

What is Montessori?

Montessori began in the early 1900's and was designed by Dr. Maria Montessori, a physician, educator, and observer of children. Dr. Montessori based her approach to primary education upon the idea that a human being is not educated by another person. Instead, education is achieved through one's own experiences. She devised a unique learning process based upon individual interests and developmental stages. The Montessori approach requires the cultivation of a child's natural desire to learn, think, and act independently. Dr. Montessori believed that the children have an absorbent mind which enables them to absorb an immense amount of information during their first six years of life. Her life's work was in the creation of education materials, which aid the child in this learning process. Her method was divided into these five areas of curriculum:

Practical Life

The exercises in Practical Life are the heart of Montessori education. As children wash tables, pour liquids, polish silver, sweep and dust, they are developing the inner aptitudes of calmness, order, concentration, coordination, and fine motor skills. Also, through the process of learning to meet their own needs, to take care of the classroom environment, and to experience helping others, children in Montessori programs begin to develop independence, self-confidence, and self-respect.

Sensorial

Children learn to assemble, disassemble, and reassemble certain learning tools. This gives them practice in higher order thinking skills of analysis, synthesis, and evaluation. It leads to mature questioning, research and true creativity when they reassemble in new ways. The youngest children in the environment catch the enthusiasm of the older ones as they make their discoveries and reach for more sophisticated materials, all the while enjoying their own pursuits and games.

Language

The Montessori Language Arts curriculum is designed to enhance the students' skills in reading, comprehension, writing and speaking and to provide connections with history, literature, science, math, and geography.

Mathematics

The Montessori Mathematics program consists of sequential exercises beginning with more concrete lessons and moving into the highly abstract. One fundamental goal of Montessori education is to stimulate the child's reasoning ability by developing the mathematical mind. The math presentations require the use of concrete materials to be manipulated and explored until the child reaches the point of understanding.

Cultural Studies

In addition to the core curriculum, your child will be engaged in activities that instill a lifelong love of sciences, history, cultures and the arts. Our school will be infused with music of many varieties and peoples. Foreign language curriculum will be presented through songs, stories, games and activities that introduce students to other cultures. Each year, geography is studied in depth. Students learn about physical and political geography, people and flags of distant countries, and the cultural similarities that unite all people. Music, art, architecture, and food are all part of the experience.

Supplies

Your child's registration fee covers all necessary supplies. Cots, sheets, and blankets are provided for each child at naptime. Your child may bring a backpack if they wish, but it is not required. The only thing you need to provide is a change of clothes. Please label each item with your child's first and last name.

Complaint Procedure and Licensing Information

Parents shall contact the Louisiana Department of Social Services Bureau of Licensing at any given time if they feel that minimum licensing requirements have not been met by Lagniappe Montessori & Children's Center.

Department of Social Services

Bureau of Licensing

P.O. Box 3078

Baton Rouge, LA 70821

Phone: (225) 342-9905

Fax: (225) 342-9690

Web Address: www.dss.louisiana.gov

Enrollment and Non-Discrimination Policy

Enrollment at Lagniappe Montessori & Children's Center is open to children from two years old to twelve years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Lagniappe Montessori & Children's Center by completing the Enrollment Application and paying the registration fee. Initial enrollment is

contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records and signed Parent Handbook receipt. The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Lagniappe Montessori & Children's Center reserves the right to dismiss any parent or child at any time with cause. Continued enrollment at Lagniappe Montessori & Children's Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Lagniappe Montessori & Children's Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Lagniappe Montessori & Children's Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Tuition and Fees

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Lagniappe Montessori & Children's Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, check, or money order may pay tuition. Receipts will be given for all tuition payments. All cash payments must be handed directly to a lead teacher or director. There will be a \$30.00 fee plus any additional charges we may receive for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

Registration Fees: There is a yearly registration fee for the school year. The due date will be announced 30 days prior to the date.

