

**NEWCOMB CHILDREN'S CENTER
PARENT'S HANDBOOK**

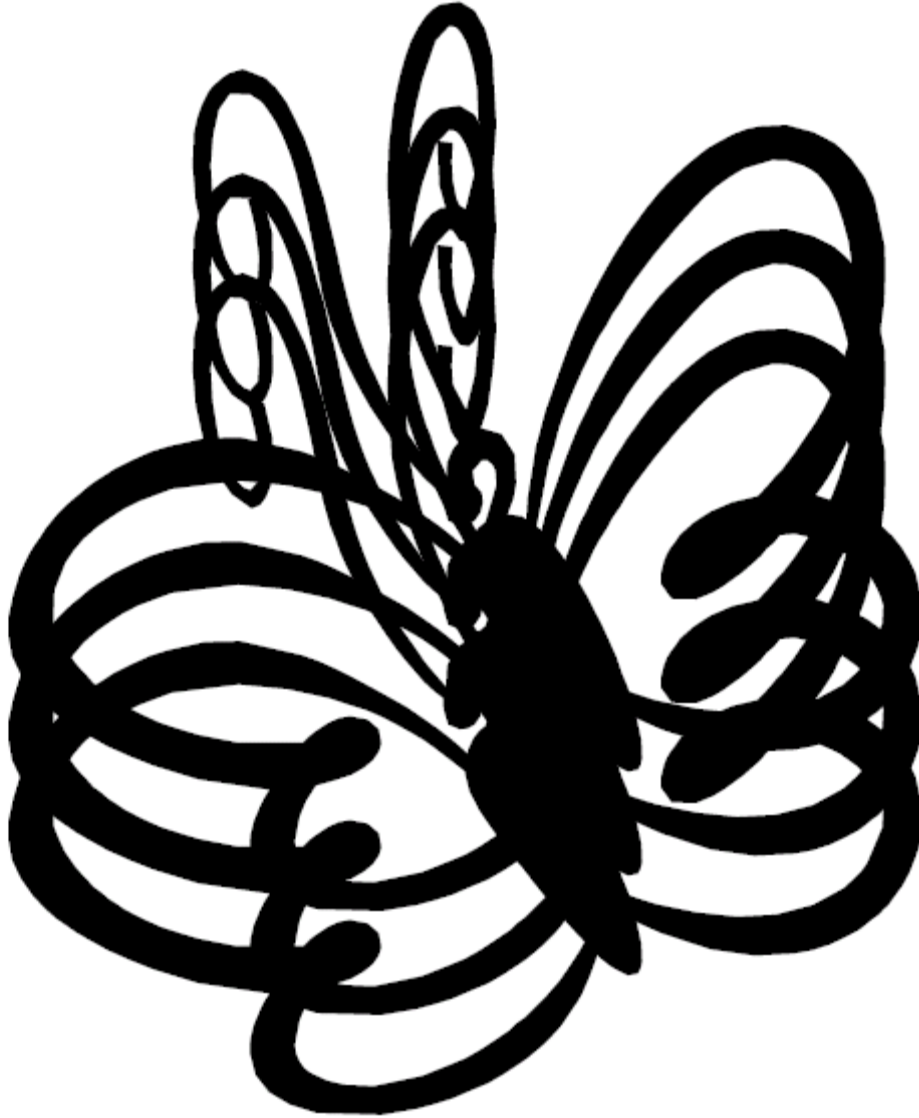


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Program Objectives for the Children

The Newcomb Children's Center is a developmental program that emphasizes the integration of cognitive, affective, and socializing processes within a child care environment. Each child's levels of competence are considered in determining appropriate developmental tasks.

Specific goals are:

- **To provide** a safe, secure, and healthy environment for each child
- **To provide** a wide variety of activities within a routine where cooperation and pro-social behaviors are encouraged
- **To help** the child separate from the family, and learn to participate comfortably in a diverse social group other than the family
- **To increase** independence in meeting and solving problems
- **To promote** self-esteem and confidence
- **To promote** a love of books, songs, finger plays and other early literacy experiences
- **To foster** awareness of the world by participating in a variety of experiences
- **To learn** large motor skills such as climbing, running, jumping and balancing
- **To develop** small muscle competence by using scissors, paste, clay, building blocks, puzzles, beads, tying and buttoning
- **To promote** language development
- **To further** intellectual development; to foster cognitive learning, concept formation, self-understanding
- **To stimulate and support** curiosity
- **To develop** fantasy play that facilitates imagination, ideas and creative thinking processes
- **To foster** creativity and free self-expression in art, music and socio-dramatic play
- **To help** the child learn control, restraint and good attending skills
- **To encourage** the expression of all feelings, such as fear, anger and happiness, in acceptable ways: to develop positive qualities such as the capacity for fun, humor and optimism.

Program Purpose

Newcomb Children's Center (NCC) provides on-campus full-time care for the children of Tulane students, staff and faculty. If space permits, those with part-time affiliations, alumna status, community, or the grandchildren of Tulane staff, students or faculty members may be considered for enrollment. A child's day at NCC will include participation in developmentally appropriate small group, large group and/or individualized activities, time for lunch and snacks, and a rest period.

The Center also serves as a site for students in the various University departments to observe and/or receive practical guided experiences with young children. In addition, faculty members and their students use our facility to better understand children's learning, behaviors and other related concerns. This work is monitored by the Assistant Director and requires a report of the purposes and procedures of the study before a project is approved. Furthermore, all research originating in the Psychology Department must be approved by the Ethics Committee of that department. All studies which involve direct interaction with a child will require special permission from the parents.

