



Parent Handbook

2026-2027

Mission Statement

The mission of St. Aloysius Early Learning Center is to educate the whole child in the Catholic tradition for a lie of meaning and purpose.

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(225) 334-1338

<https://www.aloysiusccc.org>

Federal Tax ID/EIN #: 72-1078794

License#: 775

Lumen Accredited

Pastor:

Fr. Michael Allelo

Director:

Alexandra Nichlos

Associate Director of Accounting & Advancement:

Ashley Valenti

Operational Manager:

Christine Currier

This handbook has been compiled to develop an awareness of the expectations the Center has of our children and parents. Parents are asked to familiarize themselves with its contents. St. Aloysius Early Learning Center may change any of its policies and procedures and apply them as circumstances dictate. If you have any questions about a particular policy or procedure, please contact the Director.

Children and parents must accept and abide by St. Aloysius Early Learning Center's policies and procedures as a condition of admission to and continued enrollment at the Center.

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WELCOME

Welcome to St. Aloysius Early Learning Center. Established in 1989, the Early Learning Center has served more than 1,000 families of St. Aloysius Parish and the surrounding community. We believe that every child is unique, and we strive to create an atmosphere that respects each child's individual development and needs. We provide each child with an environment in which to explore and learn about the world around them. Thank you for trusting St. Aloysius Early Learning Center with the care of your young child. We look forward to building a meaningful partnership with your family.

INTRODUCTION

St. Aloysius Early Learning Center is owned and operated by St. Aloysius Catholic Church, represented by its Pastor, and administered by the administration of the Early Learning Center.

Our Early Learning Center serves children ages one through five and believes in a developmentally appropriate approach to early childhood education. Our goal is to provide a warm, responsive, consistent, and loving environment during the early years of a child's life.

PURPOSE AND GOALS

St. Aloysius Early Learning Center is committed to providing a warm, nurturing, developmentally appropriate environment for young children. Our purpose is to support each child's growth socially, emotionally, cognitively, physically, and spiritually during the early years of development.

The goals of the Center include:

- To provide a loving, nurturing atmosphere of exceptional quality childcare and excellence in developmental curriculum.
- To provide for the social, emotional, spiritual, and physical needs of the children entrusted to our care;
- To provide safe, secure, clean, and enriching facilities;
- To foster effective communication among parents, administrators, teachers, and staff.
- To encourage parental involvement of Center activities.

HOURS OF OPERATION

The Center is open Monday–Friday from 7:00 a.m. – 5:30 p.m. except for holidays and closures.

Aftercare: 3:30–5:30 p.m.

PHILOSOPHY

At St. Aloysius Early Learning Center, we believe that early childhood education should nurture the whole child physically, emotionally, intellectually, and spiritually. We are committed to providing a secure, responsive, and loving environment where every child feels valued, safe, and confident in who they are. Recognizing that every child is uniquely created by God with individual needs and strengths, we promote personal growth through a rich, play-based curriculum and diverse learning experiences. Children learn best when they are actively engaged, curious, and surrounded by a warm, positive atmosphere. Rooted in our Catholic faith and parish community, our program reflects the love and teachings of Christ in every aspect of caregiving. We believe children learn what they live, and that a child's understanding of God's love begins with the caring relationships they form with their parents, teachers, and faith community. Every day, each child in our care is reminded that they are deeply loved, uniquely gifted, and an important part of God's world.

ADMISSIONS

The Center serves children ages one through five years. Children must be at least one year old by September 30th of the enrollment year.

All new students will be given a probationary trial period of up to one year.

If during this trial period The ELC feels that it is not a good fit, The ELC may ask the student to withdraw. The ELC's recommendations and decisions are final. The Center is limited in its human capital resources and makes reasonable accommodations when possible. The Center cannot accommodate students who have extraordinary behavioral, social, or academic needs. If after admission, a student's educational and/or behavioral needs exceed what would be considered reasonable, the student may be asked to withdraw so that the student's educational and/or behavioral needs may be fully met in another educational setting or care.

Applications are available at: **elc.aloysius.org**

ADMISSION ELIGIBILITY

Other than children of employees of St. Aloysius Early Learning Center, St. Aloysius Church, and St. Aloysius School, children of registered households of St. Aloysius Parish with either two working parents or a single working parent who are active in the practice of their Catholic faith, and who participate in all three (3) phases of Total Stewardship, receive priority for admission to and continued enrollment at St. Aloysius Early Learning Center.

Stewardship through Prayer

Includes regular participation in the faith life of St. Aloysius Catholic Church through prayer and worship, including Sunday and Holy Day Mass participation.

Stewardship through Offering

Includes regular, consistent (weekly, bi-weekly, or monthly), and identifiable contributions (financial tithing) to St. Aloysius Church.

Stewardship through Ministry

Includes active and identifiable involvement in a Church parish ministry of service, identified in the Church Ministries Directory (see ‘Get Involved’ at the Church website: www.aloysius.org)

All things being equal regarding the St. Aloysius Catholic Church member registration and stewardship participation, a family enrolled in St. Aloysius Early Learning Center will have priority for admission to the St. Aloysius School over a family not enrolled in the Center. No priority or guarantee is made to any parishioner regarding admission to the St. Aloysius School.