School Year: August-May

- \$220.00 for Primary Class (New Student)
- \$110.00 for Primary Class (Returning Student)
- \$200.00 for LMCC students K-4
- \$100.00 for After School Program.
- \$75.00 for LMCC students K-4 After School Program

Summer Sessions (All Programs): June & July

- \$50.00 for one session
- \$75 for both sessions

Primary Program Full Time Tuition: This covers 6:45am-6:00pm for primary students.

- \$540.00

Primary Program Part Time Tuition: We will have a limited number of part time spaces available. Half day hours are from 6:45 A.M.–12:00 Noon. This includes breakfast, a morning snack and lunch.

- \$270.00 per month for 3 half days
- \$325.00 per month for 3 full days
- \$325.00 per month for 5 half days

Kindergarten Program:

- \$540.00

Elementary Program (Grades 1-4):

- \$450.00

After School Program:

- \$260.00

Summer Session (K-6th) Program Tuition:

- \$540.00

Please Note:

- If tuition is paid after the 10th of each month, a late fee of \$10.00 per day will be assessed.
- Tuition must be paid by the 15th. The child cannot attend until it has been paid or arrangements have been made.
- Non Sufficient Funds: \$30.00 fee plus any charges that we may incur.
- A fee of \$1.00 per minute will be assessed for late pick-up.
- No refunds will be given in the event that your child is absent, and no make-up days are offered.
- Tuition will be the same each month, regardless of holidays or weather related closings.
- Our Center will not accept credit or debit cards for payments. If paying in cash, please bring the correct amount. Checks or money orders are preferred.
- Tuition includes a balanced, nutritious breakfast, lunch and two snacks.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, or inclement weather. Non-payment of tuition is grounds for immediate dismissal from the program.

Timely payments are essential for continued enrollment at Lagniappe Montessori & Children's Center however; if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

Children may not attend Lagniappe Montessori past the 15th of the month if tuition has not been paid. The child may return to school with no discount given for the days he/she missed due to

nonpayment. You must make arrangements to pay with the Center Director within 30 days to ensure that you keep your child's spot at Lagniappe Montessori & Children's Center.

Lagniappe Montessori & Children's Center offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and an additional child's tuition is discounted 10%. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Confidentiality

Within Lagniappe Montessori & Children's Center, confidential and sensitive information will only be shared with employees of Lagniappe Montessori & Children's Center who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Lagniappe Montessori & Children's Center strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Lagniappe Montessori & Children's Center.

Outside of Lagniappe Montessori & Children's Center confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Lagniappe Montessori & Children's Center, persons with whom the information will be shared, and the reason(s) for sharing the information. Due to the center's confidentiality policy, please do not photograph any child in the center other than your own.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Lagniappe Montessori & Children's Center are strictly prohibited from discussing anything about another child with you.

Mandated Reporting

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Lagniappe Montessori & Children's Center are considered mandated reporters, under this law. The employees of Lagniappe Montessori & Children's Center 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 Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Lagniappe Montessori & Children's Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Lagniappe Montessori & Children's Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

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

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick 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

Parent Code of Conduct

Lagniappe Montessori & Children's Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Lagniappe Montessori & Children's Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Lagniappe Montessori & Children's Center but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threatening of Employees, children, other parents, or adults associated with Lagniappe Montessori & Children's Center:

Threats of any kind will not be tolerated. In today's society Lagniappe Montessori & Children's Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

Physical/Verbal punishment of your child or other children at Lagniappe Montessori & Children's Center:

While Lagniappe Montessori & Children's Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking:

For the health of all Lagniappe Montessori & Children's Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Lagniappe Montessori & Children's Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Lagniappe Montessori & Children's Center. Please be particularly mindful of Lagniappe Montessori & Children's Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

Confrontational interactions with employees, other parents, or associates of Lagniappe Montessori & Children's Center:

While it is understood that parents will not always agree with the employees of Lagniappe Montessori & Children's Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Violations of the Confidentiality Policy:

Lagniappe Montessori & Children's Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Lagniappe Montessori & Children's Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Parent's Right to Immediate Access:

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Lagniappe Montessori & Children's Center as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Lagniappe Montessori & Children's Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Lagniappe Montessori & Children's Center, both parents shall be afforded equal access to their child as stipulated by law. Lagniappe Montessori & Children's Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Lagniappe Montessori & Children's Center suggests that the parent keep the child with them until a court order is issued, since our rights to

retain your child are secondary to the other parent's right to immediate access. Lagniappe Montessori & Children's Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Lagniappe Montessori & Children's Center will accompany visitors at all times, throughout the center.