Philosophy

Newcomb Children's Center seeks to provide a nurturing place where children are made to feel competent, safe and loved. Our program emphasizes child-initiated learning through play. We provide a culturally diverse and developmentally appropriate environment designed to support the acquisition of cognitive, physical and social skills. We believe that children are active learners who need hands-on play experiences to thrive. Our classrooms use a learning center approach, allowing children to play alone or together with learning activities and materials of their own choosing.

Newcomb Children's Center Website

Our website is currently pre-Katrina. We are in line with Tulane to train on how to create a new website, but the list is long. Our old website contains information on center policies and procedures, parenting issues, at-home activities to do with your kids and much more, and even though the site is outdated, that information remains constant. It is tuition information, costs and some forms which have changed. Visit our website at www.newcombkids.com.

Conferences and Communications

Each day notes are posted by your child's classroom about the day's activities. Center-wide topics of interest are posted on the door or are on the message board near the front entrance. The center encourages teachers and parents to share in the experiences of the child at school and at home. However, for lengthy conversations about a child, an appointment for a conference between a parent and teacher should be scheduled. Discussions with teachers during "class time" leaves the children unsupervised and can be disruptive to young children.

You may arrange to have a parent-teacher conference at any time during the year. In addition every spring, the teachers will post sign-up sheets for their mid-year and annual end-of-the-school year conferences (usually held in the month of May). Parent-teacher conferences are usually scheduled during nap time: however, other arrangements may be made as necessary.

If you wish to talk to the Director or Assistant Director or a Head Teacher at any time, please call the center for an appointment. We will be happy to help you with any questions, complaints or concerns you may have about your child's experience at our Center. No problem is too big or too small, so please feel free to contact us and let us know how we may serve you better. If we feel we need information from you, we will ask you to come in for a conference.

You may also contact our licensing agency if you feel we have not been able to resolve a complaint to your satisfaction or for additional information regarding our licensing regulations.

Department of Social Services
Bureau of Licensing
P.O. Box 3078
Baton Rouge, LA 70821-3078
225-342-0286 (office); 225-342-8636 (fax)

Enrollment Policy

Newcomb Children's Center is available to children between the ages of 12 months and five years. Priority for enrollment is given according to the following guidelines:

- 1st Returning children of full-time students, staff or faculty of Tulane University
- 2nd Siblings of currently enrolled children
- 3rd Newly enrolled children of full-time students, staff and faculty of Tulane University
- 4th Children of those with secondary affiliations with the Tulane campus
(i.e. Tulane alumni, those who work part-time, or grandchildren of Tulane-affiliated families)
- 5th Children without any Tulane affiliation

The Enrollment Process for New Children & Families

1. Your child's application for enrollment will be considered when you submit a preliminary application for our Center's waiting list.*
1. When a classroom space becomes available, you will be contacted by the Assistant Director. Upon your acceptance of the spot, you will be sent an enrollment packet containing the following:

Confidential Family Questionnaire

Yearly Permission Forms
Physician's Form (health appraisal of the child)
Parent Handbook and Form
Emergency Evacuation Pick-up Form

1. These completed forms plus a yearly activity fee must be submitted prior to your child's first day at the center. The only exception is the health appraisal form to be completed by your pediatrician. As long as we have the child's immunization records and the date of your child's doctor's appointment, you have up to 30 days to return the completed "Physician's Form" (this applies to new children only).
1. Before the first day of enrollment, we require that a parent or familiar adult accompany the child on a few classroom visits. These visits help the child to become accustomed to the new people and surroundings. Please call the Assistant Director at least two weeks before your child's first full day with us to arrange for these visits.

* Waiting list applications may be obtained from the Center office, or from the website, newcombkids.com; there is a \$25 non-refundable processing fee.

CURRENTLY OUR WEBSITE IS SERIOUSLY OUT-OF-DATE

PLEASE BEAR WITH US , WE ARE HOPING TO HAVE THE UPDATED SITE AROUND EARLY 2009.

The Enrollment Process for New Children & Families

For our returning children we will set aside a special registration day. Our families will be notified in the spring. You will be expected to bring your child(ren)'s Physician Form to registration (you will have ample notification to arrange this beforehand), along with a check for their yearly Activity Fee.

Keep Us Informed!

It is essential that all of the information in your child's file be kept up-to date in order for us to provide the best care possible for your child. It is your responsibility to keep us informed of any changes such as:

- new home, work or emergency contact phone numbers (*minimum of two contacts who **MUST BE 18 years of age or over**, living in the New Orleans area, with good phone numbers & reliable transportation*)
 - new address
 - changes in who is allowed to pick up your child
- changes in the home which may effect the child's behavior at school (e.g. separation or divorce, death in the family, parent out of town for an extended period, new sibling, etc)
 - new pediatrician or new pediatric dentist

For your convenience, you may email changes to <patpeeb@tulane.edu>.

Schedule of Care

Newcomb Children's Center is open Monday through Friday from 7:30 a.m. to 5:15 p.m. **Children may not arrive prior to 7:30 a.m.; adults picking up children should arrive no later than 5:10 p.m. and exit the Center by 5:15 p.m.** Following are some of the holidays for which the center closes: Independence Day (4th of July), Labor Day, Thanksgiving, Winter Break, Martin Luther King Day, Lundi Gras, Mardi Gras, Ash Wednesday, Good Friday and various other times for staff training, as well as for staff to attend state or national conferences.

You will receive prior notification for the days we are scheduled to be closed.