Sibling policy

Families with children currently enrolled in St. Aloysius Early Learning Center will receive priority consideration for the admission of siblings, provided all other eligibility and stewardship requirements are met.

Sibling applications are reviewed alongside new family applications; however, enrollment is not guaranteed and remains dependent upon space availability and fulfillment of all admission criteria.

Sibling priority is applied within each admission category as outlined in the Admission Priority Criteria. Within the same eligibility group, applicants with siblings presently enrolled will be given preference over those without enrolled siblings.

All sibling applicants are subject to the same application process, documentation requirements, and review of parish registration and stewardship records as all other applicants.

Definition of “St. Aloysius Parishioners”

“St. Aloysius Parishioners” are defined as households registered with St. Aloysius Church in which at least one parent or guardian is actively involved in the practice of the Catholic faith.

Parish Boundaries

A map defining the geographical boundaries of St. Aloysius Parish is available on the parish website at www.aloysius.org.

ADMISSION PRIORITY CRITERIA

Prior to submitting an admission application, it is the family’s responsibility to ensure that Church records of stewardship involvement are accurate and current.

Each new family application, as well as each sibling application, is reviewed against Church records, including duration of membership and consistency of stewardship participation.

New children will be admitted to **St. Aloysius Early Learning Center** based on availability and according to the following prioritized criteria:

1. Children (baptized Catholics) whose single parent is, or two working parents are, active Catholic St. Aloysius Church parishioners, based on the additional prioritized criteria, residing:

- a. Within the parish boundaries with siblings presently enrolled
- b. Outside of the parish boundaries with siblings presently enrolled
- c. Within the parish boundaries without siblings presently enrolled
- d. Outside of the parish boundaries without siblings presently enrolled

2. Children (baptized Catholics) whose single parent is, or two working parents are, Catholic St. Aloysius Church parishioners, but are not active, residing:

- a. Within the parish boundaries with siblings presently enrolled
- b. Outside of the parish boundaries with siblings presently enrolled
- c. Within the parish boundaries without siblings presently enrolled
- d. Outside of the parish boundaries without siblings presently enrolled

3. Children (baptized Catholics) whose single parent, or two working parents are, active Catholics, registered at another parish:

- a. With siblings presently enrolled
 - b. Without siblings presently enrolled
4. Children of non-Catholic families, who consent to their children's participation in the Center's Catholic religious formation program.

Upon acceptance at the Center, the parent or guardian must pay a registration fee and complete the required forms. Each child must have a current health form on file and Immunization Record in the Center office upon enrollment.

PK4

A child must be four years old on or before September 30 of the year entering PK4. The Center reserves the right to contact and obtain a recommendation from the child's previous caregiver/childcare center. Possible screening will take place based on recommendations from previous childcare and/or based on child's age to ensure proper placement and to reduce the possibility of retention. All students entering PK4 must be potty-trained (the child must be able to ask when he/she needs to use the restroom, must be able to undress, clean themselves, and dress again without assistance). A child needing pull-ups is not completely trained and, therefore, is not ready for PK4.

Pre-K is operated under the St. Aloysius Early Learning Program Lumen Accreditation. The students in this program do not fall under the childcare licence. These students wear school uniforms, have a standing school schedule, participate in enrichments, and abide by the other regulations laid out in this handbook.

ACADEMIC FORMATION

The St. Aloysius Early Learning Center academic curriculum supports the school's mission by offering a rigorous curriculum with a focus on developing the whole child. Curriculum content is based on Louisiana State and diocesan requirements and standards as well as content from the Core Knowledge Curriculum (www.coreknowledge.org) that is consistent with our Catholic teachings and values. To support the curriculum, teachers use a variety of innovative teaching strategies to promote student engagement, problem solving, critical thinking, collaboration, and effective communication.

NON-DISCRIMINATION POLICY

St. Aloysius Early Learning Center does not discriminate on the basis of race, creed, sex, nationality, ethnic origin, disability, or special needs in the administration of its programs or policies.

TUITION & FEES

All fees and tuition rates are set yearly by the ELC with the approval of the, The Pastor Advisory Committee, and the St. Aloysius Parish Finance Committee.

Tuition rates are established annually. Rates posted on the St. Aloysius Early Learning Center website take precedence over those listed below.

All Tuition payments are processed through Brightwheel on the 1st of each month.

Program Level	St. Aloysius Parishioner	Out of Parish / Non-Catholic
EC-1	\$957 per month	\$1,242 per month
EC-2	\$957 per month	\$1,242 per month
PK-3	\$926 per month	\$1,211 per month
PK-4	\$895 per month	\$1,180 per month

Re Enrollment for Current Students

Reenrollment information for current students is sent out each year in January. The non-refundable registration fee to reenroll a student is due each year and must be paid by the established deadline to hold the student's spot for the following school year.

After care (EC-1 through PK-4)

The Aftercare Program provides after-school care for registered ELC students on regularly scheduled school days. Hours of operation are from 3:30 P.M. to 5:30 P.M. If a student has a change in his/her regular aftercare schedule, the parent is responsible for informing the ELC one day in advance of the change. The Aftercare Handbook is available upon request.

We offer two aftercare tiers to accommodate your family's schedule. You may choose to pay by the semester or receive a discount by paying for the full year

Option A: 3:30 P.M. – 5:30 P.M.