Lagniappe Montessori & Children's Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Lagniappe Montessori & Children's Center cannot have a child at the agency when the child's parent is prohibited access. Lagniappe Montessori & Children's Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Dismissal

Lagniappe Montessori & Children's Center reserves the right to dismiss any child at any time with cause. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Lagniappe Montessori & Children's Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Lagniappe Montessori & Children's Center.

Withdrawal

Two weeks written notice is required when withdrawing a child for any reason. Lagniappe Montessori has a no refund policy. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her

parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Lagniappe Montessori & Children's Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's enrollment from full time to part time or part time to full time at Lagniappe Montessori & Children's Center, must submit a request to do so one month in advance of the proposed change. The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks notice required for withdraw.

Court Orders Effecting Enrolled Children

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Lagniappe Montessori & Children's Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Lagniappe Montessori & Children's Center administration, both parents shall be afforded equal access to their child as stipulated by law. Lagniappe Montessori & Children's Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Lagniappe Montessori & Children's Center suggests that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Lagniappe Montessori & Children's Center is obligated to follow the order for the entire period it is in effect. Employees of Lagniappe Montessori & Children's Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Lagniappe Montessori & Children's Center will report any violations of these orders to the court.

Arrival Procedures

Upon arrival at Lagniappe Montessori & Children's Center the parents or the adult dropping the child off must check the child into care by using the Procure Time Clock located in the front entrance for toddlers and side entrance for pre-k and after school children. Children are required

to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility.

Lagniappe Montessori & Children's Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Lagniappe Montessori & Children's Center believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Lagniappe Montessori & Children's Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Lagniappe Montessori & Children's Center does not serve or provide breakfast in the morning. The Center will provide a nutritious snack and juice 8:00 A.M. Parents should feed their child a nutritious and filling breakfast prior to arriving at Lagniappe Montessori & Children's Center.

Notification of Absence

Parents are required to inform the center by 10:00 A.M. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. This is of utmost importance for children in our after school enrichment program to ensure that the driver stays on schedule.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Lagniappe Montessori & Children's Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law.

Parents who know in advance that a child will be late, are required to notify the center by 08:30 A.M. in order for Lagniappe Montessori & Children's Center to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

Pick Up Procedures

Parents or other authorized adults are required to check their child out of care by using the Procure Time Clock located in the front entrance for toddlers and side entrance for pre-k and after school children. After a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care. Parents must take home all papers in the child's cubby or school folder each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Late Pick Up

A parent is considered to be late if they are past the pick-up for half day students and if they are late at closing time at the end of the day. Pick up time for half-day students is 12:00 Noon and closing time at the end of the day is 6:00 P.M. All measurements of time are to be according to the Lagniappe Montessori & Children's Center's time clock located in the front and side entrances

A fee of \$1.00 per minute will be assessed for late pick-up. You will be notified of this fee in writing by the end of each month. You will be responsible for paying this fee at the beginning of the following month along with that month's tuition.

A child's services will be terminated should the child being picked-up late becomes a problem. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Persons Appearing To Be Impaired By Drugs/Alcohol at Pick Up

The staff of Lagniappe Montessori & Children's Center will contact local police and/or the other custodial parent should a parent appear to the staff of Lagniappe Montessori & Children's Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Lagniappe Montessori & Children's Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Lagniappe Montessori & Children's to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Lagniappe Montessori & Children's Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

Emergency/Alternate Pick Up

At enrollment, parents will be presented with an Emergency/Alternate Pick-up section on your child's master card. Parents are encouraged to include in this section any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Lagniappe Montessori & Children's Center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up section are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons in the Emergency/Alternate pick-up section will be required to provide a picture ID prior to the agency releasing the child. There will be no exceptions to this rule. All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Lagniappe Montessori & Children's Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Transportation Policy

Lagniappe Montessori & Children's Center will use a 2009 GMC Yukon XL and 2 Ford 12 Passenger to transport children from school to the center from 02:30 P.M. - 03:15 P.M. The Center will also transport children to extracurricular activities in these vehicles. All vehicles transporting children of Lagniappe Montessori & Children's Center will contain a cell phone,

first aid kit, fire extinguisher, and at least one employee that is CPR/First Aid certified for adults and children. All safety restraints will be used.