Emergency Closings

The Center will be closed whenever Tulane University is closed due to weather emergencies. Go to Tulane University's emergency website [Http://emergencytulane.edu](http://emergencytulane.edu) , or call the alert line at (504) 862-8080 or 1-877-862-8080. The Center may also be closed in the event of disruption of some necessary service, (such as water or electricity). In this case, you will be notified either in person, by phone or by the posting of signs at the Center entrance.

If it becomes necessary to close the Center in the middle of a school day, you will be notified by phone and you will be required to pick up your child immediately. If you cannot be reached or if you are unable to come to the Center immediately, one of the two persons listed on your child's "Bad Weather Pick-Up Form" will be called to come and pick-up your child. **DURING SEVERE WEATHER YOU'RE REQUIRED TO KEEP COMMUNICATION WITH THE CENTER OPEN AT ALL TIMES. If we are unable to get in touch with you or your emergency contacts after 60 minutes has lapsed, we are under legal obligation to turn your child over to the proper authorities as "an abandoned child."** Please note that the Newcomb Children's

Center will remain at its location unless advised to evacuate. If necessary, the center's evacuation site is Newcomb Hall. We will post directions to Newcomb Hall on the door if the need arises.

Dropping off and Picking Up Children

The center will only release children to those adults listed as authorized to pick up the child on the “Confidential Questionnaire” you filled out at the time of enrollment. ***Please make certain that ALL of your emergency contact people are also listed as having permission to pick up your child.*** Persons the staff does not recognize by sight will be asked to show a picture I.D. before the child is released. Parents may add or delete people on their authorized pick up list at anytime, but changes must be given to the Center office in writing, (please indicate if the person has permission to pick up your child at anytime or for one day only). **Copies of legal documents must be provided to the Assistant Director before any staff member can actively prevent non-custodial parents from picking up their child.**

When dropping off and picking up children, please remember to:

- legibly sign your **full name** on the sign/out clipboard for your child's class; clipboards are hanging near the entrance as you enter the Center; don't forget to indicate the time you are arriving or departing,
- accompany your child to the classroom and make sure a staff member is aware that you are dropping off or picking up your child,
- check your child's cubby or mail pouch for any information regarding center policies, closings, special events or billing information.

In the event that a person who is visibly impaired due to alcohol consumption or other substance abuse arrives to pick up a child, the Center staff will resist releasing the child and will begin to attempt to contact someone else on the child's family information “Confidential Questionnaire” to arrange for the child to be picked up. If the impaired individual insists on taking the child, the Center's administrative staff will immediately call the appropriate law-enforcement officials.

Arrival Time

All children should arrive at the center prior to 9:30 each morning. This policy is in place to help children have an easy transition into the group and to allow them to more fully participate in the mornings' planned activities. It's also not unusual for children arriving after 9:30 to have a more difficult time settling into a restful nap time routine after lunch. Getting your child accustomed to an early morning arrival routine can go a long way toward helping him or her have a happy day at school.

On those rare occasions when arrival after 9:30 a.m. is unavoidable, please give the center a call so your child's teacher may be informed that you are on the way. **Please note that no child will be accepted at the center after 11:00 a.m. without prior approval from the Director or your child's Head Teacher.**

Pick-up Time

All children should be picked up before 5:15 p.m. each day. Any children remaining at the center after 5:15 will await pick-up on the screened porch of the building located at 1305 Broadway Street (formerly known as the Newcomb Child Care Center). Parents arriving after 5:20 will be charged a late fee of \$1.00 per minute per child. Late fees may be paid by cash or by check made out to the employee staying late with the child. **If you have not picked up your child within 60 minutes of our closing time, we are under legal obligation to turn your child over to the proper authorities as “an abandoned child.”**

Parents will pick-up either directly from their child's classroom or from the combined grouping of the children on the porch, if it's very late in the day. If you are not leaving right away with your child, please remain with his or her age group or on the porch. Some areas of the center are stocked with toys that may pose a choking hazard for your child.

End-of-the-day lock-up procedures will take place in our buildings from approximately 5:05 til 5:15 p.m. each day. During these times children are to remain on the porch areas of the buildings so staff may perform these duties, as required by our licensing agency.

Leaving the Center

Parents are required to provide a four-week written notice when withdrawing their child. Parents failing to provide such notice could possibly be charged one months tuition in lieu of notice.

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

- failure to provide the required forms
- non-payment of tuition and/or fees
- non-compliance with the Center's policies and procedures
- consistent absenteeism
- unwillingness to work with the Center on issues related to the child
- when a child consistently threatens the safety of themselves or others
- when a child does not seem to be benefitting from the program
- when a child's needs result in a greater level of care than the staff can provide without compromising the health and safety of the other children

What to Send & Have on Hand/ What Not to Send to the Center

What to send to the center:

- **Please supply** your child's cubby with at least two complete changes of clothes (including socks and underwear). Please remember to send clothes appropriate to the season. If your child is in need of a change of clothes and there are none available in his or her cubby, you may be called to come to the center immediately to provide a change of clothes for your child. We strongly recommend keeping at least two complete changes of clothes on hand at all times so that you will not be inconvenienced.
- **If your child is not yet toilet trained**, please supply a bag of diapers and a box of wipes marked with your child's name as needed
- **Upon beginning** at the Center your child will receive a cot sheet. The cost of this initial sheet is included in your Registration Fee. These are special, regulation-type sheets that are more acceptable to licensing than other kinds of sheets. Please make every effort to launder and return these on Mondays.
- **Please bring** a small blanket or covering marked with your child's name. You may also send along a small pillow in a case or a snugly toy if you like, (as long as these items can easily fit in your child's cubby).
- **We encourage** pants with elastic waistbands. One-piece suits and overalls make it difficult for the child to become independent in dressing. Belts are extremely difficult for the very young to manipulate.

