



PARENT HANDBOOK

3044 Verot School Road, Lafayette, Louisiana, 70508

337-856-5969

minimelafayette.com

Introduction

Welcome parents, children, and families to Mini Me Learning Academy! Here at Mini Me we strive to meet the needs of the developing child, as well as the needs of the working parents. We offer childcare for children from 4 weeks to 12 years old. We have an infant department, toddler program, preschool, after school and summer program.

We are excited and eager about working with your child(ren) to provide the best education available. Our short term along with our long-term goal is to provide a safe and stable learning environment where students can be creative and express themselves. In addition, each child will have the opportunity to learn essential skills needed to prepare them for school. The well-being of your child is the main focal point of our goals, and we are aware that these practices are essential for operating a successful childcare facility. Thank you for entrusting us with your child(ren), and we look forward to you being a part of our family!

Nate Moore
President

Philosophy

Here at Mini Me Learning Academy we believe that the early years of a child's life are the best time to begin the molding process. We also believe that a child's environment should be conducive to learning through the intellectual, physical, emotional, and social developmental stages. We are focused on being the starting block on a child's road to educational excellence because we believe that it is through education that we gain success. Therefore, our goals are to:

- Treat each child according to their own needs by loving, respecting, and accepting them.
- To help each child develop intellectually, emotionally, physically, and socially.
- Provide a means for creativity and self-expression through play-time, music, and art.
- To make learning fun and exciting for each child.
- To build a partnership with the parents so that each child achieves the maximum benefits of early developmental growth.

LET US WORK TOGETHER TO HELP OUR CHILDREN GROW AND LEARN!



Curriculum

Mini Me will be using a guided curriculum. This curriculum is designed to fit the needs of each and every child individually. It is age appropriate as well as fun and exciting. Each age level will have its own course of studies.

Our curriculum also uses the Frog Street Curriculum which is a program based on early brain research. Frog Street is filled with songs, hands-on materials and activities, chants, games, and other activities designed to stimulate a child's imagination, helping make each day a wonderful one.

Education Programs

Infants: We begin accepting infants as early as 4 weeks of age. Our nursery teachers provide a warm, nurturing environment for the babies in our care. We follow schedules specific to each child, and work with the parents transitions as the child grows. Older infants will be introduced to more curriculum based learning through singing and reading programs. Parents must provide pre-made bottles, food, diapers, wipes, changes of clothes, etc.

Toddler 1's and Toddler 2's: Our toddler classes continue singing and reading programs and participate in Circle Time daily, incorporating flashcards, books, and songs to aide in recognition of shapes, colors, animals, and other objects. The Frog Street Curriculum is also introduced where joy is enhanced through curiosity and exploration. State approved breakfast, lunch and afternoon snack are provided daily. Parents must supply diapers, wipes, changes of clothes, etc.

PreK 2: Two-Year-Old students at Mini Me follow a curriculum to further learn the alphabet, numbers, colors, shapes, and objects. The children are given time throughout the day to use their imagination and encourage creativity as well as develop greater communication skills through centers such as housekeeping, library, blocks, cars, puzzles, manipulatives, etc.

PreK 3: The PreK 3 students dig deeper into the world of learning. They participate in Circle Time every day learning the alphabet names and sounds, numbers, shapes, colors, days of the week, etc. The class integrates music and songs with learning and preparing for PreK 4. They begin pre-writing activities and worksheets. Thematic units are incorporated into the weekly lesson plans to make learning fun.

PreK 4: Our PreK 4 class at Mini Me follows a blended curriculum focusing on multiple avenues to prepare our children for Kindergarten. The class participates in a daily schedule beginning with Circle Time throughout the day to focus on learning the alphabet names and sounds, numerals and shapes, rhyming, grammar, as well as pre-writing and writing practice worksheets. The PreK 4 class continues to learn creativity through science experiments and art time. We have combined multiple learning styles and methods which help to keep the children excited to learn!

Summer Camp Program: This program is offered to school age children, 5 to 12 years old, with limited space available. There will be no field trips, so no need to worry about what goes on when your child is off campus. Instead, vendors are brought into the center for entertainment. These may include a magician, petting zoo, Teddy Bear Mobile, Clayfish Bisque, etc. Other activities are surrounded by a weekly theme and include face painting, arts and crafts, splash days, and fun jump days.