Lagniappe Montessori & Children's Center will pick up at the following local schools:

- Glenbrook 1674 Country Club Circle #377-2135
- E. S. Richardson 515 West Todd #377-2213
- J. E. Harper Elementary 618 Germantown Road #377-7548
- J. L. Jones Elementary 620 District Drive #377-1815

Lagniappe Montessori & Children's Center will provide transportation to or from one of the following extracurricular activities per week:

- Clyde Stanley's Karate 702 Main Street #377-5333
- Pak's Karate 1126 Homer Rd. #377-9009
- Cydni's School of Dance 444 Highway 531 #245-6761
- Spirit of Cheer 705 Main Street #377-5398
- Wise Dance Center Pennsylvania Street #377-2855
- Other activities may be offered. Please see the director.

The safety of children and staff must be provided in all aspects of Lagniappe Montessori & Children's Center. Proper restraint systems and the correct use of them are critically important during travel to and from the center. This policy is in force anytime children are transported by the child care program. Staff will adhere to the policy guidelines even if no children are present when using the Center Vehicles. Lagniappe Montessori & Children's Center will pick up children from all local elementary school within Minden city limits.

Copies of each child's Master Card, Vehicle Incident/Accident Procedure, Vehicle Evacuation Procedure, and Vehicle Rules will be kept on the bus at all times. All staff and children will be familiar with the Vehicle Incident/Accident Procedure. We will have a vehicle evacuation drill once a month.

Procedure and Practices:

- A consent form for Lagniappe Montessori & Children's Center's After School Pick Up must be filled out at the time of enrollment for each child being transported.
- Children will be transported properly in a seat belt. Staff will ensure that seat belts are used properly and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous or distracting activities during transportation.

- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving each school and again when arriving at Lagniappe Montessori & Children's Center. The children will be signed in and out daily by an appointed staff member.
- Children will be escorted off the vehicle by an employee and dropped off with the designated individual at each extracurricular location. At this time, no child shall be left in the vehicle without adult supervision.
- All travel routes will be planned in advance.

Vehicle Requirements:

- Only insured, licensed, well-maintained vehicles will be used to transport children.
- A first aid kit will be in the vehicle during transportation of children.
- A fire extinguisher will be available in case of emergency.
- A cell phone will be available in case of emergency.

Driver Qualifications:

- Drivers will meet staff qualifications including a criminal history check.
- Drivers will be first aid and CPR certified if another staff member present is not.
- Drivers will obey all traffic regulations.
- The driver will be familiar with the planned route ahead of time.
- Drivers will have evidence of a safe driving record for the previous 5 years.
- To prevent distractions the driver is not permitted to talk on a cell phone or play loud music.

Vehicle Rules

1. Each child shall be seated immediately upon entering the vehicle. Children are not to stand or move from place to place while the vehicle is in motion.
2. Seat belts must be worn in any vehicle.
3. Children are to speak in a quiet manner to prevent distracting the driver.
4. Windows may not be opened.
5. Indecent conduct or loud, disruptive or profane language will not be permitted.
6. Children are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form of bullying and/or fighting.
7. No child shall enter or leave the vehicle until it has come to a complete stop. Children shall wait for the driver or appointed staff member to give them a signal that it is ok to enter or exit.
8. Students are not to throw objects of any kind on the vehicle or out the windows. All parts of the child's body shall remain in the vehicle at all times.
9. No candy, food, or drinks are allowed in the vehicle.
10. Please keep the vehicle clean and litter free.

