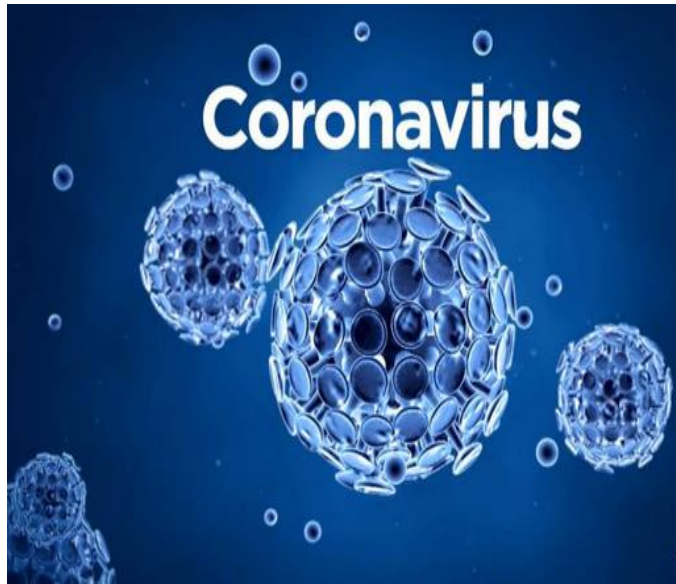
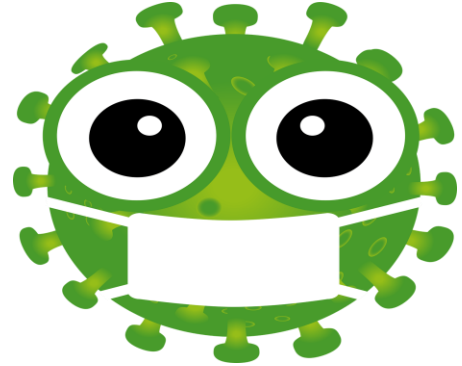


Giggles Child Development Center
1539 Bartholomew Street
New Orleans, LA 70117

504-682-2266

PARENT HANDBOOK

www.gigglescdc.com



Updated Information

Melonie Pichon, Director
Vanessa Birotte, Asst Director

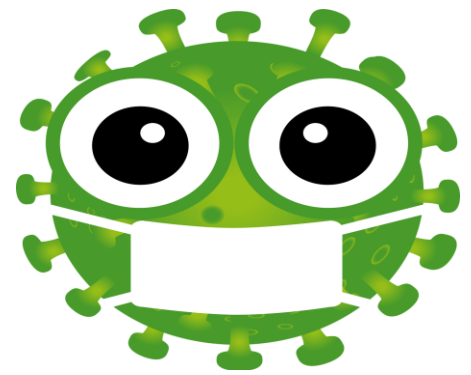


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The Pledge of Allegiance (English)

**I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.**



The Pledge of Allegiance (Spanish)

" Prometo la lealtad a la Bandera de los
Estados Unidos de América, y a la República
para la cual esto está de pie, una Nación bajo Dios,
indivisible, con la Libertad y la Justicia para todo. "

Giggles' Alma Mater (to the tune of the Army Song)

**Over hills, over plains, we have traveled dusty lanes.
Giggles Day Care is rolling along.
Hard at work, hard at play.
We are learning every day,
Giggles Day Care is rolling along.**

**For our hard, hard work in the education field;
Count off the numbers as we march.
For wherever we go, you will always know,
Giggles Day Care is rolling along.**



Fees

1. GCDC is open Monday thru Friday from 7:00 am to 5:00 pm. Parents or guardians arriving later than 5:05 pm will be charged an additional \$25.00 late fee per every 30 minutes late.

2./ Registration fee is a total of \$120.00 per year (2 or more children \$30.00 additional each). Registration due date is August of every year. Registration is non-refundable.

