

***POLICIES OF OPERATION***

**HOURS OF OPERATION**

Our hours of operation are 6:00am to 6:00pm at the Airline location. Our hours of operation are 6:30am to 6:00pm at the Jimmie Davis location.

**BEHAVIOR GUIDANCE POLICY**

At Epic Learning Center, our teachers are trained in Conscious Discipline. Conscious Discipline is a comprehensive social-emotional and classroom management program that uses everyday life events to teach children and adults self-control, conflict resolution, character development and social skills. Conscious Discipline integrates learning, discipline and self- control so that teachers can spend less time on behavior and more time teaching. It is an “evidence based” behavior program that was named a national model for character education by the Florida State Legislature.

By law and Epic Learning Center's philosophy and policy, the following forms of discipline are forbidden:

i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.

ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;

iii. the threat of a prohibited action even if there is no intent to follow through with the threat;

iv. being disciplined by another child;

v. being bullied by another child;

vi. being deprived of food or beverages;

vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and

viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

**TIME OUT POLICY**

i. Time out shall not be used for children under age 2.

ii. A time out shall take place within sight of staff.

iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

**AGGRESSIVE BEHAVIOR**

a. The most serious Behavior Management problems involve aggressive behaviors that pose a threat to the health or safety of other children. Among these are biting, fighting, hitting, and shoving. The techniques named above will be used to correct aggressive behavior.

b. If the child fights back, throws himself/herself or tries to run away while the care giver is talking to him/her, it might be needed to contain him/her to prevent the child from getting hurt.

c. Children, like any adult, can have occasional bad days. When a child is upset, or has been through an unusual and stressful experience, he or she may react in an aggressive way. If this occurs, the parent will be informed of the behavior.

d. If a pattern of aggression begins to develop, it is a cause for concern and the teacher and/or director will discuss it with the parent. The behavior must be controlled for the safety of all children in the room. This requires that the family and the Center work together to resolve the problem.

e. If the aggression continues or becomes worse and a method of prevention cannot be found, the child may then be suspended from the Center. The director will have the final decision in this matter.

**BITING**

At Epic Learning Center, we understand that biting, unfortunately, may occur among our toddler children. Biting is, unfortunately, not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

**When Biting Does Occur:**

The staff’s job is to keep the children safe and help a child that bites learn different ways to communicate their feelings or frustration

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water.

2. Parents are notified.

3. The “Injury Occurring at School” form is filled out documenting the incident.

For the child that bit:

1. The teacher will communicate to the student why we don’t bite our friends, and that biting hurts. The teacher will redirect the student.

2. The parents are notified.

3. The “Incident and Behavior Form” is filled out documenting the incident.

When Biting Continues:

1. The child will be “shadowed” to help prevent any biting incidents. A teacher is assigned to be near the child at all possible times.

2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.

3. The child will be given positive attention and approval for positive behavior.

If further action is needed, a conference will be set with the parents.

**CHILD ABUSE AND NEGLECT POLICY**

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437).

**NON-DISCRIMINATION POLICY**

Epic Learning Center prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breasted.

**DISCLOSURE OF INFORMATION POLICY**

Licensing Surveys/inspections, regulations and information regarding early learning centers can be obtained from the Department of Education's website.

[www.louisianabelieves.com](http://www.louisianabelieves.com)

**CONTACTING LICENSING**

We will always have your child’s best interest at the forefront of all that we do at Epic Learning Center. This includes the compliance with all State Regulations. If you feel as though Epic Learning Center is in violation of licensing regulation you may contact the Louisiana Department of Education, Licensing Division. Complaints can be made to the Licensing Division by phone or in writing should there be an significant, unresolved licensing complaint.

Louisiana Department of Education

Licensing Division

P.O. Box 4249

Baton Rouge, LA 70821

(225) 342-9905

Fax: 225-3422498

[www.louisianabelieves.com](http://www.louisianabelieves.com)

**PARENTAL ACCESS & INVOLVMENT POLICY**

We invite parents to visit the center anytime during its regular hours of operation and when children are present. We value our relationship with the parents at this center and view it as a crucial piece to us being able to provide excellent care.

We will post any parental involvement opportunities in our monthly newsletter. This is includes but is not limited to holiday parties, Muffins with Mom, Donuts with Dad, Grandparent’s Day, parent information meetings, etc. We love having our parents involved at the center when possible.