Vehicle Incident or Accident Procedure

Protecting the Injured

- You will need to determine if any passengers are injured and render first aid.
- Request medical assistance if necessary.
- Assure and calm passengers that assistance is on the way.
- Do not move injured passengers unless instructed to do so by appropriate authorities.

Reporting and Responding to the Accident

- Call Support Services immediately.
- Provide a concise description of the seriousness of the accident, its location, approximate number of students on board, the extent of injuries, and request the assistance needed.
- Never leave the vehicle when children are on board except to follow emergency evacuation procedures when warranted. Stay with the children until help arrives.
- Call Lagniappe Montessori & Children's Center to inform the Executive Director and Director of the accident. The Executive Director and/or the Director will arrive at the scene as soon as possible
- Make no statements to anyone concerning the accident except to: a police officer or Lagniappe Montessori & Children's Center insurance representative.
- Do not release any student to parents, unless instructed to do so by a paramedic. Do not move the vehicle until cleared by the police department and or the Supportive Services designee.
- Make a list of all students on board with two columns representing the seats they occupied at the time of the accident. Include their date of birth.
- Complete the accident report.
- Complete any necessary reports for the police if necessary.

Notification

- Confirm that the police, emergency services, and the Executive Director and/or Director were notified.
- Arrange for the parents of children in the vehicle to be contacted.
- Arrange alternative transportation for the children.
- Contact the Business Administrator as soon as possible so that the insurance carrier can be contacted.

Obtaining Information

- Obtain the name, date of birth, and seat location of every passenger on the bus from the driver.
- Regarding other vehicles, obtain the driver's name, license number, address, phone number. You will also need the make, model, year, and the driver's insurance carrier information.
- The Executive Director and/or Director will assist the bus driver in completing accident and insurance forms.

Post-Accident Alcohol and Drug Testing

- Arrange for the driver to be transported to Minden Medical Center to be tested if one of the following conditions exists.
 1. The driver receives a citation for a moving traffic violation arising from the accident.
 2. A law enforcement officer directs that such test be given.
 3. If the accident involves bodily injury or the loss of human life.
 4. There is reasonable suspicion that the driver has violated the center's substance abuse policy.

Accident Investigation

- The Executive Director will investigate all accidents. The investigation may be more involved depending on the severity of the accident. The Executive Director will decide on the disciplinary action. Investigations may include but are not limited to the following:
 1. Immediate on-site investigation
 2. Examination of police reports
 3. Interviews with witnesses, including students involved in the accident
 4. Examination of accident scene
 5. Interview with the driver
 6. An examination of the damage
 7. A review of the Alcohol and Drug Test results

Vehicle Evacuation Plan

Children and staff are to exit out of either the front or back door in case of an emergency. The safest exit door used will be determined by the driver. If the front door is used, the staff member will exit first to help children off the vehicle. A head count will be conducted once all children and staff are off the vehicle to ensure that no one has been left in the vehicle. If the back exit is used, the staff member will get all children moved to the back half of the vehicle. The staff member exit first and will help assist the children getting out of the vehicle. A head count will be conducted once all children and staff are off the vehicle to ensure that no one has been left in the vehicle.

Scheduled School Holiday Break Payment Information

School age children that will be attending Lagniappe Montessori & Children's Center on scheduled holiday breaks will be charged full price tuition for this time. The rate is \$26.00 per day. A morning and afternoon snack with juice and a hot lunch with milk is included.

Emergency Closing and Inclement Weather Information

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by your local news channels, KASO, KSLA, and KTBS.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Discipline Policy

At Lagniappe Montessori & Children's Center our philosophy can be summed up with one word: Respect. We encourage children to respect other children's feelings and space as well as their environment. In return your child should always expect to be treated with respect. Our environment is set up in a way that the children achieve success with little need of correction or intervention. When a situation arises we make every effort to adjust our environment so the children can continue to succeed. We feel that discipline is an individual matter that varies with age level. When we encounter specific behavior issues, your child's teacher will periodically discuss the best course of action for your individual child at his/her particular stage of development.

