

Sam's Kid Safari Learning Academy

Type III Center/Quality Rated Highly Proficient

379-B Sucre Circle-Abbeville, La 70510 (337)893-8500

1508-B Veterans Memorial Dr.—Abbeville, La 70510 (337)-422-5227

Parent Handbook

Sam's Kids Safari Admissions Policy

SKS is a for-profit learning center and preschool. Admission consideration will be given to all students regardless of color, ethnicity, religious belief, gender, handicapping condition, or whether the child is breast feeding- Siblings of enrolled children will be given priority admission for open spaces. We strive to keep families together and lessen the burden of having multiple caregivers or the need to research a new caregiver.

Admission of all students other than those related to currently enrolled students will be based on first received completed application and payment for admission. We serve children ages 0-13 years of age.

Prior to admission, several enrollment forms must be completed and signed. We will also need the child's immunization record, birth certificate, and childcare assistance acceptance letter, if applicable. A \$150 registration fee and the first tuition payment must be made before any child will be allowed to start.

If a class is full, a child will be placed on the waiting list and the parent will be notified when space becomes available.

Applications of students with special needs, both health & behavioral will be accepted. However, parents and/or guardians should understand that SKS staff have not had extensive training in properly handling children with special needs. We will thoroughly discuss the needs of each child with the parents on an individual basis to determine if the center staff are able to properly provide your child with the care and attention they deserve. We also reserve the right to determine at any time prior to, during, or after enrollment that we are unable to properly care for your child.

If you would like to set up a virtual tour of the center, please contact us at the center 337-422-5227.

At any time, a parent/guardian may request to see a copy of the State Licensing Compliance/Inspection Report which is kept in the center's office. A copy of the inspection, childcare news and info, and all licensing rules can be found at the Louisiana Department of Education's website—www.louisianabelieves.com/earlychildhood.com

Anyone can contact the Louisiana D.O.E.-Licensing Department should they have significant, unresolved licensing complaints at: email: LDELicensing@a.gov or call 877-453-2721.

Philosophy

It is our philosophy at Sam's Kid Safari that we provide each child that attends our center with high quality childcare, education, and development regardless of race, financial status, religion, special needs, gender, or parental support. We recognize that it is our responsibility to ensure that each child grow to the fullest of his or her potential. Our staff will provide care that it supportive, nurturing, warm, and responsive to each child's individual needs. We strive to attend to the needs of the “whole child”, which extends past just cognition.

We provide developmentally appropriate learning activities and play, which will provide every child with an opportunity to develop socially, emotionally, physically, and cognitively. The children will engage in Math, Science, Art, Music & Movement, Dramatic Play, Language, Writing, Social Studies, Computers, Table Toys, Blocks, Library, and Sand & Water Activity Centers daily.

We acknowledge and respect the diversity of cultures that make up our community. Thus, we encourage parents to share the culture of their family with the teacher and children by bringing books, songs, and other items that celebrate their cultural background.

With our inclusion policy we are eager to work with parents whose children have special needs so that they can be included and take part in everyday activities as much as possible. For children who have need for specialized equipment or adult support persons, it is recommended that this is discussed with the director and teacher when enrolling so appropriate provisions can be made.

Goals and Objectives:

1. To have every child feel that he/she is unique.

The children will feel that they are unique by always having designated cubbies for their personal belongings, being called by their name, given plenty of opportunities to vocalize his/her thoughts and feelings without judgement, participating in various multicultural activities, and by always being given positive praise and guidance from all staff members.

2. To provide each child with plenty of opportunities to learn through play.

The children will interact in our Content Learning Centers, outdoor play, and other group learning activities, all of which will be equipped with toys, objects, games, writing tools, and paper to allow for learning at all times.

3. To have the children become problem solvers.

The children's problem-solving skills will be enhanced by routinely asking open-ended questions, prompting thought-provoking discussions, and allowing them sufficient time and opportunities to practice and do tasks for themselves. We will also teach and

encourage the children to use proper conflict resolution skills and provide a variety of different levels of activities to meet each child's needs.

4. To ensure that each child's developmental needs would be met in all areas.

The children will develop different skills through planned curriculum-based learning activities, games, and play in dramatic play, music & movement, art, library, language, writing, math, science, social studies, sand & water, blocks, table toys, & computers when available.

5. To keep all parents informed and involved in their child's early learning experience here at Sam's Kid Safari.

Monthly Newsletters, Quarterly Parent/Teacher Conferences, Center's Social Media Sites, Email, Texts, Family Events, and an open-door policy are a few of the things that will be done to enhance the relationship between parents and staff. All infant teachers will also send home a daily report of each child's day. All other teachers will send home samples of weekly projects and letters when needed.