Please note that licensing regulations demand that we have a sheet and a blanket of some kind on hand for each child at all times. So that we will not be cited in violations of this regulation, please be advised that **if you fail to send both a blanket and a sheet for your child on any given day you will be charged for the purchase of an additional sheet and blanket from the center's emergency supply. (\$10 for a sheet and \$15 for a blanket)**. These fees will be added to your next month's tuition bill.

What not to send to the center:

- Food from home is not allowed aside from a treat intended for the entire group or food required for a child's special diet restrictions.
- Gum and candy are forbidden at the center.
- We discourage children from bringing toys to the Center as this frequently leads to loss, breakage, and problems with sharing. Unless the item is necessary for the child's security, please try to limit the toys brought to the Center. We welcome books and records as these are more easily and delightfully shared. **Guns, harmful toys, and/or money should never be brought to the Center.**
- It is a good idea not to send your child in valuable clothing that cannot be replaced. School clothing should be easy for the child to manage, and

completely washable. We provide smocks for children to wear during 'messy' projects, and during lunch time, but the smocks do not completely protect clothing.

Please be advised that NCC is not responsible for any loss, theft or damage of personal items. **Fees and Methods of Payments**

A yearly activity fee is due for each child and is usually assessed in late summer/early fall. This fee helps to cover the cost of consumable materials and supplies.

Tuition is collected on a monthly basis and must be paid on or before the 10th of each month. **Any tuition payments received after the tenth of the month will be subject to a \$25.00 late payment fee. If payment has not been received by the 25th of the month, enrollment may be terminated.** At the time of your child's enrollment into our program you will be asked to sign a tuition agreement. Please sign and return one copy. Keep the second copy for your reference.

Faculty and staff members of the University MUST use Payroll Deduction to pay their child's tuition costs. University students, and those not employed by the university (Community), may choose to pay either by cash, check or money order, but **must also pay a one month security deposit**, which will be held in escrow until which time their child leaves the services of the Center.

Please make all payments payable to Newcomb Children's Center. There is a \$25 NSF charge for any personal check returned to us by the bank. Once a check has been returned NSF, ALL future tuition payments must be made by cash or money order. (There will be no exceptions.)

Newcomb Children's Center is a year-round program. Tuition is based on enrollment, not attendance, therefore credit is not provided for absences due to illness, vacation, evacuation, or other times the child is not in attendance.

In order to meet the needs of our program and/or when requested to do so by the university for budgetary reasons, tuition rates are subject to a yearly increase. Please see the Assistant Director for more information.

Financial Aid and Child Care Assistance

Financial aid is available on a very limited basis to parents who attend school or work full-time, and who meet our income eligibility requirements. There is also limited funds for families of children with special needs. Scholarship applications and information on the application process are available from the Center office. Awards are distributed on a "first come, first served" basis and are based on the availability of funds and level of need. Scholarships are awarded for one school year (i.e. July 1st - June 30th) and only pay a portion of the child's monthly tuition. A new scholarship application for the upcoming school year must be submitted for review each June. ***Please note that falling more than two months behind on your tuition will automatically cause you to lose your scholarship. This will result in your being ineligible to reapply before the next school year.***

The Center also accepts payments from the Louisiana State Child Care Assistance program; however, we require that the parent meet with the Executive Secretary to discuss the parental responsibilities regarding these payments and on how payments are handled. **If Child Care Assistance payments end or change at any time during the course of the year, the full bill immediately becomes the parents' responsibility.**

Please note that if a family has been awarded a Newcomb Scholarship and is later deemed eligible for state financial aid, their Newcomb Children's Center scholarship will either be adjusted accordingly or it will be ended altogether. There will be a minimum parent fee of \$100.00 per month regardless of what type of financial aid a family may receive. Please see the Assistant Director for more details on the scholarship application process.

Health and Safety Policies

Physician's Statement of Immunizations

The City Health Department requires that we have documentation of the following immunizations for each child: DTP; OPV/IPV; Hib; MMR; HBV.and Varivax/Varicella. A tuberculin test is recommended but not required. At the time of initial enrollment and every September thereafter, your pediatrician will be required to fill out a "Physician's Statement" detailing your child's immunization history.

Accidental Injury to Children

When children receive minor injuries,(cuts, scrapes, scratches, bumps, bruises, bites) at the Center, we will:

- provide appropriate treatment (*e.g. cleaning the area with soap and water, applying antibiotic ointment, calamine lotion or a band-aid as needed*) providing we have parental permission to do so
- fill out an "Accident Report" detailing what occurred and the treatment given, (*one copy for the parent, one for the office*)
- attempt to contact the parent by phone to verbally inform if the situation warrants and/or
- record the accident in a master log book

For more serious accidents we feel may warrant medical attention, you will be called to come to the Center immediately. In case of an emergency, we will notify you and, if necessary, call the Tulane Emergency Medical Service.

Staff Administration of Medication

The Center staff will only administer medicine to a child under the following conditions:

- A “ Medication Form” must be **completely** filled out, (stating the child’s name, name of the medication, pharmacy name, phone number & prescription number if applicable, a printed statement from your pharmacy or your pediatrician of possible side effects of the medicine, number of doses received at home and notation of any reactions, parent’s signature, times, dates and amount of dosages).
- Medicine must be in the original container marked with the child’s name; if it is a prescription medicine, it must clearly show the directions for giving the medicine and it must be prescribed for that specific child. We will not administer it if the date on the prescription is more than 4 weeks old.
- Medication forms are filled out for one week at a time. If your child requires medication for more than one week, a new medication form must be filled out each Monday.
- Medication will be given by the designated classroom teacher.