- Semester Rate \$800.00 (Paid at the start of each semester)
- Annual Rate: \$1,450.00 (Paid at the start of the school year)

Option B: 3:30 P.M. – 4:30 P.M.

- Semester Rate: \$575.00 (Paid at the start of each semester)
- Annual Rate: \$1,100.00 (Paid at the start of the school year)

Late Fees

Aftercare closes promptly at 5:30 P.M. The breakdown of the late fee charges per student is as follows. Consistent late pickup may result in change of program enrollment

Aftercare Program A: (3:30 P.M. – 4:30 P.M.)’

Late Fee from:

4:35 P.M. to 4:45 P.M. = \$5.00

4:45 P.M. to 5:00 P.M. = \$10.00

5:00 P.M. to 5:30 P.M. = \$15.00

Aftercare Program B: (4:30 P.M. - 5:30 P.M.):

Late Fee from:

5:35 P.M. to 5:45 P.M. = \$5.00

5:45 P.M. to 6:00 P.M. = \$10.00

Withdrawal Fee

A withdrawal fee equivalent to two weeks of tuition will be charged for early withdrawal from the program.

DRESS CODE/UNIFORMS

Dress Code for EC-1 through Pre-K 3

Closed-toe shoes are required for all children (except infants) every day. Open-toe shoes, sandals, Crocs (unless worn in "sport mode" with the strap down, though closed-toe sneakers are strongly preferred), and flip-flops are not permitted for active play safety. Dress your child in clothes that can get messy, dirty, or stained from paint, glue, outdoor mud, and sensory play. Please ensure children are dressed for the weather (e.g., jackets and layers for cooler days, lightweight clothing and sun hats for warm days), as we go outside daily. Pajamas are not permitted for toddlers, preschoolers, or older children. All children who are past infancy must be dressed in regular daytime play clothes.

Uniform Required for PK4 Only

The school uniform should be worn with pride and respect. A tidy and well-groomed appearance is expected of every St. Aloysius student. Shirts must remain tucked in at all times. Wearing the full uniform refers not only to the required clothing items, but also to the way in which they are worn—with care and attention to presentation.

All uniform clothing must be clean and in good condition. Monograms and/or names may not be added to the school uniform, except for the label/tag inside. Uniforms must be purchased at School Time.

Shoes: Traditional athletic tennis shoes must be primarily white, navy, gray, or black. Shoes may not have rollers, blink, or have sequins. Velcro shoes are encouraged.

UNIFORM -Girls

- Uniform jumper no shorter than 2 inches above the knee
- Shorts must be worn under the jumper.
- Plaid uniform walking shorts no shorter than 2 inches above the knee.
- Solid white turtlenecks/long sleeved shirts may be worn under the jumper in the winter.
- May wear solid navy, black, or white tights or leggings under the jumper or skirt in winter.
- Optional uniform smocked dress.
- Optional uniform smock dress .

UNIFORM -Boys

- White uniform shirt with school logo- must be tucked in.
- Solid white undershirts may not be visible.
- Navy blue uniform shorts should be of appropriate length (no shorter than 2 inches above the knee) and fit.
- Only School Time brands are allowed.
- Navy uniform pants (with or without pleats).
- Dockers, Polo, etc. are not acceptable.
- Encouraged to wear elastic waist uniform shorts and pants. No belts

STATE LICENSING POLICIES & REGULATIONS

The Early Childhood One, Early Childhood Two, and Pre-Kindergarten Three programs at St. Aloysius Early Learning Center operates as a licensed center to the State of Louisiana through the Department of Education – Early Childhood Division – Bureau of Licensing.

The Licensed classrooms within the Center are bound by, and must at all times adhere to, policies dictated by applicable state regulatory agencies governing childcare facilities. These policies include, but are not limited to:

- Louisiana Bulletin 137 of Title 28
(*Early Learning Center Licensing Regulations*)
- Title 51 – Louisiana Public Health Sanitary Code
- Fire Marshal Basic Requirements for Daycare Facilities

No policy, activity, or practice in conflict with state licensing regulations is permitted at St. Aloysius Early Learning Center.

Parents forfeit the privilege of enrollment if they do not support the efforts, measures, and actions of Center administration and personnel to remain in compliance with all licensing requirements at all times.

Parents with significant, unresolved licensing complaints may contact:

Early Childhood Licensing Division

Louisiana Department of Education
P.O. Box 4249
Baton Rouge, LA 70821

Phone: (225) 342-9905

Fax: (225) 342-2498

WITHDRAWAL POLICY

If a student withdraws during the school year, the parents must complete and sign a withdrawal form. The Center may take up to three business days to complete the withdrawal process.

COMPLAINT PROCEDURES & POLICIES

St. Aloysius Early Learning Center recognizes that legitimate concerns may arise. The Director is responsible for the operation of the Center. Parents or guardians with concerns regarding staff members or facility operations should respectfully communicate those concerns directly to the Director, preferably in person or by phone.

Acknowledgment or replies to complaints will not be provided by email or text message.

Grievances shall not be aired on social media or shared on any public or private platforms, including but not limited to Facebook, Instagram, GroupMe, or similar outlets. Such conduct may result in dismissal from the Center.