Center Uniqueness:

Our center is unique because we offer Introductory Sign Language & Spanish, Short Bible Lessons, Drama, Music, Dancing, Tutoring, Parent/Teacher Conferences, School Readiness Classes, Extended Hours, care for children with special needs, childcare assistance for lower-income families, and free childcare for foster parents.

Behavior Management:

At our center we strongly believe that with the right techniques and tools in place and proper supervision, behavior issues can be kept to a minimum. We believe that if you put in the work up front it will eliminate problems later. We will provide consistent care, positive interactions, and structured daily routines. The children will learn what is expected of them and how to show respect for one another. Our staff will model appropriate behaviors, actively engage all student, teach conflict resolution skills, and praise and spotlight all positive behaviors exhibited throughout the day. If a child's behavior requires attention, we will try the following techniques to counter the negative behavior:

- Re-direction (Drawing attention to something else)
- Give correct alternative behavior.
- Give a reminder/warning, telling the child exactly what behavior you want to see and what is not allowed at school and why.
- As a last resort, the child will be put in time out for 1 minute per year of age.
(no timeout for children under age 2) (always in sight of a staff member)

***At no time will any staff be permitted to use the following methods of discipline:**

- 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 of children in the presence of children.*
- Threatened with a prohibited act even if there is no intent to follow through with it.
- Disciplined by another child.
- Bullied by another child.
- Deprived of food or drink.
- Restrained by devices such as highchairs or feeding tables for disciplinary purposes; and having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the play time.

Child Abuse & Neglect:

- As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437);
- SKS shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline to conduct an internal investigation to verify the abuse or neglect allegations; and
- SKS does not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Disclosure of Information Policy:

- At any time, a parent/guardian may request to see a copy of the State Licensing Compliance/Inspection Report which is kept in the center's office. A copy of the inspection, childcare news and info, and all licensing rules can be found at the Louisiana Department of Education's website—www.louisianabelieves.com/earlychildhood

Licensing Complaints:

- Anyone can contact the Louisiana D.O.E. Licensing Department should they have significant, unresolved licensing complaints at LDELicensing@la.gov or call 877-453-2721

Staff Development Training:

- We will have staff development training (teacher in-service) every quarter for all staff members. All employees are required to attend; thus, the center will be closed when training days fall on a weekday. These trainings will be given to enhance adult-child interactions, developmentally appropriate environments, curriculum and instruction, health and safety, supervision, and daily routines. This will also give us the opportunity to discuss any unforeseen or upcoming events and issues.

Electronic Devices Policy:

Electronic devices from home are not allowed at the center except for special occasions designated by teacher/director. Time allotted for electronic devices in any capacity will not exceed 1 hour per day total. Electronic devices for children under 2 years of age is prohibited. Only virtual learning school-aged students enrolled in Sam's Kids Safari can bring a laptop/tablet to complete assignments while at the center. The Virtual Learning Staff will designate when the virtual students may complete work on the laptops throughout the day. Each student can only use his/her own device. Virtual students will be allowed longer periods on electronic devices with a signed authorization from a parent.

Computer Practices Policy:

All center devices will be set up with a passcode and parental controls that the students are not aware of to limit access by the children to inappropriate web sites, email, and instant messaging.

Programs, Movies, and Video Games Policy:

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, are NOT permitted in the presence of any students. All television, video, DVD, or other programming shall be suitable for the youngest child present at the time of viewing. Only "G" Rated programming can be viewed by the students at all SKS locations. Video Games on the laptops/tablets/computers must be rated everyone) to be played at the center and only with prior consent from the teacher. All other ratings are prohibited.

Parent Involvement:

At Sam's Kid Safari we thoroughly believe in parent involvement. We do our best to provide many opportunities for all parents to be involved in their children's learning experience. These opportunities are provided for your convenience in several ways:

- We offer quarterly parent/teacher conferences. Conferences may be scheduled after hours or on weekends with the teacher's approval.
- We send out monthly newsletters that will inform parents of upcoming activities and events at the school.
- We invite parents to volunteer for field trips, work on committees, clean up days, parties, graduations, center anniversary celebrations, etc.
- All parents are invited to attend Parent Lunch Day, which is held the 1st Wednesday of every other month.
- And here at SKS we always maintain an open-door policy for all parents/guardians. We do ask that for new students, parents give at least 1 month before coming to spend time inside your child's class. This allows your child and staff to get acquainted with one another and for the children to overcome separation anxiety. Please note that the open-door policy may be limited or non-existent due to temporary State & Health Department Mandates.