Your child is always encouraged to use sharing and caring words and manners with all others present in our class. It can be very confusing for all the children during arrival and departure times. Please remember that when children are in school, the school rules apply whether the child's parents are present or not. We stress safety and respect, so please support us.

In the event that a child continues to be disruptive in the classroom after redirecting, the teacher will practice the gluing method with the child. The gluing method requires the child to remain next to the teacher for a short period of time so that he/she may monitor the child directly. The child will be given the opportunity to join the class and their activities after this time. If the child continues to be disruptive, the child will be placed in the time out area in the classroom and will be allowed to work alone. A child may be placed in time out for one minute per year of age. All teachers at Lagniappe Montessori & Children's Center are encouraged to handle all discipline issues in the classroom, however if the child continues to be disruptive he/she will be taken to the director's office. At this time, if necessary, the director may contact the parents to help resolve the situation.

No child attending Lagniappe Montessori & Children's Center shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff

member. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Lagniappe Montessori & Children's Center staff for safety and appropriateness, and may be prohibited at the sole discretion of Lagniappe Montessori & Children's Center.

Dress Code

Children

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Please provide proper winter clothing in the winter months.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 6 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Lagniappe Montessori & Children's Center is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry except small stud earrings. It is a safety hazard for your child as well as the other children enrolled in the program. Lagniappe Montessori & Children's Center will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

Hair beads, small barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Lagniappe Montessori & Children's Center. Children are permitted to wear hair or head bands.

Lagniappe Montessori & Children's Center is not responsible for damage to or loss of and articles of clothing.

Parents

Clothing:

Parents are required to be dressed in appropriate clothing while at Lagniappe Montessori & Children's Center, or involved in any of the center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

While volunteering in the classroom or at a sponsored event provided by Lagniappe Montessori & Children's Center, parents are required to abide by the Staff Dress Code Policy. You may see the Director to obtain a copy.

Health and Safety

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Lagniappe Montessori & Children's Center. This is required by our licensing regulations.

Children with Severe Allergies

For the safety of your child and due to current Louisiana State Regulations, parents are required to provide a signed copy of a document from the child's physician stating the child's allergies.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Lagniappe Montessori & Children's Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Lagniappe Montessori & Children's Center exercises reasonable care in taking such actions.

Lagniappe Montessori does not administer any type of medication except for an epinephrine pen for children with severe allergies. The center must be notified in writing by the child's parent of how and when to use the epipen. The parent should also supply a document from the child's physician stating the child's severe allergies. All epipens must be labeled and stored in a locked cabinet in the director's office. The director or lead teacher will be responsible for administering this medication. Emergency personnel will be called immediately once a situation arises with a

severe allergy case. Parents will be notified immediately after the emergency personnel have been contacted.

Communicable Diseases

Lagniappe Montessori & Children's Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC). The local NAEYC office is located in New Orleans, LA; you may contact them by calling 504-586-8509.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Lagniappe Montessori & Children's Center reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Lagniappe Montessori & Children's Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be

based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Biting

Lagniappe Montessori & Children's Center recognizes that biting is a developmentally appropriate behavior for children in the Toddler Community Classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite causing the skin to break 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Lagniappe Montessori & Children's Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Lagniappe Montessori & Children's Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Medication Policy

Lagniappe Montessori & Children's Center will not administer any type of medication. Parents or an appointed friend or family member may come into the center to administer medication. The director must be notified in writing by the parent if someone other than the parent will be administering the medication. The parent or appointed person must see the director and complete a Medication Form before administering the medication. Medication must be given in an administrative office in the presence of the director or another staff member. Medication may NOT be left on the premises of Lagniappe Montessori & Children's Center.

Fire/Emergency Drills

Lagniappe Montessori & Children's Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Alternate Safe Location

Should the administration of Lagniappe Montessori & Children's Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Living Word Worship Center at 440 Highway 531 in Minden, Louisiana. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The signed Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby. This copy is the parents copy to keep for their records. The teacher will explain the incident/accident to the parent and the parent must sign the form to be kept in the center's records.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Emergency Plan

General Information:

- The safety of the children and staff members at Lagniappe Montessori & Children’s Center is the highest priority. The purpose of this plan is to provide procedures to be followed by the staff to ensure the safety of the children and staff members in the center in the event of an emergency.
- In the event of an emergency, the center director shall be notified as soon as possible regarding the situation and the response on it.
- In the event of an emergency, the director may require that all staff members on duty remain at work until the situation is no longer deemed an emergency.