CONFIDENTIALITY & PRIVACY POLICIES

Children's records are the property of St. Aloysius Early Learning Center and are maintained securely in the Center office. Records are kept confidential and protected against unauthorized access.

No employee may disclose information regarding a child or family without written consent, except to authorized church, state, or federal agencies.

Parents may not photograph or video record any child other than their own without permission from the Director.

The Center operates under video surveillance for safety purposes. Video access is not available to parents or guardians.

ALCOHOL & TOBACCO FREE POLICY

St. Aloysius Early Learning Center prohibits the use, possession, or influence of alcohol, tobacco, or similar substances on Center property.

No administrator, teacher, parent, volunteer, or visitor may possess or be under the influence of any substance that may impair judgment or potentially endanger a child.

The Center also recognizes the dangers of secondhand smoke. A tobacco-free environment is enforced at all times, including indoor and outdoor spaces and parking areas.

This policy applies to all tobacco products and smoking devices, including but not limited to cigarettes, e-cigarettes, vaping devices, and smokeless tobacco.

Failure to comply with this policy may result in removal from the Center.

OPEN DOOR, VISITORS & SECURITY POLICIES

St. Aloysius Early Learning Center is, at all times while children are in our care, a closed campus facility. Doors and gates are always closed and locked. The front doors under the canopied entrance on Mimosa Street serve as the only entrance and exit point for Early Learning Center staff, parents or guardians, children, and visitors.

The ELC administration welcomes and encourages parents and other school patrons to visit THE ELC at appropriate times.

Under normal circumstances, parents or guardians are welcome to visit during regular hours of operation. Visits are limited to their child's classroom. If visiting outside of normal drop-off or pick-up times, parents should have a pre scheduled visit to ensure that routines are not disrupted. Visitors may not use the overhang parking from 7:00-7:45 A.M. or 2:30-3:30 P.M. Access to classrooms may be restricted at any time due to licensing, health, safety, or security requirements.

Visitors, including parents outside of normal drop off hours, must sign in, state the purpose of their visit, and provide government-issued identification if unfamiliar to staff. Visitors should not enter school buildings or classrooms without permission. Visitors without an approved background check must be accompanied at all times by an Early Learning Center or Church staff member.

The ELC administration is authorized to take necessary steps in dealing with unauthorized visitors.

Parents or guardians may not hold conferences with staff while staff supervises children. Conferences must be scheduled through the Center office.

By state licensing regulations, classroom staff may not answer calls or respond to text messages while supervising children. Communication must be conducted through the Center's landline or Brightwheel.

CHILD DROP-OFF / PICK-UP POLICY

Drop-Off Procedures

- Children must be brought to their assigned classroom or to a carpool staff and signed in to Brightwheel.
- Parents must check in at the main office upon late arrival.
 - Late arrivals are only permitted if following medical, dental, or therapy appointments and require a doctor's note.
- Drop-off should occur no later than 9:00 A.M. for EC-1 through PK-3 and 7:45 am for Pre-K 4

Pick-Up Procedures

- Only individuals listed as approved pickup on Brightwheel may pick up children.
- Identification may be required.
- The individual picking up must use their specific Brightwheel code to sign out during pick up.
- Proceed through carpool and provide staff with your Brightwheel code or enter the building and proceed to your child's afterclass room and check them out on Brightwheel
- You may not pick your child up for an appointment and return them to campus.

Older siblings 18 years of age and younger are not permitted inside classrooms or to check their siblings out. Safety guidelines must be followed at all times on campus.

Checking In & Out

Parents must report to the ELC's office to check a student out prior to 2:30 P.M. If you check out your child, they may not return to campus on the same day.

Bus

Pre-k 4 students must ride the bus with an older sibling. Students may not enter or exit the bus until the bus driver gives permission. Any student who disobeys a bus rule may be issued a

referral by the school or an East Baton Rouge bus referral by the driver. An East Baton Rouge bus referral must be signed by a parent and returned to the driver before the student may ride the bus again. If a student receives two referrals in a school year for bus behavior, he/she will be sent to the office. A phone call will be made to the parents and the student may be suspended from bus service for a minimum of one week. Any additional referral will result in a further suspension or possible expulsion from the bus. Should an incident occur in which the school feels immediate action should be taken, the school may simply suspend or expel the student from bus service.

On designated days when East Baton Rouge does not provide bus service for The ELC, students who normally ride the bus should be dropped off and picked up in the bus area outside of the front office.

Students may not ride on any other bus other than their assigned bus. They may only board and exit the bus at their assigned stop. The Center makes every effort to gather information from East Baton Rouge each day regarding bus location. A Brightwheel message will be sent to parents to arrange transportation as soon as possible if The Center is informed that a bus will not run in the afternoons. Communication will be sent to parents if a bus does not arrive at school by 3:15 p.m. and East Baton Rouge does not provide any information on if/when the bus will arrive. In this case, parents will be asked to arrange transportation, and students will wait for their rides until 3:30 p.m.

Transportation Change Requests

To ensure that all children are safely transported home with no confusion, transportation arrangements be made prior to coming to school. Only emergency situations or unforeseen circumstances should warrant a call. This call should be made before 12:00 p.m. Please note that teachers often do not have time to check Brightwheel before dismissal, so messages about a transportation change should be called in to the office.