3. Tuition in the amount of \$145.00 (6 weeks until walking), \$120.00 (walking – 4 years) per week per child is due on **MONDAY** of each week. Please apply \$10.00 late fee on Tuesday after noon. All tuition and late fees must be caught up in full by the following Tuesday morning in order for your child to attend for that week.

Tuition Payment Due Date Change:

Tuition is due on Mondays. Non-payment will automatically assess your account with a \$10.00 late fee.

Due to system batching delay: Credit/debit card payments will only be taken on Mondays (all day) and Tuesdays (until noon) for the current week's tuition. This is due to the new 3 day batching period for the transaction to reach our banking account. To avoid any inconveniences, you may sign up for automatic debit.

Cost/Tuition	6 wks – 12 months	Age 13 months – 4 years
Full-time (5 full days)	\$150/ week	\$125 /week
Part-time (2 full days or 5 half days)	\$68/ week (AM) \$63/ week (PM)	\$63/ week (AM) \$58/ week (PM)
Drop In (If space is Available)		
Special Needs	\$237.50 per week	\$21020.50 per hour
Daily Rate 5 hours or more	\$47.50 per hour	\$25.00 per hour

*A half day consists of either 7:00 am – 10:45 am OR 10:45 am – 5:00 pm

- Rates include breakfast, lunch, and snacks.
- We offer a second child discount of 10%.

Drop In Policy (Currently not offering drop-in services)

Parent must call-in for drop-in slot at least 1 hour prior to arrival. Drop-in time begins when child is signed in. Payment is expected when child is picked up. Failure to pay when child is picked up forfeits your ability to use our services in the future. This decision can only be changed by the Directress. Certain illnesses will not qualify for drop-in services:

- temperature about 100.5-degree F
- vomiting
- diarrhea
- rash
- nasal drainage
- eye redness or drainage
- irritability
- persistent cough
- sore throat
- inability to participate in daily activities
- loss of appetite

Please check with the Directress for more information.

Payment of Fees

Fees must be paid weekly. Fees are due Tuesday for the week. Late pickup and late payment will result in additional charges. Make checks payable to Giggles' Child Development Center or GCDC, we also accept all major credit cards. Children enrolled in our program will be charged the full fee each week, whether or not the child attends. FAILURE TO PAY ON TIME MAY RESULT IN YOUR CHILD LOSING HIS/HER SLOT AT THE CENTER.



Meals:

- Each day we will offer Breakfast served at 8:15 am
- Lunch served at 11:15 noon
- Afternoon Snack 2:15 pm.

The weekly menu will be posted in the Drop Off/ Pick Up area. **No Outside food or drink is allowed in our facility unless prior permission has been given.** Water will be offered throughout the day between meals and snacks. Children who need special foods or drink must have a doctor's note outlining the special dietary needs of the child including food allergies and/or intolerances. Parents will be responsible for replacement food items. Refreshments for special occasions such as birthday parties and holidays, with prior approval from the center director, may be served.

Attendance:

- All children must be at the facility by 8:15 am. If your child has an appointment and will not be at the facility by this time, notice must be given the day before.
- Breakfast ends promptly at 8:45 am (to begin the planned activities)



Center Set Up

Balloon Area (ages 6 weeks – early 1 yr. old)- One-year old children will join the Balloon area. In this area our goal is to begin development of motor and verbal skills as well as provide a nurturing environment for your child to spend his/her day. The daily activities will include story time; sing-a-long songs, age appropriate arts and crafts, and lots of learning fun. Learning begins early in life and we wish to enrich your child's development as early as possible.



Tiger Area (early 1yr olds – early 2 yr. old)- The early two-year-old program will continue the development of motor and verbal skills. We will also begin to introduce your child to colors, shapes, numbers, and the alphabet. In addition to academics, this group will share in a variety of art and crafts, music, social skills, story time and other activities focused on having lots of fun while learning. Creatively we will teach each child that passes through. In this area, potty training will be introduced.