We will **not** administer any medication on an “as needed” basis (unless it is a maintenance medication necessary for daily functioning as determined on a case by case basis). We will **not** administer any medication to reduce fever. We will **not** administer the first dosage of any medication.

Parental Administration of Medication

If a parent or guardian gives a child medicine before coming to school or at school during the course of the day, he or she will be required to complete a form detailing the following:

- 👉 Why was/is the medicine being given to the child?
- 👉 What time was/is the medicine being given and what was/is the exact dosage amount?
- 👉 What are the possible side effects of the medication? Please note this question must be answered by supplying a written statement of possible side effects, (i.e., a copy of the pharmacy information sheet supplied with your prescription or a copy of the package insert from an over-the-counter medication).

Sick Child Policy

We trust that you will not send your child to school who is not feeling well or has a contagious disease. We ask parents to keep children at home if they have any of the following symptoms:

fever (>100 ⁰)	must be free for 24 hours (<i>without aid of fever reducing medications</i>)
vomiting	must be free for 24 hours
diarrhea	must be free for 24 hours or child must be cleared by a doctor's note and his/her stool must be contained in a diaper or the toilet bowl. (<i>Diarrhea is defined as two or more loose stools that are not contained in the diaper or toilet or over & above what is normal for that child</i>). This includes diarrhea caused by the use of antibiotics.
unexplained rash	doctor's note stating rash is non-contagious
head lice and/or scabies	24 hours after treatment has begun (<i>bring empty box or receipt</i>) and no nits (eggs) seen in the hair.
chicken pox	after blisters have dried up & crusted (<i>usually 6 days</i>) & with doctor's note.
strep throat	After 24 hours of treatment with antibiotics has begun and no fever for 24 hours, along with a doctor's note.
ringworm	same day treatment starts & with a doctor's note
impetigo	24 hrs. after treatment with antibiotic ointment begins & doctor's note.
conjunctivitis (<i>bacterial</i>) (<i>viral</i>)	Pink or red eyes accompanied by white or yellow discharge, cannot return until 24 hours after treatment begins with drops/ointment & doctor's note
pain	earache, cramps, headaches, etc. - cannot return until resolved
excessive nasal discharge	until resolved and seen by a doctor
Signs of possible illness: lethargic, irritable, persistent coughing/crying, difficulty breathing, excessive sleepiness - cannot return until resolved and cleared by a physician's note.	evaluated and cleared by a physician

If your child is absent or has a contagious disease, we would appreciate you notifying the school. When potentially contagious illness occurs, notes will be sent home to the parents of the children who have been exposed. We will require a doctor's note for your child to return to school if your child has the

following illness: measles, chickenpox, whooping cough, mumps, scarlet fever, meningitis, and other contagious skin diseases or if your child has had a vaccine preventable disease.

Children with allergies can have potentially severe reactions to certain foods or things in the environment. **If your child suffers from allergies, please let us know what their reaction is and how to treat it.** We may have to inform the parents of the other children in the class of your child's allergies.

It is very important that you let us know of any health issues your child may have by completing and returning the health form on the first day of school. **The City Health Department requires all children to have their immunizations up to date prior to starting school.**

If a child becomes ill at school, our staff will do what is in the best interest of the child and the other children, and notify the parents immediate, and/or one of the persons listed on your emergency information if the parents cannot be reached. **We will expect the parent or the emergency contact to be able to pick the child up within 60 minutes.** *If we are unable to get in touch with your or your emergency contacts after 60 minutes has lapsed, we are under legal obligation to turn your child over to the proper authorities as "an abandoned child."* If your child needs immediate medical attention we will call the Tulane Emergency Medical Service. Please help us to keep our environment as healthy as possible!

Written by: Denise Sheffield RN, BSN
Child Health Care Consultant

In addition to the above criteria for sick children, the Department of Social Services also includes the following:

Meningococcal disease (Neisseria meningitis)	Well with proof of noncarriage.
Hib disease (hemophilus influenza)	Well with proof of noncarriage.
Hepatitis A	One week after illness started and fever gone.
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by including the child's physician, chosen by the child's parent or guardian and the Director.

rev. 9/08

Daily Health Check

Your child's teacher will perform a brief health check of your child as he or she arrives each morning. If the teacher sees any possible signs of contagious illness, she will refuse to accept your child. If your child becomes ill at school, you will be called to come and pick him or her up immediately.

If a child is well enough to come to our program, he or she will be considered well enough to participate in all activities, including outside play. We will not be able to keep your child inside due to staffing limitations.

PLEASE LET US KNOW IMMEDIATELY IF YOUR CHILD IS DIAGNOSED WITH A HIGHLY CONTAGIOUS ILLNESS, (measles, mumps, chicken pox, strep throat, conjunctivitis, ringworm, impetigo, scarlet fever, etc.), so we may take the proper precautions in relation to the other children. In these cases a doctor's note will be required before your child may return to the Center.

Current Emergency Contacts & Contact Numbers

If you cannot be reached within thirty (30) minutes, one of the people listed as emergency contacts on your child's "Confidential Questionnaire" will be contacted. **PLEASE KEEP ALL PHONE NUMBERS UP-TO-DATE. It is extremely important that you have a "back-up" system in place if you have trouble leaving work on short notice.** Children will be isolated from the group until someone arrives to pick them up.