Admission Policy

Mini Me will admit children between the ages of four weeks and fourteen years old. A child will be admitted to the center when the following criteria have been met:

1. A starting date has been determined by both the parents and the director.
2. An Enrollment Packet on each child who will be attending has been completed, signed, and dated by the parent(s).
3. A current, valid immunization certificate issued by the facility that administered the immunizations is received by the center.
4. Other forms, such as, third party release form, a medical emergency release form, a center contract agreement, and an infant supply agreement (if applicable) has been completed and signed by the parent(s) and the director.
5. A copy of the child's birth certificate has been received.
6. All required fees have been paid.
7. A center tour has been conducted by the director or other authorized staff.

Meals

We are a NUT FREE school! No Parent, child, staff member or any visitor is allowed on campus with anything that contains nuts to protect those with allergies!

Breakfast, Lunch and Snack will be served daily during the daytime schedule. Breakfast will be served at 9:00 am, lunch will be served at 11:00-11:45 am, and afternoon snack will be served immediately after nap at 2:00- 2:30 pm. A menu will be used in preparing meals and will be posted on the front bulletin board monthly.

No outside food is allowed to be brought in with your child (with exceptions of special diets, allergic reactions, religious beliefs, or classroom parties).

If your child is allergic to specific foods or if a doctor has put your child on a special diet please bring a written doctors' excuse to keep in your child's file.

Celebration treats for birthdays, holiday parties, etc. (cupcakes, cookies, juice) may be brought for your child's class to enjoy. We ask that you let the teacher know beforehand and please refrain from bringing treats with peanuts or peanut butter to help protect children with allergies. All treats must be store bought, we will not be able to distribute anything homemade to the students.

Holiday Closings

The center will be closed in recognition of the following holidays:

Mardi Gras Day & Day after

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving and Friday After

Christmas Eve and Christmas Day

(May be closed day before or after due to weekend holidays)

New Year's Eve and New Year's Day

(May be closed day before or after due to weekend holidays)

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

Child Abuse and Neglect Policy

Any suspected abuse and/or neglect of a child attending Mini Me must be and will be reported in accordance with code R.S.14:403 to the local child protection agency. As mandated reporters, all center staff and owners will report any suspected abuse and neglect of a child to the Louisiana Child Protection Statewide Hotline (1-855-452-5437). Mini Me shall not delay in the reporting of suspected abuse and neglect to the Child Protection Statewide Hotline to conduct an internal investigation to verify the abuse or neglect allegations. Mini Me shall not require staff to report suspected abuse and neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline. So please be informed that here at Mini Me we love and care about children and their well-being. We will do whatever it takes to protect them and keep them all safe from any and all types of harm, mistreatment, neglect, or abuse of any kind.

Complaint Policy

Mini Me Learning Academy is licensed by the Department of Education as a “Type II” center. The center always strives to uphold the highest standards as a quality early childhood program in and above accordance with licensing requirements. Should you at any point during your child’s enrollment, have concerns about your child’s care or safety, we encourage you to speak immediately to the center director. If the problem is not resolved, please contact the Executive Director. Should you have any significant, unresolved licensing complaints, please call or write the Department of Education.

LDE Licensing

P.O. Box 4249

Baton Rouge, LA 70825 Phone: (225) 342-9905

Toll-Free: 1-877-453-2721

Fax: (225)342-2498

Email: LDELicensing@la.gov

As a licensed center, we encourage parents to contact this department with any complaints, recommendations, questions, concerns, complaints, etc.

The following information is in the CCDF Bulletin 137- Early Learning Center Licensing Regulations:

<http://www.louisianabelieves.com/docs/default-source/early-childhood/ccdf-bulletin-137-early-learning-center-licensing-regulations.prd?sfvrsn=4>

Fees

Tuition fees vary based on the age of your child.

Registration: \$150.00 Annually and is due on September 1st of the new school year.