Emergency Closings

- In any emergency the safety and security of the children and employees is of the utmost concern. Lagniappe Montessori & Children’s Center requires that all employees act in a professional and calm manner in the face of any emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout an emergency scenario.
- Due to severe weather conditions or other emergency situations, there may be times when the Lagniappe Montessori & Children’s Center facilities may be closed. Emergency closing is at the discretion of the Executive Director.

Severe Weather Conditions:

- In the event of severe weather conditions, Lagniappe Montessori & Children’s Center will generally follow the Webster Parish School District in determining whether or not to close the center. Parents and employees are instructed to listen to local radio and television stations for emergency closing information in these circumstances. Employees shall contact the Director to obtain any other information.

Other Emergencies:

- Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in Lagniappe Montessori & Children’s Center being closed at the discretion of the Executive Director.
- In the event of emergency closing in the middle of the day, employees will be instructed

by the Director as to their responsibilities during the emergency. Employees will be required to remain at the agency as long as there are children present. This may require employees to remain after normal closing hours. Employees must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. Employees who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

Alternate Safe Location

- Lagniappe Montessori & Children's Center has designated Living Word Worship Center, located at 440 Hwy. 531 in Minden, LA 71055 as its alternate safe location. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. The Director will make the determination to evacuate the center and proceed to the alternate safe location and will advise the employees as such. The children and employees will be transported to the Alternate Safe Location by the center bus. Employees are required in all emergency situations to have the sign in/out sheet and/or attendance record and emergency contact forms for their classroom when exiting the center.

In the event of a fire:

- Each classroom has a designated fire escape route that the teacher and children are familiar with, and this document is located at each exit.
- The children and staff are to evacuate immediately if the fire alarm sounds, if you see any type of smoke, or if you see any type of fire.
- Evacuate the area of the fire immediately, and lead the children out the appropriate exit onto the Northwest corner of the playground under the covered pavilion. Each teacher is to ensure that his/her designated children are accounted for. Always check under tables, closets, or any other area that a child could be to ensure that no children are left in the center.
- The Director will check toddler area restrooms and hallways. The Executive Director will check the restrooms in the multi-purpose room.
- Always stay low as smoke and heated gasses collect near the ceiling first.
- Activate the fire alarm system on the way out if it has not already sounded. Call 911, to ensure that our monitoring system has indicated the need for assistance from the fire department and/or local law enforcement.
- Once all children and staff are on the playground, a second head count should be conducted.
- The director will designate a staff member to go to the nearest intersection to direct the fire department vehicles to the scene.
- The director shall evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the center.
- If the fire is small, the director or a designated staff member may use the center's fire extinguishers to put the fire out. The designated staff member must receive training on the proper use of a fire extinguisher. The center will be evacuated at this time. There

should be no hesitation regarding the use of the fire extinguishers. The fighting of any fire by director or staff member should be undertaken only if there is no imminent danger.

- The Center fire extinguishers are located as follows:
 1. **Hallway between Pre-K and Toddler Room**
 2. **Lobby Area**
 3. **Pre-K Room**
 4. **Dining Room**
 5. **Multi-Purpose Room**
 6. **Kitchen**
- The staff should do everything possible to keep the children calm and comforted until the parents arrive or until re-entry is authorized by the fire department.

In the event of severe weather conditions:

- The Toddlers and Staff Members will be moved into the interior hallway.
- The Pre-K, School age children, and Staff Members will be moved into the inner corner of the Pre-K room.
- The Receptionist and Administrative Staff will move into the conference room.
- If children and staff are outside they are to come in immediately.
- Each teacher is to ensure that his/her designated children are accounted for. Always check under tables, closets, or any other area that a child could be to ensure that no children are left in the classroom.
- The Director will check toddler area restrooms and hallways. The Executive Director will check the restrooms in the multi-purpose room.
- Once all children and staff are in their designated area, a second head count should be conducted.
- The staff will direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
- The staff should do everything possible to keep the children calm and comforted until notified by authorities that the storm has passed.

