child's cubby or backpack (we do not rinse or wash clothes)

Toilet Training Guidelines

- Children are never forced to sit on the potty.
- Training begins only when a child shows readiness and willingness.
- Loose-fitting, easy-to-manage clothing is required.
- For boys, we recommend starting by sitting to avoid confusion with bowel training.
- Children will remain in Pull-Ups at nap time until consistently dry.
- Soiled clothes must be taken home daily.

Toilet Training Deadline

- All children must be fully potty trained within 60 days of their third birthday.
- If not, a 60-day extension will be granted with an added \$50/week fee.
- If training is not complete within 120 days, the child must stay home until fully trained. Tuition will still be required during this time. The child may return once training is complete.
- Children will not be allowed to begin the PK3 Program without being fully toilet-trained*

*A child is considered toilet-trained when they:

- Wear underwear (no diapers or Pull-Ups)
- Have 3 or fewer accidents over 30 days
- Can:
 - Recognize the need to use the restroom
 - Communicate the need to go
 - Get to the toilet in time
 - Manage clothing independently
 - Use and clean themselves
 - Wash hands afterward

WHAT TO BRING

Tote Bag

- Use the Parkview-issued tote bag to bring items to and from school.
- Must be brought daily and labeled with your child's first and last name.
- Replacement bags are available in the office for \$15.

Daily Communication Folder

Keep the folder inside your child's tote bag every day. Teachers use this folder to send:

- School notices

- Artwork
- Forms
- Reminders

Change of Clothes

Pack at least one full, weather-appropriate change of clothes for your child. Ensure that items are clearly labeled with your child's name. Extra clothes are needed not just for accidents, but for messy crafts or outdoor play. A full set of clothing needs to include:

- Shirt
- Pants/shorts
- Underwear
- Socks
- Shoes

*Soiled clothes will be bagged and sent home. Please return replacements the next day.

Diapering Supplies

Our program only allows disposable diapers or Pull-Ups as needed. We do NOT allow cloth diapers.

- You'll be notified when your child has 2-3 days left in their supply. If not replenished:
 - We'll supply diapers for 2 days and apply a \$25 fee to your FACTS account.
 - Continued shortages will require you to either bring diapers immediately or pick up your child within one hour (late fees may apply).

Diaper Cream

- Staff can apply over the counter (OTC) diaper cream with a signed permission form.
- You must provide the cream (labeled with your child's name).
- No prescription creams without doctor's documentation.
- Baby powder is not permitted.

GENERAL GUIDELINES

Personal Belongings

- Do not send food, toys, stuffed animals, money, or gum to campus. If such item is brought to campus Parkview is not responsible if this item is, damaged, broken or lost.
- Label all clothing including outerwear and shoes. We are not responsible for lost clothing items.
- A lost and found is in the main office. Items unclaimed by month's end will be donated.

Pacifiers

- Pacifiers must be labeled and will only be used during naptime.
- No pacifiers with attachments (clips, ribbons, Wubbanubs, etc.).
- No amber beads or teething necklaces are allowed.

CELEBRATIONS & SPECIAL DAYS

Birthdays

We celebrate each child on their special day! Please do not send cupcakes, cookies, or other outside food—these will be sent home. You may send individually wrapped non-food items such as: stickers, bubbles, playdough, crayons, etc.

Party Invitations - To avoid hurt feelings, send birthday invitations through your child's communication folder. Teachers will discreetly distribute them during naptime.

Balloons – For safety reasons balloons are not allowed to be brought to campus.

TIPS FOR HELPING YOUR CHILD THRIVE

1. Label Everything - From jackets to sippy cups, make sure your child's full name is on every item.
2. Establish a Consistent Routine
 - Arrive on time to ease your child into the daily rhythm.

- Plenty of rest and regular routines will help your child succeed.
3. Dress for Success
 - Choose comfortable play clothes that can get messy.
 - Don't send your child to school in clothing items that are valuable to you – Childcare is messy!
 - Closed-toed shoes (like sneakers) are required for safety.
 - Dress your child for the weather, especially for outdoor play.
 4. Foster Independence. Encourage your child to:
 - Put on/take off jackets
 - Use the toilet and wipe independently
 - Tidy up after themselves
 5. Stay Involved and Informed
 - Check your child's folder daily.
 - Keep teachers informed of any changes at home that may affect your child's mood or behavior.
 - Communicate proactively.
 - For longer discussions, please schedule a conference.
 6. Build a Positive Relationship with Staff
 - Speak respectfully with and about your child's teachers.
 - Address concerns away from your child to maintain trust and emotional security.
 7. Make Pick-Up Time Count
 - Put away your phone.
 - Greet your child warmly and ask about their day.
 8. Engage with the School Community
 - Attend events, volunteer, and build relationships with other families and staff.
 9. Be Consistent with Goodbyes
 - Keep drop-offs short and reassuring.
 - A predictable routine helps reduce separation anxiety.

A successful early childhood experience depends on strong partnerships between home and school. The more your child feels supported and understood by both environments, the more confident, happy, and ready to learn they will be. We are honored to be part of your child's early learning journey. Thank you for partnering with us!