***All students must put in a two weeks' notice before leaving the center. If a two week notice is not given there will be a charge for two weeks starting from the child's last day of attendance.**

Late Payment Policy

Payments are due on the 3rd and 17th of each month.

- If a payment is immediately declined, payments must be made by the end of the due date.
- If a payment is returned after being processed, an NSF charge of \$35 will be added to your account.
- If a payment is not made on the due date, a \$25 late fee will be added to your account, and you will have 3 days to make your payment.
- After the 3rd day, if payment is not received, the child's attendance will be suspended until payment is received.
- If payment is not received within 5 days after being suspended, the child's spot will be forfeited.

If you should have any questions or concerns regarding our Payment Policy or late fees, please reach out to your Director.



Parental Access Policy

Mini Me exercises an open-door policy. All parents, grandparents, step-parents, custodial parents, non-custodial parents (with written permission from the parent), legal guardians, aunts, uncles, sisters, and brothers shall be allowed to visit the center anytime during its regular hours of operation and when children are present. But please refrain from disturbing the teacher during your visit as we teach on a scheduled time frame. If you need to speak to your child's teacher, please request a conference time by setting up an appointment through the office.

Parental Involvement Policy

Several parental involvement activities will take place throughout the school year. Parents are encouraged to attend as many activities as possible. Research indicates that parents' positive involvement in the early childhood stage can help in their child's cognitive development as well as school readiness and achievement.

The Following events are our school's main Holiday Celebrations of the year:

- Valentine's Day Party
- Easter Celebration
- Muffins with Mom
- Donuts with Dad
- Harvest Fest
- Thanksgiving Feast
- Christmas Celebration

(All Parents will be notified with detailed information of each holiday celebration in advance, along with flyers posted throughout the campus as a visual reminder.)

Dismissal Policy

A child may be dismissed from the center for the following reasons.

1. Non-payment of fees
2. Extreme behavioral problems that have not been solved or resolved.
3. Excessive absences. (Spaces are reserved and must be utilized)
4. Parent(s) refusal to get proper diagnosis and written medical clearance of any severe wounds, rashes, or any other unknown, but evident illnesses.
5. Failure for the center and or parent(s) to reach a compromise on an issue that is unresolved or has gone unaddressed.

Health Exclusions Policy

The Health policy of Mini Me is designed to best meet the needs of our children, parents and staff. The policy has been put in place to minimize the risk of transmission of infectious diseases with the demand of sick children for increased adult attention, this may exceed the resources of our schools program.

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will require exclusion from the center:

- **Chicken Pox:** May return when all lesions (blisters) are scabbed over, usually six days after onset. *Doctor's release required.*
- **Colds:** Children may attend with minor colds, but not if discharge is green or child has fever over 100 F.
- **Diarrhea:** Cannot attend if two or more loose stools occur in an 8 hour period. The child may return if diarrhea free from 24 hours after taking last dose of diarrhea-reducing medicine.
- **Fever:** Cannot attend with axillary fever of 100 F and over. The child may return if free of fever for 24 hours *after* last dose of fever-reducing medicine.
- **Season Flu:** May return when symptoms free for 24 hours after taking medicine for flu. Exclusion is typically 5 or more days. *Doctor's release required.*
- **Respiratory Syncytial Virus (RSV):** May return when fever free for 24 hours and other symptoms such as wheezing have subsided. RSV is typically contagious for 8 days or more post onset of symptoms or positive swab. *Doctor's release is required.*
- **Cellulitis/ Impetigo/ Indian Fire:** May return 24 hours after treatment has begun and lesions are dry. *Doctor's release required.*
- **Pinkeye (conjunctivitis):** May return when when 24 hours after treatment has begun with antibiotic drugs.
- **Rash:** May return when cleared by the child's physician as *non-contagious*. *Doctor's release required.*
- **Hand, Foot, and Mouth Disease:** Must be fever free for at least 24 hours. Rash/sores must have dried up completely. Exclusion is typically 5-7 days post diagnosis. Must be cleared as *non-contagious*. *Doctor's release required.*
- **Ringworm:** May return 24 hours after treatment has begun.
- **Strep Throat:** May return when fever has subsided for 24 hours after last does of fever-reducing medicine and child has been on antibiotics for at least 24 hours. *Doctor's release required.*
- **Surgery:** May return when approved by doctor in writing.
- **Untreated Infestations: Scabies, Head Lice, or Other Infestation:** A child is excluded until 24 hours after treatment has begun and infestation seems to be subsiding.
- **Vomiting:** May return when symptom-free for 24 hours and the return of a normal appetite.
- **Miscellaneous:** Any child with a sudden onset of vomiting, irritability, or excessive sleepiness shall be excluded until evaluated and cleared by child's physician