BEHAVIORAL POLICIES

Discipline

St. Aloysius Early Learning Center uses a positive discipline approach that emphasizes redirection, consistency, and respect.

- Time-out is not used
- Corporal punishment is strictly prohibited
- No child is deprived of food, rest, or outdoor play for disciplinary reasons
- Verbal abuse, humiliation, or threats are not permitted

Persistent behavioral concerns may result in a parent conference and the development of a behavior plan. If concerns cannot be resolved, the Center may require withdrawal.

Expectations

General Student Expectations:

- Always be courteous and respectful to others.
- Be respectful of school property and the property of others.
- Follow directions.
- Stay in assigned areas.
- Walk inside buildings and on walkways.
- Use inside voices in buildings.
- Keep hands, feet, and objects to yourself.
- Exhibit proper table manners.

The school-wide behavior management system establishes a social culture, and behavior supports needed for positive social, emotional, behavioral, and academic outcomes for all students. All Center personnel are part of the school community and may issue positive reinforcements or behavioral consequences. While most behavioral issues will require an in-school consequence, isolated incidents that adversely affect the learning or safety of other students may require a student to be dismissed from school early on that school day.

Classroom Management

Teachers establish classroom management to help develop the relationship between teacher and student. These policies are shared with parents at the start of the school year. If there is a question concerning disciplinary action, the parent must contact the teacher first. If a concern still exists, the parent may contact an The Director for review.

Biting policy

Children biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against and provokes strong emotional responses in the victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. For other children, biting is a persistent and chronic problem.

Children may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or feeling a sense of power.

When a child is bitten:

- The child is separated from the biter.
- The bitten child is comforted.
- First aid is administered – the area is cleaned with soap and water – ice is applied.
- An incident/accident report is written on the child that was bitten, and the parents are notified.

For the biter:

- The biter is immediately removed from the situation and is told, “Biting hurts, and we don’t bite our friends.” Caring attention is focused on the bitten child.
- The biter is redirected to another area of play.
- A caregiver shadows the biter.
- An unusual/illness behavior report is written on the biter, and the parents are notified
- Three or more bites in one day will result in required early pick up.
- Persistent biting will result in a parent conference and the development of a behavior management plan. This may include time away from the center
- . If biting cannot be resolved, the center may require a withdrawal.

For the staff and parents:

- In cases of repeated acts of biting, the staff will meet with the Director and/or Assistant Director for advice, support, and strategy planning.
- Biting activity in the room will be charted.
- Children who are biting or children who tend to be bitten will be shadowed.
- A conference will be held with the parents of the biter to develop a behavior management plan.
- Communication will be maintained with the parents of the biter. If it is deemed in the best interest of the child, the Center, and the other children, the family may be asked to withdraw from the Center

Scratching issues

Children’s fingernails must be kept trimmed. Serious scratching incidents resulting from untrimmed nails or student behavior may require early pick-up and corrective action prior to return.

SAFETY

ELC implemented a comprehensive safety program, based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations. This plan

includes the daily presence of armed police officers and video surveillance. A copy of the school safety plan is available for parents in the ELC office. Students and faculty participate in drills and reviews of the program. Parents can participate in the school safety plan by doing the following:

- Always check in and get a visitor's pass when visiting campus.
- Properly checking students in and out of the building.
- Reporting any safety concerns to administration.
- Updated emergency and approved pickup personal.
- In an emergency situation, please DO NOT report to campus unless summoned.
- If on campus during an emergency situation, follow directions of school personnel concerning sheltering or evacuating.

Evacuation plans

- Fire drills: monthly
- Tornado drills: quarterly
- Shelter-in-place procedures follow state guidance

Emergency closing

The ELC follows the same directive on inclement weather as East Baton Rouge Public Schools and adheres to announcements made via news media. The ELC notifies parents via Brightwheel.

Emergency Dismissals

In the event of emergency dismissal from school for weather or other hazardous conditions, The ELC notifies parents by Brightwheel about the change in dismissal time and procedures for dismissal.

Custodial rights

The ELC abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, The ELC provides the non-custodial parent with access to the student's academic records and other school information requested. If there is a court order specifying that no information is to be given, the custodial parent must provide the school with a court-certified copy of the court order. If any change occurs, the custodial parent must provide the school with a current copy. The ELC assumes that parents will abide by the court order.

HEALTH & IMMUNIZATION POLICIES

Immunizations

All children must have current immunization records on file. Exemptions are handled per state guidelines.

Illness policies

1. Every morning, each child will be checked by a staff member for signs of illness, bruises, or other injuries. If an injury is noted, the parent will be asked to explain, via Brightwheel how the injury happened. If a child has an illness or infection - fever, rash, diarrhea, etc. - he/she will not be allowed to stay at the Center.