Meals and Snacks

Children who are present during the lunch period will be served lunch. The meals will include portions of protein, milk, vegetables, bread and fruit in compliance with state requirements. The Center also serves a mid-morning and a mid-afternoon snack. Lunch and snacks menus are posted on the kitchen door for your information. If a classroom deviates from the posted menu in order to serve a special snack on any given day, the Head Teacher in that class will post a sign informing you of the change.

On special occasions parents can bring snack to their child's classroom, such as homemade birthday cupcakes or cakes. Licensing requires that if food is sent from home, it should be in a quantity large enough for the entire class.

The following foods should **never** be sent because they pose a choking hazard for children under four years of age: hard candy, raw carrots, popcorn, whole blueberries, whole grapes, nuts, marshmallows, dried fruits.

Special Dietary Needs

If a child requires a special diet, (either due to medical reasons or religious/family preference), the Center will attempt to provide alternative menu items to meet these needs. If there are foods that your child may not eat, you will indicate this information on both your child's "Confidential Questionnaire" and on the "Food Restrictions" form to be filled out at the time of enrollment. Occasionally, a child may have numerous food restrictions that the Center is unable to accommodate. If this is the case, you will have to send meals and/or snacks from home and your child's pediatrician will have to supply us with a note stating that food from home is a medical necessity. Please see the Assistant Director for more information.

Breakfast

Please serve breakfast to your child before arriving at the Center. **Children may not come into the Center still eating their breakfast** because licensing prohibits children from eating in front of the group unless there is food for all present. If on a particular morning you arrive and your child is still eating, please stay with him or her on the porch until they are finished. Children will be served morning **snack** around 9:00 a.m. Please let your child's teacher know if your child has not had breakfast before arriving.

Guidance Policy

1. No corporal punishment is used.
1. Cruel, severe, unusual or unnecessary punishment is not inflicted on children.
1. Derogatory remarks will not be made to children about their families or about the children themselves.
1. No child or group of children will be allowed to discipline another child.
53. No child will be out of sight of a staff member if he/she is removed from a group for disciplinary reasons.
6. No child will be deprived of meals or any part of meals for disciplinary reasons.
7. Reports of mistreatment of children will be brought to the attention of Child Protection Services.
7. Any suspected abuse and/or neglect of a child will be reported in accordance with Louisiana Revised Statutes to the Child Protection Agency, 483-4911.

Any questions may be referred to:
DSS, Bureau of Licensing
P.O. Box 3078
Baton Rouge, LA 70821-3078
1-225-342-0286 (office)
1-225-342-8636 (fax)

The goal of discipline in an early childhood program is to help children develop inner control and become responsible and caring individuals. This is a slow process due to the egocentricity of preschoolers. Staff members at the center work on this goal by:

- setting up the environment to provide developmentally appropriate activities
- modeling behavior
- redirecting activities
- using natural consequences whenever possible

- giving the child a chance to regain control of his behavior with “sit and watch”

The cardinal rule for children is: you can't hurt yourself, the other children and adults, or destroy the materials.

Biting Policy

Biting is a natural behavior for very young children. They often do not yet have the social awareness to control this behavior when it is directed against others. A young child is still limited in their ability to express themselves through language. They are socially unsophisticated and not well attuned to the feelings of peers and the finer points of social interaction. Furthermore, in the very young child, teething may be occurring and like the baby who gums objects, the child may be trying to relieve the discomfort in one way or another. Here at Newcomb Children's Center we strive to set up a classroom environment that will serve to decrease incidents of biting, (small group sizes, excellent adult/child ratios, etc.). However, despite these best efforts, whenever young children are grouped together it is inevitable that biting will occasionally occur. If a child is having a problem with biting, the staff will work with the parents to try to resolve the problem together.

To prevent bites the Newcomb Children's Center staff will:

7. Set up a challenging, yet safe, environment that is age-appropriate.
7. Set clear rules that are consistently enforced.
7. If an individual child is "biting," a staff person will be assigned to shadow that child. Staff will try to stay within an arms reach of the child.
7. Give the biter something more appropriate to do. Offer something that can be bitten.

If a bite occurs the staff will:

1. Attend immediately to the injured child. Have the child who did the biting sit to the side where someone can watch him/her.
2. Wash the area gently with soap and water and apply first aid cream, with parental permission.
2. Fill out an accident report to notify the parents of the bitten child, the parents of the child who bit, and the first aid procedures completed.

Once the injured child is settled down, comforted, and all first aid measures are complete It is time to attend to the child that did the biting. (If two teachers are working together this will be done simultaneously.)

2. Tell the child "No biting!! Biting hurts!! Teeth are for eating food, not hurting our friends!"
2. Give some time and attention to the child who did the biting as they probably feel very needy after their loss of control.

-
2. Fill out an incident report to let the parents of the biter know about the bite, and how the situation was handled.

Touching Policy

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with their permission. Staff members are sensitive to children's responses and requests for physical interaction, and model appropriate nurturing touches. Except for safety or cleansing, children will always have the right to refuse touch.

1. **Nurturing touch** is necessary for every child's emotional growth. Affectionate nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling, and hand holding. Children always have the right to refuse these touches.
1. **Personal care touch** includes cleaning, dressing, and nap time routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing, and assisting with necessary clothing changes. Genital areas are touched gently for purposes of cleansing only. First aid is administered as gently as possible and always accompanied by verbal explanation and appropriate comfort.
1. **Physical Interaction** is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught, through modeling and verbal guidance, to use words rather than physical actions to settle their differences with others.