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

Behavioral Management

When positive verbal guidance is used, there should be no need for behavior management. It is the responsibility of the staff to reinforce positive actions throughout the day to ensure that all children are encouraged to develop a positive self-concept

Staff is instructed to try some or all of the following strategies to modify negative behavior :

- Divert attention to more positive areas
- Help implementing problem solving by being a moderator for the children
- Model good behavior and coping methods
- Separate the children to different centers in the room
- Sit down with the children involved and talk about what has happened and suggest a more appropriate way to handle it.

We will use time out also referred to as quiet time when necessary for a time not to exceed one minute for each year of the child's age. Quiet time will not be used with children under the age of two.

The following methods of discipline are prohibited:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
- Cruel, Severe, Unusual or unnecessary punishment shall not be inflicted upon the children. Derogatory remarks shall not be made in the presence of the children about family members of the children or about the children themselves.
- No threats of prohibited action even if there is not intent to follow through with the threat.
- No child or group of children shall be allowed to discipline another child.
- No child shall be bullied by another child or group of children.
- When a child is removed from the group for disciplinary reasons, he or she should never be out of sight of a staff member.
- No child or group of children shall be restrained by devices such as highchairs or feeding tables for disciplinary purposes.
- No child will be withheld from any active play time for disciplinary reasons. (However, during active play time out may be used for an infraction occurring during the time of active play.)

If behavior becomes a concern to the staff, it is to be reported as soon as possible to the Director, who will then determine what course of action should be taken. Please inform staff of any changes in the home which may affect your child's behavior (death, separations, medications, new baby, relocation, etc.)

Children are not permitted to physically hurt another child. They are not to engage in activities that place themselves or others in danger (e.g. climbing on furniture, using sharp or pointed objects, throwing toys, etc.) Children are not allowed to damage or destroy the center's property or personal property of others. Toy weapons are not to be brought to the center. If a child is endangering the safety of themselves or others, he/she may be removed to another room, being supervised at all times. It is essential that the child understand why he/she is being removed from the room and that a discussion with parents regarding the child's unacceptable behavior will follow with focus on finding a solution and positive change.

Staff members are encouraged to praise or comment on good behavior so that children learn that appropriate positive behavior is appreciated and worth-while. As well, we ask for input from the staff to work out appropriate strategies, talk to the parent to see what steps they would like to see taken to stop the pattern of behavior, and/or have the parents meet with the Director and staff members who work in the room with the child to discuss the issues and look for a solution.

Biting Policy

Biting is a natural development stage that some children go through, and is usually a temporary stage found most common in children of ages 1 to 2 years. Toddlers bite for many different reasons like teething, seeking attention, or tired and frustrated. Sometimes biting can occur with no apparent reason at all. The staff will maintain a close supervision of all children at all times while encouraging children to "use their words" when angry or frustrated.

The following steps will take place if a biting incident occurs:

1. The biter and the child bitten will be immediately separated
2. The caregiver will tend to the victim first, and then the biter second
3. Staff will stay calm and not overreact
4. The area bitten will be cleansed with soap and water, and if necessary covered with a band aid.
5. The parents of both children will be notified of the incident
6. An incident report will be filled out in detail for both the biter and the victim

After 3 biting incidents in one day, the parent is required to come pick up the child for the remainder of that day. If the biting persists for 3 consecutive days, management may be forced to dismiss your child from our care.

**Confidentiality of all children will be kept always.

Behavior Policy

The following steps will be taken in resolving behavioral difficulties:

Initial Occurrence:

- After being corrected 3 times in one day for unacceptable behavior, the parent will be notified.
- Each time a parent is notified, a behavior report will be completed for the parent to review and sign at pick-up.