2. Occasionally a child will become ill while at the Center. Staff and parents understand the risk of contracting an illness from other children in a group situation. If your child becomes ill during Center hours, you will be contacted and will be expected to come for your child within 30 minutes. Your child may be sent home if he/she:

- Is running a fever of or above 100°F under the arm
- Has two or more loose bowel movements or any that cannot be contained in a diaper, any loose bowel movement combined with other symptoms
- Exhibits an unusual skin change such as rash, spots, swelling or unusually lethargic behavior.
- Diagnosis or signs of any contagious disease.
- Vomiting more than once or once with other symptoms.
- Is congested or has a persistent runny nose that disrupts sleep or does not seem to be controlled by medication.
- Has red, swollen, or congested eyes.
- Has swollen glands or sore throat
- Has a persistent cough or unusual breathing (one that disturbs sleep or does not seem to be controlled by medication)
- Has lice, ticks or fleas
- Is unusually lethargic
- Ear discharge that is accompanied with symptoms.

3. Upon pickup, parents should go to the front office to pick up their child and their child's items that need to go home. Parents should then read and sign their unusual/illness behavior form. Parents should then sign their child out from the Center.

4. If a child is sent home from the Center with one of the above conditions, he/she must be free from symptoms of illness including fever without medication for 24 hours. A doctor's release stating the type of illness and that the child is no longer contagious is required upon returning to the Center. If a doctor's note needs to be submitted to return to school please park and walk on the return date and do not utilize carpool.

5. Tuition refunds will not be given for those days when the child is ill.

6. In the event of a medical emergency, every effort will be made to notify the parent or guardian immediately. If the parent or guardian cannot be notified, the Center will try to reach the persons listed on the child's emergency information sheet. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.

7. Immediate notification will be given to the parent or designated person if the following situations should occur with their child:

- Blood not contained in an adhesive strip
- Head injury
- Human bite that breaks the skin
- Any animal bites
- An impaled object
- Broken or dislodged teeth
- Allergic reaction
- Skin changes, e.g. rash, spots, swelling, etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 100 F axillary
- Any injury or illness requiring professional medical attention

If a child suffers a minor injury at the Center, a staff member will administer basic first aid, and the parent will be notified with an accident/incident report. For injuries above the neck, a parent will be notified immediately by phone or Brightwheel. Parents are required to read and sign an accident/incident form involving their child. This accident/incident form is to remain on file with and in the child's file.

If a child has a minor injury at the Center, a staff member will provide basic first aid, and the parent will be notified via Brightwheel, and at pickup through an accident/incident report. The report will remain at the Center in the child's file.

According to the Department of Health, a child with illnesses or symptoms, including but not limited to the following, shall be excluded from the Center based on the potential contagiousness of the disease:

Illness/Symptom	Excluded Until
Meningococcal Disease	Well and proof of non-carriage
Hib Disease (Haemophilus influenza)	Well and proof of non-carriage
Hepatitis A	One week after the illness started and/or fever resolved
AIDS (or HIV infection)	Until child's health, neurologic development, behavior and immune status is deemed appropriate by qualified persons including child's physician and center director.

MEDICATION POLICY

At St. Aloysius Child Care Center, certified staff will only administer medication for life threatening conditions such as Epi Pens, Nebulizer, Inhalers, Insulin and Benadryl. Therefore, if a child needs to be administered medication after being well enough to return to the Center, parents are to administer the medication at home. If a parent administers medication before arriving to the Center, the parent is to notify office personnel and their child's teacher.

- A. All medications shall be updated as changes occur, or at least every three months by the parent.
- B. All medication sent to the center shall be in its original container, shall not have an expired date, and shall be clearly labeled with the child's name to ensure that medication is for individual use only. St. Aloysius Child Care Center will not administer expired medication.
- C. The provider shall follow any special directions as indicated on the medication bottle, i.e., before or after meals, with food or milk, refrigerate, etc.
- D. If medication label reads "to consult physician," a written physician authorization with child's name, date, medication name and dosage must be on file to administer the medication in addition to the parental authorization.
- E. Medication administration records shall be maintained verifying that the medication was given according to parent's authorization, which includes:
 - Date
 - Time
 - Dosage administered
 - Signature (not initials) of the staff member who gave the medication

- Phone contact (date and time) with the parent prior to giving medication.
- F. When parents administer medication to their own children on the childcare premises, the following information shall be documented:
- Date
 - Child's name
 - Time administered
 - Medication name
 - Dosage administered
 - Name of person administering medication

*** A parent administering medication to his/her child-on-Child Care Center premises must wait 30 minutes with his/her child to monitor for any abnormal reactions. ***

G. The provider shall not apply topical ointments/sprays/creams (i.e., sunscreen, insect repellent, diaper rash ointment, etc.) without a written one-time authorization signed and dated from the parent, unless changes occur.

H. Parents must provide a plan of action for children that require emergency medication administration. This documentation must describe how to use the emergency medication or procedure, and the signs and symptoms of when to use the medication shall be maintained in the child's health records. This plan of action shall be reviewed and updated every three months.

*** All non-prescription medication or over the counter products labeled "Keep out of the reach of children," must be signed in on a Medication Authorization Form and recommended by a licensed health care provider (physician, dentist, or nurse practitioner). Do not put medication in children's cubbies or in diaper bags. ***

All medications must be kept in the medication cabinet located in the front office or individual classrooms.

SAFE SLEEP POLICY

Appropriate sleeping arrangements shall be provided for each child. Children under the age of four shall have a daily rest time of at least 75 minutes per day. Children age four and older shall be offered the opportunity for quiet time.