Open Door Policy

Parents with children enrolled at the center are welcome to visit the program at anytime to observe their child(ren) at play or any other daily routine during regular open hours. Please come by and read a story, share a meal or just to say hello. We do ask, however, that parents do not distract the staff during these visits, as the teachers are busy working with the children. For a long, leisurely chat with your child's teacher(s), we ask that you please schedule a conference.

Non-Discrimination Policy

Newcomb Children's Center, (and Tulane University as a whole), does not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition or ancestry. Newcomb Children's Center does not discriminate against families who choose to breast feed their children.

Prohibited Items - Not Allowed

Newcomb Children's Center, (and Tulane University as a whole), prohibits the use of alcohol, tobacco, and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in the Center, on the playground, and on any center-sponsored field trip.

Abuse/Neglect Policy

As mandated reporters, all Center staff shall report any suspected abuse or neglect of a child to the local Child Protection Agency at 504-493-4911, (in accordance with R.S. 14:403).

Photography of Children

The Center will obtain written, informed consent from the parent before allowing any photographs to be taken and before releasing any photographs from which the child may be identified. This permission is given or denied on the "Photography of Children" permission form filled out at the time of enrollment.

Confidentiality of Information

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

If you have a particular confidentiality concern about a medical condition or a family situation that you would only like to share with our Director &/or Assistant Director, please bring it to her/their attention immediately.

Transportation Policy

Newcomb Children's Center does not provide transportation

Water Activities Policy

During the summer months, the children will have the opportunity to engage in outside water play activities, (playing under sprinklers and in wading pools). Wading pools will always be filled to a depth of less than two feet. Children will always be directly supervised by a staff member trained in CPR and Pediatric First Aid during water play.

Parents will be notified by their child's teachers when outside water play activities are scheduled. You will be asked to provide a swimsuit and towel marked with your child's name along with sun screen if desired. EACH CHILD MUST HAVE A PAIR OF SURF SHOES FOR WATER PLAY BEFORE BEING ALLOWED TO PARTICIPATE. Each July or at the time of enrollment you will be asked to complete a form granting or denying permission for your child to participate in outside water play.

Field Trips

Often our classes go on campus walks to the Quad to play or to visit various campus locations. Each July or at the time of enrollment, you will fill out a form stating if you want your child to participate in these excursions throughout the year. Parents will be notified each day that their child's class is taking a walk on campus by their child's teachers; please ask where this information is posted in the classroom. If you do not want your child to attend these on-campus field trips, he or she will remain at the Center with the next closest age group until their regular group returns.

Due to a lack of transportation, our Center is not able to take the children on field trips off the Tulane campus.

Holidays/ Special Days

During the school year, we celebrate many special days, such as Halloween, Thanksgiving, Martin Luther King's Birthday, Valentine's Day and Mardi Gras. If your family has any special holidays or customs you would like to share with the class, please let your child's teacher know. Your child will bring home a note telling you of any special needs for a school celebration. Here are some suggestions about observing holidays:

1. Do not exchange Christmas gifts with other children at school.
1. Valentine cards for all the children and teachers may be brought to school, but only signed by you or your child. Do not put the names of the children on the envelope.

If you wish to bring something special to your child's class for a holiday, please discuss this first with the child's head teacher. We are proud of the variety of cultural groups represented in our program, and we welcome and encourage sharing of any

celebration or holiday activity that may be special to you and your child.

Birthday Celebrations

We are more than happy to help celebrate your child's birthday. However, birthdays at Newcomb Children's Center are celebrated **SIMPLY** during regular snack times. On the special day, the birthday child brings enough cupcakes for the children and teachers in his or her class. Children in our Toddlers, Pre-School, and our Big Guys Class may choose to send their cupcakes un-iced so that friends may help ice the cupcakes at school. *(Please let your child's Head Teacher know ahead of time if you will be sending un-iced cupcakes.)* Children in our Infant/Toddler I & II, and Toddlers I & II Class should always send their cupcakes already iced. At snack time we will light candles, sing "Happy Birthday" and enjoy the cupcakes. The center will provide milk or juice to accompany the birthday snack.

So that birthday celebrations are easily manageable and do not interfere with the children's normal schedule we ask that you observe the following guidelines.

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

Parent Involvement

We would like to continue our close relationship with parents, therefore, we encourage your participation in parties, work days, field trips, etc. Notices are sent out or posted. Watch for special messages!

Code of Conduct for Parent/Guardian

Newcomb Children's Center seeks to provide an appropriate environment in which children can grow, learn and develop. In keeping with this goal, we require that all adults on the Center premises behave in a manner consistent with decency, courtesy and respect. Achieving this ideal environment is a responsibility shared by our staff, by our parents and by any other adults who enter our facility. Listed below are the behavioral guidelines that we respectfully ask you to follow at all times while at the Center.

1. **Swearing/Cursing**
No adult is permitted to curse or use other inappropriate language on Center property, whether in the presence of a child or not. At no time shall inappropriate language be directed toward members of the staff.
1. **Threatening Language**
Threats of any kind will not be tolerated and will be reported to the appropriate authorities. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. Adults must be responsible for and in control of their behavior at all times.
1. **Physical/Verbal punishment of your child or other children at the Center**
Corporal punishment is not permitted at the Center. Parents or other adults visiting the center are prohibited from addressing for the purpose of correction or discipline a child that is not their own. If a parent or guardian should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, that parent or guardian should direct their concern to the Center's Director or Assistant Director.
1. **CELL PHONE USAGE**
We ask that our parents not enter the Center or their child's classroom while using their cell phone. Your child needs your full attention as they make the transition from your care to ours.