Cow Area (late 2 yr. old – early 3 yr. old)- The two-year-old and early three-year-old program will expand on the information presented in the Tiger area. Creative teaching methods will again be demonstrated to keep your child's attention and to make it a fun experience. Your child will be invited to participate in various group activities including but not limited to- dancing, singing, arts and craft projects, circle time and structured learning. We do support the need for individual time but encourage social growth throughout our program activities. If your child is not potty trained upon admission into this area, we will also work vigorously to get him/her trained.

Fish Area 3-4-year old - Children aged three and four will make up the Fish area. This class area will continue with the basics: alphabet, numbers, colors, shapes. We will also introduce word association along with the alphabet. We will also work on recognition of letters in your child's name, writing his/her name, and learning home addresses and phone numbers. Creative and Social skills will be enhanced to help better prepare your child for the transition to Kindergarten. Children will have the opportunity for arts and crafts, library time, dramatic play including dress-up and manipulative play.

Every Class will have the opportunity for Outside Play if the weather permits.

Non-Discriminatory Policy:

Giggles' Child Development Center does not discriminate against enrollees or employees based on race, color, sex, national origin, handicapped conditions, or ancestry. In addition, a child will not be discriminated against whether the child is being breastfed.



Children's Records:

Every parent/guardian will provide our facility with current information for each child detailing emergency contacts, Master Card Information Sheet, Medical sheet including dietary restrictions, allergies, child's current doctor and dentist, and a current immunization record. All children files will always remain confidential and secure . We do not record or tape children during their everyday routine. However, in the event we do begin we will obtain written permission prior to doing so. All children's records will be kept for a minimum of one year from the date of discharge from the center.



Open Door Policy:

Our facility maintains an "open door" policy allowing parents the opportunity to observe their children throughout the day if it does not disrupt the class. If you feel you need to speak with your child's teacher about concerns you may have with your child, we do ask that you do not distract the teacher from her regular duties and schedule an appointment to discuss those concerns.



Uniform Policy

GCDC students are required to wear the designated school uniform shirt. Blue jeans, khaki pants, skirts, or shorts are authorized. **Black** closed-in footwear. Please obtain the uniform order form at the center.



Abuse and Neglect:

All children, upon entering the facility, will be checked by the Center Director or designated replacement. If anything, unusual is noted, it will be immediately brought to the attention of the parent and a reasonable explanation must be given. If there is not a good explanation or the Facility Designee feels there are discrepancies and abuse or neglect is present, by Louisiana State Law, we will have to report the incident to the proper authorities.



Supervision:

Children will always be under direct supervision including nap times. Children shall never be left alone in any inside room or outdoors. Child to Teacher ratio is established by the Louisiana Department of Social Services- Bureau of Licensing. Giggles' Child Development Center follows the regulations for a "TYPE III" Facility.



Toddler Policy:

Supervision of toddlers during feeding will always be done . Toddlers capable of holding their own bottles will be allowed only after written authorization has been obtained from the parent/guardian. Giggles' Child Development Center does not allow employees to prop bottles in order to feed children. Feeding tables or highchairs will be used during mealtimes only for toddlers that require assistance with feeding.



Nightly Closing:

The entire center will be checked after the last child has left to ensure that no child is left unattended in the center prior to closing. Documentation of such inspection will include the date, time, and signature for the staff conducting the visual check.



Facility Entrances

Parents may only drop off and pick up children at the front entrance between 0700 – 0815 hours and 2:30 pm. Upon entering the facility, it is YOUR responsibility to please wash the child's hands. This helps us keep germs to a minimum. Please sign your child in and out daily.



Illness:

The parent or designated person will be notified as soon as a child develops symptoms of illness. Your child will be excluded from the other children and kept comfortable under direct supervision until the parent arrives. All sick children should be picked within the hour of the parent being contacted. A child cannot attend the center if he/she has run a temperature of 100 degrees by mouth in the last 24 hours. A child with an infectious disease cannot be allowed to attend until he/she is well enough to ensure that he/she can no longer pass the illness on to the other children. The time limit for contagious illnesses varies. Please contact your family doctor or center director to help you to decide when it is appropriate for your child to return to the center. Due to Louisiana State Regulations, our teacher to child ratio is a priority. When your child is ill or your child misses for the day, the parent is still obligated to pay for that day.



