

Christian Life Fellowship Daycare
2037 Quail Drive
Baton Rouge, LA 70808
(225) 769-6760

Welcome to Christian Life Fellowship Daycare. Christian Life Fellowship Daycare is a Class B, privately run, Christian daycare. It has been in operation since 1991. Currently we are caring for children ages 6 weeks through 4 years of age. Here at CLF Daycare, we do not discriminate under any circumstance. We do take our health and safety precautions very seriously. All children are to be properly dressed, bathed and in good health conditions in order to stay in our facility. Any suspected abuse or neglect of a child in a daycare must be reported in accordance with the Louisiana Revised Statute 14:403. We have an open door policy. You are welcome to visit any time, during our open business hours.

Our registration fee is \$125.00 per child. The weekly rate is \$175.00 for Infants through 2 year olds. All 3 year olds will be in the Pre-school program, that rate is \$180.00 per week. This includes tuition and all meals and snacks for the week, including beverages. Tuition is due on Monday of each week. You may pay weekly, bi-weekly or monthly, whichever is most convenient for you. If payment is not received by Tuesday, a \$20 late fee will apply. Payment is expected if your child cannot attend for a week. This is to insure a space for your child in the daycare.

Our hours are from 7:00am until 6:00pm, Monday through Friday. If your child is picked up after 6:00pm, there will be a late fee charge of \$15 for the first 15 minutes. After 6:15pm, the charge becomes \$1 per minute. This fee must be paid at the time of pickup, or the following morning. If there is an outstanding balance on your child, for any of our daycare fees beyond 1 week, the child cannot attend the daycare until the balance has been paid. If you are absent from the daycare for more than 3 weeks, and we have not heard from you, your spot in our daycare will be given up.

Included in this information packet you will find our health rules as stated by the Health Department for a Class B daycare, a schedule of activities, a list of holidays, a list of supplies and any other important information.

At Christian Life Fellowship Daycare, we will make sure that your child is in the safest, cleanest and healthiest environment possible. We also will do our best to assure that your child will have a playful day of activities, play time, nap time, feeding time(s) and plenty of loving care. If you have any questions or concerns, please feel free to contact me at any time. I look forward to a terrific year with all of the children and staff.

Thank you and God Bless,

Janet Melilli
Director of Daycare, CLF

Communication with Parents

A daily report will be given to you with information about your child's day. This report will also let you know if you need more supplies or if anything new has occurred. Any changes or necessary remarks about your child's health will also be noted on this log. If you have any special instructions regarding your child, please note this on the daily report when you arrive. This way, each person caring for your child throughout the day will be informed. Be sure and sign our "Sign-In" Sheet every day, this is very important.

Discipline Plan

Rules:

1. Listen and obey the teacher(s) indoors and outdoors, at all times
2. Keep hands and feet to yourself
3. Walk quietly-do not run unless told to do so
4. No hitting
5. No biting
6. At naptime, rest quietly. Do not disturb others

Consequences:

1. First time-verbal warning
2. Second time-Time-out
3. Third time-Time-out and it is notified to the parent/guardian
4. If the problem is re-occurring, the child will be asked to stay out of daycare for 1 week until the problem has been taken care of at home.

Parents will be notified if behavior is dangerous or hazardous to others and whenever necessary. We do not use corporal punishment in our daycare. When the child has been disruptive or has misbehaved beyond the ability for the daycare staff to control, the child can be sent to the principal's office, with parent's consent.

Rewards:

Verbal and written words of praise are given to our children when they shall be rewarded along with love, hugs and much admiration.

It is important to know that as we strive to keep the children safe, and as children are watched at all times, hitting and biting is a natural occurrence for children of daycare age. Although they will be put in time-out and reprimanded, it is a team effort with parents and caretakers to discipline and correct these behaviors



Dress Code

- *All Children must be dressed with clean clothes, no holes or stains.
- *Children must arrive at school dressed for the day, no pajamas, nightgowns or bedtime clothing.
- *Girls with dresses or skirts should wear bloomers or shorts underneath.
- *A change of clothes should be packed in bag or left in cubby every day, including socks.
- *All items must have name or initials, including Jackets, sweaters, sweatshirts, linens, pillows...etc.
- *A pair of socks should be on the child each day.
- *Children who can walk, must wear shoes.
- *Shoes should be closed-toed, Sandals must have an ankle strap.
- *Hats are for weather purposes only.
- *Jewelry is not recommended. Daycare is not responsible for any missing jewelry.

Birthdays

When it is your child's birthday, you may send a cake, cupcakes or cookies for the class to celebrate. Any party themes or ideas desired will be allowed, as long as the parent has contacted the Daycare to inform them of their plans. We would be glad to have private Birthday parties at the daycare, as long as the entire class participates. The teacher may pass out invitations for the parent, as long as each child is to receive one.