Arrival and Departure of Children:

Arrival and departure are transitional times for children and need to be handled delicately. It is requested that parents bring the child directly into his/her classroom or the designated drop off area inside the center. Children may not be left unaccompanied in the parking lot, dropped off outside of the front entrance, left alone in the lobby, halls, office, or playground.

If the child is outside on the playground, parents must let the child's teacher know they are picking up the child. Children may not be picked up from an outside entrance or over the fence. It is for the safety and security of the children that we have established these policies.

If someone other than the parent is picking up a child, the parent must notify the provider in advance, and have that person's name listed on the child's information sheet. That person will be required to show ID before picking up the child. Parents are to inform the staff in writing of any special instructions or information that might be needed for that day. If an emergency pickup person is needed the parents must notify the center by phone and in writing of this one-time allowance. Written notification can be sent by fax, email, text, private social media message, or message on center's website. Unknown or unfamiliar persons picking up the children should be prepared to always show ID.

***All full-day students must arrive at the center by 9:00am. (This doesn't apply to after schoolers) No student will be accepted after 9:00am without a Dr.'s excuse and you will be charged for this day. As a courtesy, please let your child's teacher and/or Director know that your child will be late so that we can prepare meal service. ***

Parents are responsible for providing copies of legal documents preventing noncustodial parents from picking up or allowing noncustodial parents to pick up the child. Otherwise, we follow all the information received on the enrollment forms upon enrollment.

Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to allow us to find alternate transportation. We cannot legally withhold a child from a parent or legal guardian; however, we Will NOT hesitate to call the police if we feel the child is in jeopardy. All children must be in a car seat before leaving the parking lot. (This only applies to students of applicable ages)

Fees:

Late Pickup Fee:

Any children who are left at the center after closing time, will be assessed a late fee.

0-4 minutes late you will be called and reminded of our closure time.

5-9 minutes late--\$10.00

10-15 minutes late--\$20.00

16-20 minutes late--\$25.00

21-30 minutes late-\$30.00

30-60 minutes late--\$40.00

Fees must be paid before the child will be permitted back to the center. Habitual tardiness regardless of whether its 2 minutes or 40, will be grounds for termination.

****All fees are per child****

Child Protection will be called for any child left at center longer than 60 minutes.

Annual Registration Fee

A non-refundable Registration Fee of \$150.00 per child is due upon enrollment. These prices are subject to change from year to year, with 1 month's notice from the Director.

Returned Checks: A charge of \$35.00 will be assessed for any returned checks plus an additional \$5 per day late fee until the payment is made in full. Cash or money orders will be the only form of payment accepted after the 2nd NSF check.

Withdrawal: Parents are expected to give at least a 2 weeks' notice prior to the child's withdrawal from the program. If the child is taken out before giving adequate notice, parents will be obligated to pay for the 2 weeks so we can find a replacement.

Children's Supplies Needed -Label all supplies with your child's name****

Infants

2 changes of clothing Diapers & Wipes 4-5 bottles pre-made for entire day
Pacifiers Medications & Creams(signed medication form) Ziplock bag for soiled clothes/bibs

3-4 pictures of child & family members for classroom Bibs

Infant Cereal and Baby Food will be provided by the center for all infants 6-12 months.

Due to State regulations, infants ages 0-5 months can only have formula or breastmilk while at the center.

Toddlers

Change of clothes in Ziplock Bag Diapers/Pullups & Wipes
Small blanket and KinderMat for Naptime Pacifier
Necessary Medications & Creams(signed medication form)
3-4 pictures of child & family members for classroom

Preschool & Up

Change of clothes in Ziplock bag
Necessary Medications & Creams(signed medication form)
School Supplies from Teacher List for grade
2 pictures of child and family members for classroom
Afterschool students need pencils for homework and a blanket for nap time when attending full days for breaks

Toys From Home: We provide plenty of toys, games, and activities for all the children in our care. Therefore, NO TOYS from home will be allowed at school unless specifically instructed to do so by the Director or Teacher.(Ex. Show & Tell)

Visitation: We have an open-door policy at Sam's Kid Safari. Parents/Guardians always have free access to all areas used by the children. In fact, parents are encouraged to visit, volunteer, and get involved in their child's activities. (This may differ at any time depending on State Health Mandates)

Potty Training: We do offer potty training assistance for 2yr olds and up at the teacher's suggestion or the parent's suggestion and cooperation. Here are a few signs to look for that may indicate that a child is ready to be potty trained:

- Staying dry for long periods of time
- Wake from nap dry
- Able to communicate the need to use the toilet
- Not afraid to sit on toilet
- Urinating or pooping on own when placed on toilet
- Verbalizing that they have pooped/pottied in diaper

Be on the lookout for our “Potty Week” notices for select groups of children.