Second Occurrence:

- Parents will be continually contacted for repeated behavior.
- If the parents are contacted 3 times in one week, the director will schedule a conference with the parents.
- The conference should take place within 2 days of the call.
- Parents should be provided with the following documents at the conference:
 - All behavior reports pertaining to the child's behavior.
 - The Behavior Statement form
- The following should be discussed at the conference:
 - The Behavior Management Policy
 - Collaborative discipline strategies to take place at home and school
 - Possibility of suspension if behavior doesn't improve

Third Occurrence:

- After the conference, should the parent be notified 2 times in one day, the parents will be required to pick up the child for the remainder of the school day.

Fourth Occurrence:

- After the conference, if the child is sent home 2 times in one month, the parents will be called in for a second conference.
- The conference should take place within 2 days of the call.
- The following should be discussed:
 - All behavior reports
 - The previously signed behavior statement
 - The agreed on collaborative discipline strategies
 - Possibility of dismissal if the behavior does not improve within the next 2 weeks.

Final Occurrence:

- After the second conference, if the child is made to be picked up 2 times in one month, the child will be dismissed from our care.



Unacceptable behavior that allows for 3 incidents before a call:

- Spitting
- Throwing toys at others (not causing bodily harm)
- Destruction of property
- Foul/Abusive/Threatening language
- Unacceptable behavior that allows for only 1 incident before a call:
 - Kicking, hitting, scratching a student or teacher
 - Inappropriate touching
 - Bodily harm to others
 - Physical violence towards others

IF A SITUATION OCCURS THAT SEVERELY JEOPARDIZES THE HEALTH, SAFETY, OR WELL-BEING OF THE CHILDREN OR STAFF, MINI ME RESERVES THE RIGHT TO DISMISS A CHILD IMMEDIATELY WITHOUT ADVANCE WARNING OR NOTICE.

Provisional Employee Monitoring

1. A center may provisionally employ a staff member, a person for whom we have requested a CCBC-based determination of eligibility for child care purposes, and for whom the department has received satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes.

2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following:

a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, who is designated by the center to monitor a specific provisionally-employed staff member.

b. The center must designate a monitor for each provisionally-employed staff member present at the center.

c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.

d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff member to be able to intervene at any time if intervention is needed.

e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.

f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given.

g. At least one monitor must be physically present at all times in any room during nap times if a provisionally-employed staff member is present.

Electronic device policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, and handheld electronic devices, shall adhere to the following limitations: Electronic device activities for children under the age of two are prohibited.

Time allowed for electronic device activity for children two and above shall not exceed two hours per day.

Computer practices policy requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, email and instant messaging. (No computer access for children)

Programs, Movies, and Video Game Policy:

Programs, movies, and video games with violent or adult content including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.

With the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.

All television, video, DVD, or other programming shall be suitable for the youngest child present.

PG programming or its televised equivalent shall not be shown to children under the age of five. PG programming shall only be viewed by children age five and above and shall require written parental authorization.

Any programming with a rating more restrictive than PG is prohibited.

All video games shall be suitable for the youngest child with access to the games:

E10+ rated games shall be permitted for children ages 10 and older.

T and M rated games are prohibited.

Water Activities

During the warm months of the year, children ages 3 and up may participate in water activities on site. During the summer months those children have water play in wading pools with/without slides and/or sprinklers. Extra Mini Me staff is by their side during these activities, having at least two staff members present at minimum. All staff members responsible for supervising the children will be certified in infant, toddler, and adult CPR and Pediatric First-Aid. All teacher/child wading pool ratios are met. Onsite activities with a water slide may be used twice during the summer months for children 3 and older. All parents will be notified in writing of such activities. Parents must sign and date a permission slip for their child to participate in any water activities.

Emergency Medication Policy

Children who require emergency medications, such as Epi-pen or Asthma inhalers, shall have written plan of action that shall be updated as changes occur or at least every six months, and shall include:

Method of Administration.

- Symptoms that indicate the need for the medication.
- Actions to take once symptoms occur.
- Description of how to use the medication.
- Signature of parent and date of signature.