Health Rules

The law under which we are licensed to operate demands that we enforce the health and safety rules that applies for your children. These rules exist to protect your child, as well as each child that attends our daycare. It is our desire to have a daycare that is as healthy for your child as we can possibly make. We appreciate your cooperation in enforcing these rules.

1. Each child must have all medical information and immunization records in their file to be presented at any time to the Department of Health should they ask for them.
2. If symptoms of contagious or infectious diseases develop while your child is in daycare, he/she shall be isolated from the other children until the parent is notified and/or consulted.
3. Any child who has had a 101 degree temperature reading in the past 12 hours should be considered fighting an infection and should be kept out of the daycare until clear of the fever for 24 hours. **PLEASE DO NOT SEND YOUR CHILD IF YOU KNOW THAT THEY HAVE HAD A FEVER WITHIN THE PAST 24 HOURS.**
4. A physician's written certification that the child is free from contagious disease is required before the child can return to the daycare. There can be no exceptions to this rule.
5. With most other illness, children have either already exposed others before becoming obviously ill, or are not contagious one day after beginning treatment. The waiting periods required after the onset of treatment varies with the disease. Please check with your local health department or doctor for information and also review for following page for specific diseases and illnesses.
6. A runny nose may be caused by allergies; nevertheless, the mucous is contagious if it is not clear. If no medication is being given to control the nasal drip, the child will not be allowed to stay at the daycare until the drip is under control.
7. If a child has had 2 diarrhea diapers, consecutively, the law requires us to send him/her home. If the child has had diarrhea during the night, or in the morning, they should not come into daycare. Please do not return until diarrhea has ceased for 24 hrs. The exception is only if the child is on medication that causes diarrhea & has a doctor's note and/or prescription for the medication.
8. Children must be free from Vomiting for 24 hours before returning to Daycare.
9. Children in our 2 year old class must arrive in pull-ups after January 1st (mid-year)
10. Children entering our 3 year old class must be completely potty trained.



MEDICATIONS

All medications for children must be logged by the Daycare Staff. If a child is needing medication for either a one time dose or long-term use, the medication and the instructions must be logged. No medication is allowed to remain in a child's diaper bag. Even if the medication is not needed, for example, on an "emergency only" plan, it cannot be left in the diaper bag left at the center. It must either be sent home, or left in our controlled medication storage box.

Please do not bring any medication that is not being used by the child at that time. These medications include: antibiotics, Antipyretics (fever reducer), Analgesics (pain reducer), Nasal Sprays or Inhalers, Ear Drops, and Skin Preparations (including all diaper ointments). All forms of medications are included, such as: Oral liquids, Tablets, Capsules, Rectal, Oral Inhalers, Nebulizers, Injections or Drops for the Eyes and Ears and Topical (skin) ointments, including Vaseline.

The Child's name must be on the medication label if it is a prescription. We must have the Doctor's Name and phone Number, including the type of Medication (Name) and the instructions for the medication. It is imperative that the staff member knows what the child is taking the medication for. Please let the staff member know if there are any side affects when taking the medication. All information must be in the package if it is a prescription or if it is over the counter. If it is over the counter, we must have a label on the medication with the child's Name, the dose to be administered, the route in which to give, the time and proper documentation about the medication (any inserts given). All medications must have an expiration date.

No medication can stay at the facility overnight. If it is a long-term medication, we must have a physicians order, and it must be updated every 90 days. Parents or guardians dropping off medication must see management to sign medication in, and an authorization form must be completed. Other than diaper ointment, all medication will be administered by management.

This is for the safety and well being of our children, staff and the daycare center. We will continue to do our best to make this center as safe and healthy as we possibly can. Should you have any questions, concerns or comments, please contact the Daycare Center at your convenience.

Thank you for your attention to this very important issue.

DAILY SCHEDULE

7:00 – 8:00 am	Arrival, Welcoming & Breakfast
8:00 – 8:30 am	Potty/Diaper Change
8:30 – 9:00 am	Learning Time
9:00 – 9:30 am	Chapel
9:30 – 10:00 am	Coloring/Arts & Crafts Story Time
10:00 – 10:15 am	Morning Snack
10:15 – 10:30 am	Potty/Diaper Change
10:30 – 11:00 am	Walk or Free Play (Indoor or Outdoor)
11:00 – 11:30 am	Activity
11:30 – 12:00 am	Lunch
12:00 – 12:15 pm	Potty/Diaper Change
12:15 – 2:15 pm	Naptime
2:15 – 2:30 pm	Potty/Diaper Change
2:30 – 3:00 pm	Snack
3:00 – 3:30 pm	Music Centers/Activities/Arts & Crafts
3:30 – 4:00 pm	Inside or Outside Free Play
4:00 – 4:30 pm	Potty
4:30 - 5:00 pm	Quiet Time (Movie or Books)
5:00 - 5:30 pm	Snack
5:30 – 6:00 pm	Free Play/Departure