Holidays

New Year's Day
Martin Luther King Jr. Day
Mardi Gras
Good Friday
Day After Easter
Memorial Day
Independence Day
Summer Vacation(1 week)
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

*Exact dates will be posted in parent letters, at building entrance, in monthly newsletters, and on SKS Social Media Sites. Payments for these holidays are due when the holiday falls on a day when your child would normally be at the center. Our holiday schedule is subject to change with a 2 week notice.

SICK CHILD POLICIES AND PROCEDURES:

If a child becomes ill while at the center, he/she must be isolated from the other children by being kept in an isolated area. The parent will be contacted and informed of the move by an administrative staff person. The parent will be asked to make arrangements for their child to be picked up immediately and taken home.

If a child has any type of illness, parents must notify the center if the illness is contagious (Ex. Pinkeye, strep throat,) AS SOON AS POSSIBLE!!!!

Keep your child home if he/she has the following. (Your child must be symptom free for 24 hours without medication before they can return to the center)

1. Temperature above 100.0 degrees
2. Diarrhea (watery or foamy bowel movements, more frequent than usual)
3. Vomiting (more than usual spitting up)
4. Impetigo is a skin infection consisting of blisters surrounded by a reddened area.
5. Conjunctivitis, an eye infection commonly referred to as "Pink Eye", is red with some burning, and there may be a thick yellow drainage. The child must be on medication for 24 hours before returning to the center.
6. Bronchitis, which can begin with sore senses, cough, and a slight in temperature. The cough may be dry and painful, then becomes loose.
7. Any of the following childhood diseases: measles, mumps, rubella, roseola, and chicken pox may not return until sores are crusted and there are no new eruptions.
8. Strep Throat: If the doctor diagnoses strep, the child should be on medication for 24 hours before returning to the center and show doctor's written release letter.
9. Runny Nose: children with excessive drainage from their noses will be monitored; children with continued thick yellow/green mucous will not be able to attend unless the doctor sends a written letter stating what the reasoning is and for the drainage is and that its being treated and no longer contagious.
10. Rashes that cannot be identified or a physician has not diagnosed.
11. Head lice
12. Severe cold with fever, sneezing, and or discolored nose drainage.

Before a child is accepted back into the center, director/staff may ask a parent to get a note from their child's doctor. Many times, symptoms can be ambiguous and misleading. A doctor's note is the best way we can be assured that symptoms are not a sign of a contagious condition. By observing health standards, we will be protecting the child as well as the other children in the center.

Covid-19 Stipulations:

In the last 14 days, have you, your child, or anyone else in the home had:

- Fever 100.1 or higher
- Cough
- Sore throat

- Loss of smell/taste
- Chills or Body aches
- Contact with anyone with these symptoms
- Contact with anyone whose been diagnosed with COVID-19
- Traveled outside of Louisiana

If you answered yes to any of the above, then your child cannot attend school for 14 days from original occurrence.

MEDICATION

No Prescription drugs or medication will be administered without specific instructions from a physician. All medicines must be in its original containers and any prescription medications must be in the child's name. All over the counter medications must be authorized in writing by parents. A medication form must be completed, dated, and signed each time medicines are to be dispensed. Information on the agreement must include:

- Child' s Name
- The name of the medicine
- The amount to be given
- The possible side effects of the drug
- Parent's Signature & Date

When the medicine is dispensed, the date, time, & dosage is noted on the form and the staff member who administers the medicine must initial or sign. All medications, lotions, and other over the counter drugs must be brought into the center in their original containers. An authorization form must be completed for all over the counter drugs and lotions(Ex. sun block, diaper rash cream). Medication is not to be mixed with formula, juice, or food without specific instructions from a physician-

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

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

To file a program discrimination complaint, please complete the [USDA Program Discrimination Complaint Form](#) (PDF, 168 KB) [\(English\)](#) (PDF, 168 KB) ---- [USDA Program Discrimination Complaint Form \(Spanish\)](#) (PDF, 129 KB). You or your authorized representative must sign the complaint form. You are not required to use the complaint form. You may also file a program discrimination complaint by writing a letter to the Center for Civil Rights Enforcement. For additional information about what to include in your letter, see How to File a Program Discrimination Complaint, on our Web site. For information on the discrimination complaint process, contact the Office of the Assistant Secretary for Civil Rights, Information Research Service, on (202) 260-1026 or (866) 632-9992 (toll free) or send an email to the Office of the Assistant Secretary for Civil Rights at CR-INFO@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities, may contact us through the Federal Relay Service on (800) 877-8339 or (800) 845-6136 (Spanish).

This institution is an equal opportunity provider.

If you have any questions, please call us at (225) 342-3720