Medication administration records for emergency medication shall be maintained and include the following:

- Symptoms that indicated the need for the medication.
- Actions taken once symptoms occurred.
- Description of how medication was administered.
- Signature of administering staff member.
- Phone contact with the parent after administering emergency medication.

Medication Policy

There will be no non-emergency medication administered to a child by any staff member of Mini Me. The parent/guardian of the child may come to the center and administer his/her own child's medicine after signing the "Parent Administering Medication" Form located in the center office. The medication is to be given in the office.

Epi-Pen Policy

Early learning centers have the right to maintain a supply of auto-injectable epinephrine at the center in a secure accessible location. Epi-pens will be prescribed in the name of the center to be maintained for use when deemed necessary.

Little Blessings has the right to administer an Epi-pen to any child believed to be having an anaphylactic reaction, whether or not the student has a prescription. Team members responsible for the administration of an Epi-pen, are required to have annual trainings on the proper way to administer and dispose of used Epi-pens.

If a situation arises that requires the use of an Epi-pen, prescribed or non-prescribed, parents will be notified after the Epi-pen has been administered and paramedics have been called.

Handwashing Policy

Upon arrival and departure each child and staff member is required to wash his/her hands. Therefore, parents, please arrive early enough to help us with the sanitary practice. In addition, each staff member and child will be required to wash their hands before preparing, serving, and eating meals/snacks, after toileting/diaper changes, and after handling bodily fluids (i.e. urine, stool, blood, nasal discharge, saliva, etc.) Note: Gloves must be worn when handling bodily fluids in addition to washing hands

Our teachers are required to teach their students the proper way to wash hands, using warm running water, lathering hands with soap for at least 20 seconds, followed by a single use disposable towel.

Photographing/ Videotaping

Pictures may be taken of children during activities such as holiday parties, plays, luncheons, indoor/outdoor activities, or annual center pictures taken by a professional photographer with permission from the parents. Absolutely no photographs of any child shall be released to a third party without written consent of parent(s) or legal guardian, with the exception of the state or federal agencies who have the proper identification. All photography must be approved by both parent(s) and director.

There are cameras in every classroom and outside playground areas. Children are being video recorded

Video Policy

Safety and security of our children, visitors, and staff remains our highest concern at Little Blessings. To further this high priority, Little Blessings uses 24-hour video surveillance with audio. Security cameras are appropriately positioned in all classrooms, common areas, outdoor play areas, and parking lots to protect our children and staff against harm.

Because we respect the privacy of our children, families, and staff, video surveillance will be reserved for viewing purposes only, and only Directors and Assistant Directors shall have access to live surveillance. Parents or other representatives of our families will not have access to surveillance records unless an emergent situation arises requiring viewing of past video, in which case a request may be submitted to home office describing the emergency.



Disclosure of Information

Below is the information of the Licensing Division on Louisiana Department of Education Website: <http://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing>

Below is the information of Mini Me Learning Academy Licensing inspections, regulations, and information: <http://carefacility.doe.louisiana.gov/view.aspx?id=52210&type=B>

Non-Discrimination Policy

Mini Me Learning Academy does not discriminate based on race, color, creed, sex, national origin, religion handicapping condition, ancestry, or whether a child is being breastfed.

Confidentiality Policy

Mini Me Learning Academy exercises extreme confidentiality of all information concerning a child attending the center. All records are kept in individual files and locked away. Only the director, assistant director, or staff in charge is permitted to enter or review a child's records. Further, only with written permission from the parents shall information regarding a child(ren) or photographs released to any other person(s) or entities with the exception of any authorized state and/or federal agencies.

Third Party Release

Upon registration each parent or legal guardian must sign a third party release form. This form will list the name(s) of the person(s) to whom the child can be released. It will be filed in the child's record. Please inform all third parties to bring proper identification to verify the child's release is acceptable. Absolutely no child will be released to anyone without proper requirements.