Parents, except those with children in the one-year-old classes, should provide their child with an all-in-one mat as well as a kindermat for your child to lay on during nap time. St. Aloysius Early Learning Center will provide beds one-year-old classes with cots. Therefore, parents of children in the one-year-old classes will only have to provide an all-in-one mat.

- All mats must be clearly labeled with the child's name.
- Mats are to be sent home on Fridays to be washed and/or sent home immediately if soiled.
- In the event of lice or illness outbreaks, mats, along with coverings/blankets, will be sent home immediately to be washed.

St. Aloysius Early Learning Center maintains this policy in accordance with licensing regulations.

TOILETING POLICY

St. Aloysius Early Learning Center staff will assist families with toilet learning when a child shows readiness. Decisions regarding toilet learning are made collaboratively between parents and Center staff.

Parents are encouraged to begin the process at home over a long weekend or break. Upon return, children should arrive at the Center wearing underwear. Staff will encourage frequent restroom use and support the routine established at home. Accidents are expected during the learning process.

Parents must provide sufficient extra clothing and underwear. Pull-ups may be used only during nap time and are not to be used in place of diapers during the day. Parents are asked to reinforce consistent messaging that pull-ups are for rest time only. All students must be potty trained to enter Pre-K 3.

St. Aloysius will provide for children who are two years of age and younger a diaper changing table. Our staff shall disinfect their table area after each use by washing to remove visible soil followed by wiping with a disinfecting solution. All diapers will be disposed of in an appropriate receptacle.

FOOD SAFETY POLICIES

Meals

An age-appropriate mid-morning, mid-afternoon snack and mid-day meal will be served to the children. All children eating table food will be offered meals and snacks from our kitchen. In some classrooms, morning snacks can be as late as 10:00am. All children should be fed morning bottles/breakfast before coming to the Center. Parents must provide bottled formula, and it is requested that it is labeled with the child's name or initials. Baby food supplied by the parent shall be in the original unopened container and labeled with the child's name. Except for approved exemptions, no other food may be brought into the Center. Bottles with formula premixed in the bottles must be transported to the Center on ice or in an insulated bag. Bottles left at the Center to be mixed by the staff must be boiled or sterile water. If water other than boiled or sterile water is used to mix formula at the Center, we must have a note from the doctor giving us permission to use other than sterile water. Parents must have authorization from a licensed health care provider (physician, dentist, nurse practitioner) to put cereal in bottles with infant formula. Pre-K 4 students are permitted to bring lunch from home.

Food For Special Occasions

Refreshments for special occasions such as birthday parties and holidays may be brought to the Center. However, they are subject to guidelines outlined in this handbook and on the ELC website. Please refer to the approved food items list provided on the St. Aloysius Early Learning Center website. This list will be updated as needed. No other food may be brought into the Center.

Allergies

Parents must notify administration and classroom teachers if a child has a diagnosed allergy. Documentation from a licensed healthcare provider is required and should include:

- The allergy diagnosis
- Severity
- Required response or medication
- FLAME paperwork completed

Allergy information will be posted in classrooms and food preparation areas to ensure awareness and safety.

Nut-Free Facility

St. Aloysius Early Learning Center is a “Nut Free Facility” and “Allergy Aware Zone”. In a typical year, several students in our facility have life-threatening allergies to peanuts and other tree nuts. (We understand peanuts are classified as legumes, but for the purposes of this policy, it is considered a nut and is governed by our nut-free policy). These foods, even in trace amounts, may cause severe reactions. In some cases, even being in the vicinity of, or touching surfaces contaminated with, nuts may cause a serious reaction. As such, we have a firm policy at ELC regarding food items which may and may not be brought into the facility. All food, including food only to be consumed by your child, must be nut-free. We understand this may be an inconvenience to many if your child is not allergic to nuts; however, we must adhere to this policy to protect all our children. Additionally, any food brought into the facility to be shared must be produced in a nut-free facility. Homemade items are unfortunately not allowed to be brought into the facility (to be shared). We apologize for the inconvenience this may cause. To reiterate:

DO NOT BRING ANY PRODUCTS CONTAINING PEANUTS/TREE NUTS INTO THE FACILITY.

A list of approved, nut-free foods will be kept and updated on the ELC website.

Special Diets

Parents of children requiring special diets must provide written documentation from a licensed healthcare provider. The Center will make reasonable accommodations whenever possible.

FIELD TRIPS AND TRANSPORTATION

St. Aloysius Early Learning Center does not provide transportation. The Center does not take off-site field trips.

Children may be taken on supervised walks or wagon (“buggy”) rides within the St. Aloysius Parish campus, including Church, school and Early Learning Center grounds.

Students may ONLY be dropped off and picked up by automobiles with proper child restraints. Any off-road vehicles, such as golf carts or ATVs, may not be used for carpool. The Baton Rouge Police Department may have these vehicles towed if they are used for carpool. Limousines, taxis, etc., may not come on campus for drop off or pick up.

TV / SCREEN TIME

Only “G”-rated programming may be shown. Screen time is prohibited for children under 24 months and limited to no more than 30 minutes per day for older children.