**SNACKS & LUNCH**

Epic Learning Center is host to a licensed caterer that provides a nutritious morning and afternoon snack as well as a hot lunch for every child over 12 months that meets the FDA requirements. We are a "nut free facility!" Our monthly lunch menu will be sent home at the beginning of each month as well as posted at the center. If your child has any food allergies, please make us aware of this on your registration form. No breakfast is provided; however, any necessary accommodations are made for children who bring breakfast or lunch from home. Please keep in mind that breakfast must be nut free if brought into the center.

**DRESS CODE**

Please send your child in clothes that are:

* COMFORTABLE!
* Washable
* Appropriate for the weather
* Easy for the child to manage (if potty trained)

**SUPPLIES LIST-** every item brought into the center MUST be labeled clearly with your child's name. Infants

* Breast milk or formula
* Prepared Bottles (one per every 3 hours)
* Sleep Sack
* Pacifier (optional)
* Diapers
* Wipes
* Ointments (as needed)
* Change of clothes
* Baby food (optional/as needed)
* Sunscreen

Toddlers

* Nap Mat
* Sippy Cups
* Pacifier (optional)
* Diapers
* Wipes
* Ointments (as needed)
* Blanket (over 12 months old)
* Change of clothes
* Sunscreen

Preschool & Pre-K

* Nap Mat
* Blanket
* Change of clothes
* Sunscreen

**TOYS**

Please encourage your child to leave any special books and toys at home. Epic Learning Center is not responsible for any lost or broken toys that are brought into the facility. There will be periodic “show and tell” days in which your child can bring in something special to share with the class. Thank you for your help with this matter.

**SMART SCREEN POLICY**

It is the intent of the Epic Learning Center to provide your child with many opportunities to investigate the world around them with concrete, hands-on learning activities while in school.

* Screen time is any time spent in front of a screen, including a TV, computer, video game player or tablet.
* We feel that age-appropriate screen time should be limited to no more than 30 minutes at a time at school for children age two and older.
* Our children under the age of two will not have access to screen time.
* Screen time is only utilized for educational purposes and meets or exceeds Louisiana regulations for screen time. Movies will be occasionally allowed for ages 2 and up, upon the approval from the Director. Children will always be given other options if they choose not to watch the movie.
* 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;
* All television, video, DVD, or other programming shall be suitable for the youngest child present;
* “PG” programming or its television equivalent shall not be shown to children under age 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 years and older;
  + “T” and “M” rated games are prohibited.

**PHYSICAL ACTIVITY**

* Children under age two shall be provided time and space for age-appropriate physical activity, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day.
* Children age two and older shall be provided physical activity that includes a combination of both teacher-led and free play, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day.

**INFANT SAFE SLEEP POLICY**

At Epic Learning Center, our number one concern is your child’s safety. The purpose of this policy is to lower the risk of SIDS (Sudden Infant Death Syndrome) and SUDI (Sudden Unexpected Death in Infants) in infants under one year of age.

At Epic Learning Center we follow the following Safe Sleep Practices in infants under one year of age:

1. Infants will always be placed on their back to sleep. The only exception to this policy is if we are given an alternative plan that is signed by the child’s pediatrician. When infants are able to easily turn from their back to their stomachs, they will be placed on their backs to sleep but then may adopt whatever position they prefer for sleep.

2. Our infant classrooms will always be kept between 68-85 degrees Fahrenheit.

3. All of our cribs are approved.

4. All sheets must be tight fitting. No blankets, pillows, bumper pads, stuffed animals, etc. will be allowed in the cribs while children are sleeping. Only sleep clothing (sleep sacks, sleepers) will be used to keep infants warm. Infants’ heads and face will not be covered during sleep. Pacifiers will be allowed in the crib with written consent from parent. Pacifiers may not have cords or mechanisms attached.

5. Only one infant will occupy a crib at a time.

6. Infants will not be allowed to sleep in car seats, swings, bouncy seats, etc. If an infant falls asleep anywhere besides a crib they will be picked up and moved to a crib to sleep.

7. Cribs should not be used for storage of items at any time.

8. Infant caregivers will frequently check on infants while they are sleeping to ensure that they are not having difficulty napping.

9. All of our infant care givers have been trained on infant safe sleep based on AAP safe sleep recommendations.