Items to Bring Daily, Monthly, or as Needed

Infants

(A copy of Birth Certificate and Shot Record is needed day of enrollment)

Daily:

- Four-Five Pre-Made labeled bottles with lid.
- Bibs if applicable

Monthly:

- Box of Kleenex labeled due by the 5th of each month

As Needed:

- 2 sets of change of clothes
- One pack of diapers at a time, a reminder will be sent home ahead of time when child is running low
- One pack of wipes at a time, a reminder will be sent home ahead of time when child is running low

Toddler/Pre -K

(A copy of Birth Certificate and Shot Record is needed day of enrollment)

Monthly:

- If your child is potty trained
- One pack of labeled wipes due by the 5th of each month
- One pack of labeled Kleenex due by the 5th of each month
- If your child is NOT potty trained Wipes as needed-Teacher will send a reminder ahead of time when a child is running low
- Diapers/Pull-ups as needed- Teacher will send a reminder ahead of time when a child is running low
- One pack of labeled Kleenex due by the 5th of each month

As needed:

- 2 sets of change of clothes
- Labeled Blanket each week for naptime, Blankets are to be sent home on Fridays to wash

Dress Code

First and foremost, we want your child to be comfortable and safe. With that in mind, please dress your child in simple clothing that is easy and quick to remove at potty time and/or changing times. Children may not wear necklaces or bracelets or any kind, including crosses, heirlooms, teething necklaces, etc. Bibs may be worn to school, but will be removed during sleep time.

We also ask that bloomers/shorts are worn under dresses and skirts.

Earrings **MUST** be the screw on style so not to fall out while playing. We cannot be responsible for lost pieces of jewelry and loose jewelry can also become a choking hazard.

We ask that all children wear **CLOSED-TOE SHOES**, especially none slip. Tennis shoes are the best shoes. Please do not send your child in crocs or sandals, even in the summer. Wearing shoes other than tennis shoes does not support your child's foot/ankle, and does not allow for running on the playground. We have noted that more accidents regarding tripping and falling occur on the playground when children are not wearing tennis shoes. Once your child is in the toddler classroom, wearing shoes is a requirement when attending Little Blessings. Please remember it is for your child's safety.

Preschool Uniforms (Mandatory for Pre-k 4)

Shirts/Tops

Males & Females - Red, White, or Blue polo shirts with collar

Pants/Bottoms (No Jeans)

Females:

Khaki, Navy Blue, or Black pants

Khaki, Navy Blue, or Black knee length shorts, skirts, or jumpers

Males:

Khaki, Navy Blue, or Black pants

Khaki, Navy Blue, or Black knee length shorts

Shoes (NO open toe)

Males & Females - Closed toe and closed back shoes must be worn at all times.



Emergency & Evacuation Procedures

****Please note:** We closely consider Lafayette Parish school systems harmful weather closures (hurricane watches, icy roads, etc.) However, the final decision will be made by Mini Me management. Days closed due to weather are not eligible for tuition deduction consideration.

We are in a geographic area that is at risk for tornadoes, hurricanes, flash floods, hail storms, and lightning storms.

****Note:** A “watch” means conditions make it possible to happen. A “warning” means it is probably going to happen, or is already happening.

If there is a watch or a warning the center will try hard to stay with the current updates. If a warning has been issued, the center will take the necessary precautions to ensure the safety of the children.

If any of the above incidents should already be in progress, please do the following:

1. Do not attempt to outrun or beat the weather conditions. It is best that your child(ren) remain at the center until it is safe to leave.
2. Keep phone lines clear. We will call you if an immediate emergency arises.
3. Keep your composure, and try not to panic. Our staff as well as your child(ren) have been trained on how to react in an emergency situation, and will be supervised and guided should an emergency occur.

In the case of a hurricane, we are usually informed early enough before the hurricane happens. If a hurricane warning has been issued, please pick up your child(ren) as soon as possible as to provide time to seek proper shelter and protection from the weather elements.

If any case the center has to close for a period of time, we will notify you through our messaging system or our Facebook page as to when the center will reopen.

If an issue arises that requires Mini Me to evacuate our facility (ex. Fire, flooding, etc.) arrangements have been made to transport the children off site.

If an issue arises that requires Mini Me to evacuate our area (ex. Chemical spill, area flooding, etc.) arrangements have been made to transport children to the closest Little Blessings location.