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

Open House

Open House is the highlight of our school year and usually occurs the last full week in October. This adult event is usually scheduled for Wednesday or Thursday evening. Parents are invited to visit with the teachers, enjoy refreshments and view pictures or slides of their children at play. There will be more information at a later date. Volunteers are needed to help with both events. Please help to support our children's programs.

Family Fun Day

When circumstances allow, one Saturday in Spring or Fall a special event will be held for the families of Newcomb Children's Center. The event will be specifically geared for young children, although the nature of the event may change from year to year. Further details and an exact date will be made available as plans become finalized.

Work Day

Typically one Saturday morning a year is set aside for a work day. At this time, parents and staff work together to repair equipment and materials, plant gardens, etc.. Please join us for a fun-filled and productive experience.

Parent Organization

The Parent Organization shall be open to all family members whose child is in attendance at Newcomb Children's Center and each family will be automatically enrolled as a member when their child begins attending the Center. Their membership shall terminate upon removal of their child from the program. This organization will meet at least three times each year. Additional meetings will be called as necessary. Officers shall consist of a Chair, Co-Chair and Secretary. The Parent Organization will work with the Director(s) of Newcomb Children's Center in the planning of events for children and parents, work with community relations reps for promotion of events, and help to encourage community education efforts on topics of interest to families of young children and topics which promote child welfare. This organization will stand on its own and only require approval from the Director.

PARKING

As most of you know, Plum Street is unique in that the side of the street on which the Newcomb Children's Center sits is owned and patrolled by the City of New Orleans. The parking area across the street from the Children's Center is owned and patrolled by the University, except where the sidewalk and driveway entrances are, which is controlled by the City. It has been brought to our attention that the parking situation in front of the Children's Center necessitates developing procedures for usage of Plum Street that follow the procedures set out by the University for **all** departments. Of course, since we deal with children, procedures have been adapted which improve the safety of our children. We hope that all will cooperate in using these procedures.

1. Give yourself enough time to arrive and settle your child in their class. Rushing to make up lost time can impair good judgment and create a risk factor for our little ones.

1. Try to maximize the number of cars in the angle parking area in front of the buildings. When parking across the street (behind J.L. dormitory), stay in the two drop off lanes designated for Newcomb Children's Center. When using these two lanes, please pull forward so that others may park behind you. If you must park in other places besides those assigned to us, please attempt to keep an area clear so that others may access the area. *(Remember, if you've parked on a sidewalk or in front of a driveway you risk being issued a ticket, as **this is a valid parking violation.**)*

1. Please do not block the service vehicles or service right-of-ways at J.L. House. This area is designated for use by the University and they have asked our cooperation in keeping it clear.

1. Try to schedule extended conversations or after-class visits either during non-peak parking times or when your vehicle is not parked on Plum Street. This will ensure a smoother flow in dropping off for everyone.

1. Plum Street is a ONE WAY street. Please do not enter Plum Street from Broadway.

If we work together we can ensure a safer and more efficient way of dropping off and picking up for all of us.

Car Seat Safety

The safety of the children is our primary concern here at NCC. With that in mind, we remind you to please make sure you always properly secure your child

in his or her car seat. Please be advised that NCC staff are ethically bound to report any instance of a child not being properly secured to the appropriate legal authorities.

NEWCOMB CHILDREN'S CENTER OF Tulane University

1305 BROADWAY
NEW ORLEANS, LOUISIANA 70118
(504) 865-5326; (504) 865-5286
(504) 862-8926 facsimile
www.newcombkids.com

PARENT REMINDERS

POST AT HOME & WORK/SCHOOL FOR REFERRAL

1. In order to take full advantage of our program, all children should arrive at the center **before 9:30 AM**. Children must be signed in and brought into their classrooms by an adult.
1. Your child will be released only to the individuals listed on our "Confidential Questionnaire." If for some reason, another individual will be picking up your child, we must be notified, preferably in writing.
1. Any changes in your address, phone numbers, employment location, doctor, medical information, emergency contact, etc., should be furnished in writing to the office as soon as possible.
1. Children with infectious symptoms (fever, vomiting, diarrhea, rashes, head lice, ring worm, impetigo, chicken pox, strep throat, conjunctivitis, sore throat, etc.) should be kept home. The child should be free of fever without medication for approximately 24 hours and with symptoms abating before returning to the center.
1. The Center staff will administer only medicine that has been prescribed by a doctor and is in its original container. A medical permission sheet must be completed if your child is to receive medicine at the center. We may not administer the first dosage of any medication.
1. Send your child to school in comfortable play clothes. Each child should have two complete changes of clothes (including socks, diapers and/or underwear) in his/her cubby for emergencies. Children not yet toilet trained should supply their own wet wipes and diapers.
1. Children should not bring food from home to the center unless it is intended to be a treat for the group or unless a special diet is required.
1. We discourage children from bringing toys to the center as this frequently leads to loss, breakage, and problems with sharing. Toys that must remain at home are guns, war toys and other toys that promote aggressive play.
1. Each child needs a nap sheet and blanket marked with his/her name. These are sent home to be washed on Fridays and should be returned clean on Mondays.

1. Please check your child's cubby daily for notices and information.

Please return this form to the Newcomb Children's Center offices.

I HAVE READ THE ENTIRE NEWCOMB Children's CENTER PARENT HANDBOOK AND **UNDERSTAND** MY RESPONSIBILITIES.*

Child's Name _____
Classroom _____

Parent Name _____ (please print)

Parent Signature _____

Parent Name _____ (please print)

Parent Signature _____

_____ Date

PLEASE FILL OUT AND RETURN IMMEDIATELY*

*Please see the Assistant Director

if you would like an additional copy of this handbook.