We will not accept children dropped off after 9:00am, as this will disrupt our feeding and sleeping schedules. You may bring in a doctor's notice for a late drop-off, or call in advance; no other exceptions



HOLIDAYS & SCHEDULES
2013/2014

Monday August 12 th	First day of school
Monday September 2 nd	Closed for Labor Day
Thurs. Nov. 28 th & Fri. Nov. 29 th	Closed for Thanksgiving
Tuesday Dec. 24 th & Wed. Dec. 25 th	Closed for Christmas
Tuesday Dec. 31 st & Wed. Jan 1 st	Closed for New Years
Monday March 4 th – Tues. March 5 th	Closed for Winter Break
Friday April 18 th -Monday April 21 st	Closed for Good Friday/Easter
Monday May 26 th	Closed for Memorial Day
Friday July 4 th	Closed for Independence Day

*In the event of a Hurricane Warning or Watch, please watch the local TV station for information. If the school is closed, the Daycare will also be closed.

*We do not celebrate Halloween or Mardi Gras. Please do not send items to school decorated as such (i.e. witches, king cakes, etc.) You may, however, bring in festive foods or decorations; we will “celebrate” other festivities on those days. This way, the children can still dress up in costume or have artistic activities on that day.

****On all other school holidays, a sign up sheet will be posted. If less than 5 children sign up, we will be closed on those days as well. Remember, if we are open, you will need to send a lunch for your child. The cafeteria is closed when the school is closed.**



SUPPLIES

1, 2, & 3-YEAR OLDS

**Small Blanket
Crib Sheet for Cot
Box of Kleenex
Box of Zip lock bags
Pulls-ups/Diapers/Underwear
Paper Towels
Package of Wipes
Change of Clothes (including socks)
Book Sack or Diaper Bag
Sippy Cup (1 year olds only)
Juice & Milk (if on special diet)
Lunch (if provided lunch not desired)
Breakfast**

Diapers, Wipes, Kleenex & Paper towels must be replenished once a month, on the 1st Monday of each month.

All other items that have run out must be replaced regularly. Please make sure to check your daily report, it will indicate when it is time to bring in more of these items. Please make sure that your daily report or any other paperwork sent home with your child is read each day.

The lunch & snack fee is included in your weekly payment. This fee includes milk or juice with lunch. Each child must have one serving of milk a day; either provided by our kitchen or brought in from home.

*Please label everything you send, including sippy cups, dishware, food, clothing, linens...etc.

*All linens and laundry will go home on Friday for cleaning, and returned back on Monday



SUPPLIES
INFANTS & CRAWLERS

Crib Sheet

Blanket

Jumbo Box of Wipes

Jumbo bag of Diapers

Paper Towels

Kleenex

1 or 2 sets of a Change of Clothes

Formula or Milk or Juice

Cereal and Food

(Breakfast, Lunch & Snack)

(You may purchase milk or juice from our kitchen if you would like for \$.75 a day.)

Diapers & Wipes must be replenished every other week, preferably on Mondays.

All other items that have run out must be replaced regularly. Please make sure to check your daily report, it will indicate when it is time to bring in more of these items. Please make sure that your daily report or any other paperwork sent home with your child is read each day.

Pacifiers can only stay at daycare if they are attached to a clip

***PLEASE LABEL EVERYTHING YOU SEND, INCLUDING ALL CUPS, DISHWARE, FOOD, CLOTHING, LINENS...ETC.**

***ALL LINENS AND LAUNDRY WILL GO HOME ON FRIDAY FOR CLEANING AND RETURNED BACK ON MONDAY.**



TUITION NOTICE

Payment is due on Monday for that week. If payment is not received by closing (6:00pm) on Tuesday, a \$20 late fee will be added. If payment is not made by Friday, the child will not be allowed to stay in the daycare until payment is received. Payment may be made weekly, bi-weekly or monthly.

There are no re-imburesements on payments made. If a child is not present for an entire week or is present for a partial week, the full weekly amount is still owed.

On holiday weeks, or short weeks, the full tuition amount is due.

Our closing time is 6:00pm. There will be a \$15 late fee charge for late pickups, for the first 15 minutes. After 6:15pm, a \$1 a minute will apply. This payment is due upon pickup or the next morning, no exceptions.

Please do not drop your child off to daycare after 9:00am. Drop off's after this time must be arranged in advance, or you may bring a doctor's note. This is to avoid interruption of the daily schedule regarding meals and naps. Any child who arrives after 9:00am must be dropped off at the main office and signed in at the front desk.



I have read through this entire parent handout. I understand and agree to all of the terms and policies for Christian Life Fellowship Daycare.

2013/2014 School Year

Child's Name _____

Parents' Name _____

Parent's Signature _____

Date _____