SPECIAL ACTIVITIES

Under normal conditions/circumstances, these are among the special activities conducted periodically for children at our Center:

- Upfield –On-site weekly soccer program for girls and boys beginning at age 2. Separate registration and fee payment required by parent.
- TOT Basketball-On-site weekly basketball program for girls and boys beginning at age 3. Separate registration and fee payment required by parent.
- Krewe of Tots- On-site parade the week before Mardi Gras.
- Tumbling Tigers - Tumbling Tigers is a mobile gymnastic program that benefits both boys and girls and encourages them to be active.
- Tiger Tennis - Classes are held for a 45-minute time period once a week.
- Martial Arts- Studying martial arts is ideal for young children. Martial arts provides an outlet for their energy and teaches respect, discipline, and core values.

PARENT INVOLVEMENT & COMMITTEES

Parent involvement is organized under committees at the request of, or with the approval of, the Director.

1. SACCC ADVISORY COMMITTEE

A ministry that provides assistance to the Early Learning Center director in the overall operations of St. Aloysius Early Learning Center.

Members are appointed by the Director, with the endorsement of the Pastor, and are advisory to the Director. Contact: Alexandra Nichols, Director at anichols@aloysiuseccc.org or (225) 343-1338.

2. ROOM PARENT PROGRAM

The main purposes or goals of this program are to help form a peer group among the parents in each classroom and to inform families about Center events and activities. The room parents provide a link between families, encourage participation in Parish, School, and Center activities, and provide opportunities for interaction among families. Room Parent Chairs will coordinate the Room Parent Program and will be appointed by the Director. Each classroom will be assigned at least one room parent, who is appointed by the Director and fulfills the responsibilities outlined by the room parents committee chair.

GRADUATION FROM OUR CENTER

Children who reach the maximum age for enrollment will transition from St. Aloysius Early Learning Center at the conclusion of their final year. Placement decisions are made by the Center administration.

HOMEROOM PLACEMENT

St. Aloysius considers individual academic, social needs, and the abilities of each student when making placement decisions. St. Aloysius works diligently to balance each class based on appropriate boy/girl ratios and abilities. For that reason, St. Aloysius does not accept parent requests for specific teachers. If a student has a specific educational need, please contact the grade level administrator.

DISCLAIMERS

Although this Parent/Student Handbook attempts to cover every phase of THE ELC life, there may be areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this Parent/Student Handbook will be left to the discretion of the school administration.

The administration, faculty, and staff of St. Aloysius Catholic School (ELC) recognizes and respects the uniqueness of each child and family who attend ELC. The key to a successful

educational experience for all stakeholders is grounded in and built on a healthy partnership between a student's home and school. Recognizing that our parents/guardians "are the natural and irreplaceable agents of education in their children" (The Religious Dimension of Education in a Catholic School, Vatican Document), each member of ELC's administration, faculty, and staff extends respect to and deserves respect from the students and families who make up our ELC community. In rare cases when this partnership is irretrievably broken and after careful review by both the Pastor and the Director, ELC reserves the right to require the parent/guardian to withdraw their child from the ELC. This drastic action is undertaken only after other attempts at conflict resolution are unsuccessful. Examples warranting such extreme action include, but are not limited to:

- Any demand for a different teacher, the termination of a teacher, or any attempt to organize parents to demand an administrator, faculty, and/or staff be removed.
- With the support of the Pastor, the Directors's decision about a child's academic placement is the standing policy of ELC. If a parent continues to contest the original decision in an aggressive or threatening manner, the partnership is considered broken.
- The refusal to accept ELC's decisions concerning whether ELC can meet the needs of a child with learning or behavioral differences.
- Refusal to follow an ELC policy, which the parent agreed to follow through the signing of the Parent/Student Handbook Agreement Form.

Dear Parent(s)/Guardian(s),

Check off each statement below (*complete and submit a separate form for each child in your family*). Your signature confirms your agreement to comply with all the policies and procedures of St. Aloysius Child Care Center as detailed in the Parent Handbook. Thank you for your prompt response in returning one form for each child in your family whom we serve!

_____ 1. I [we] understand that enrollment of a child at St. Aloysius Early Learning Center is built on a partnership between parents and the Center. To that end, we agree to abide by the policies and procedures of the Center.

_____ 2. I [we] have carefully read and comprehend the contents of the St. Aloysius Early Learning Center Parent Handbook in its entirety and will fully cooperate with and support the Center staff, and all the directions, instructions, counsel, and recommendations given to me.

____ 3. If I decide that, at any time, I am unable to accept and comply with the directions, instructions, counsel, or recommendations given to me by the Center staff, or if the Center staff is unable to resolve my concerns to my satisfaction, I acknowledge that the Center may not be the 'best fit' for my child, and it is my right to withdraw my child from the Center.

____ 4. If the Center staff determines that they are unable to meet the specific needs of my child---or my expectations as a parent--by their own assessment, I will cooperate fully with their request to withdraw my child from the Center.

____ 5. I [we] have read, fully comprehend, and agree to abide by St. Aloysius Early Learning Center's Fees policy and procedures. I understand that I am responsible for making monthly payments on time and that if I fail to comply with any of my obligations, my child may be dismissed from the Center.

____ 6. I [we] understand this handbook is subject to change. While it is the Director's intent to implement changes through official notices, I understand that revised information may supersede, modify, or eliminate existing policies and that I am responsible for monitoring any changes, revisions and additions to the handbook.

Full Name of Child to Whom this Form Applies: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date