In the event of a hazardous material spill outside or near the center:

- We should contact local authorities to determine if we take shelter in the building or evacuate to our alternate safe location.
- If we have to evacuate the children and employees will be transported by the center bus to Living Word Worship Center.
- If we are instructed to take shelter inside the center then, all children and staff members will be moved into the interior hallway.
- If children and staff are outside they are to come in immediately.
- Each teacher is to ensure that his/her designated children are accounted for. Always check under tables, in restrooms, closets, or any other area that a child could be to ensure that no children are left in the classroom.
- Once all children and staff are in the hallway, a second head count should be conducted.

- All windows will be shut and checked for soundness.
- The Executive Director is responsible for turning off all heating/air conditioning units.
- The Director and other administrative staff members will place blankets at the bottom of each door to enclose the gap between the door and the floor.
- The staff should do everything possible to keep the children calm and comforted until notified by authorities.

In the event of an attack, intruder, hostage attempt, trespassing, disturbance or any situation deemed harmful at the discretion of the director or public safety personnel:

- An employee will declare a lock down announcing the code word “Williams” through the intercom system.
- All children and staff members will quickly take shelter in the interior offices and will be on lock down until otherwise notified by Director.
- Assistant teachers will be responsible for transporting any child with special needs.
- The Director will check front restrooms and the Executive Director will check back restrooms to ensure that no children/staff are left behind.
- The pre-k lead teacher will be responsible for calling 911 to alert authorities of the situation.
- The teaching assistants will be responsible for getting the head count to make sure all children and staff are accounted for.
- All children and staff members will remain on lock down until the authorities arrive and declare the situation safe or until the director announces “all clear”.
- Parents will be notified of the lock down and will be given information on how we are handling the situation.
- Parents will be notified how and when to pick up children after authorities declare the situation safe.

Illness or Injury procedures:

***Minor**

- Treat with medical supplies on hand.
- Consult family members.
- Evaluate periodically to see if further medical attention is required.
- Document treatments and evaluations in children’s files.

***Major**

- Contact 911, if immediate medical attention required.
- Employ first aid techniques as trained until emergency personnel arrive.
- Consult family members.
- Document treatments and evaluations in children’s files.

Emergency Contact Numbers:

Emergency	911
Webster Parish Sheriff	318-377-1515
Minden City Police	318-377-1212
Non Emergency	318-371-4226
Fire Department	318-377-2424
Non Emergency	318-377-2425
Minden Medical Center	318-377-2321
Poison Control	800-222-1222
Health Department	318-371-3044
Building Inspector (Brent)	318-377-2144
Dept. of Social Services	225-922-0015
Living Word	318-371-9462

Provided Meals

Lagniappe Montessori & Children's Center will provide a morning snack and juice at 8:00 A.M. A hot nutritious lunch with milk will be served between 10:45 A.M. and 11:30 A.M. The Children will be served an afternoon snack and juice at 02:15 P.M. and an additional snack will be served at 5:00 P.M. A monthly menu is posted in each classroom and is posted on the center's website at lagniappemontessori.com.

Parent Provided Meals

Parents may **only provide a meal if a child has severe food allergies**. All food items must be labeled with the ingredients and must be labeled with the child's first and last name. Lagniappe Montessori & Children's Center does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification from a doctor of any food/dietary restrictions. (I.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Lagniappe Montessori & Children's Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Firearms and Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program

Staff Employment by Client Policy

The staff of Lagniappe Montessori & Children's Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Lagniappe Montessori & Children's Center staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Lagniappe Montessori & Children's Center will be terminated. Employment refers to any relationship outside of the agency's services which involves an employee of Lagniappe Montessori & Children's Center to interact with a current or former client's of the center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Agency Contact Information

Lagniappe Montessori & Children's Center

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