Pick-up List:

All parents/guardians are asked to provide the center with a list of names for who your child may be released to. GCDC uses the ProCare electronic check in/out system. Therefore, everyone on the pickup list will be provided a password to check our students in/out. Should an individual arrive for pick-up that is not on the list provided by parents, this individual will not be allowed for pick-up until parent/guardian authorizes in writing to add his/her name to the pick-up list. Any individual that is not recognized by staff will be asked for a picture identification card before being allowed to pick-up. Your child's safety and well-being is of our utmost responsibility.



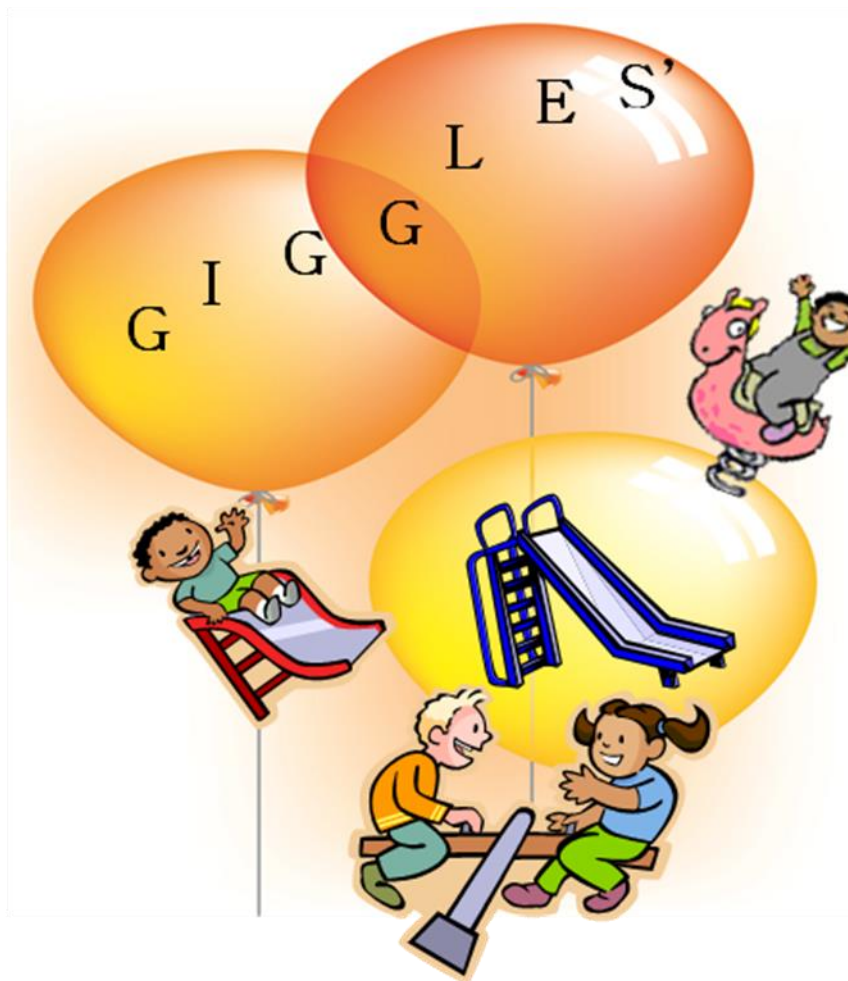
Discipline Policy:

Giggles' Child Development Center focuses strongly on dealing with children's behavior in a positive redirection. At times children may seem uncontrollable and angry. They are very aware of their surroundings which can cause them to act up at times. Our policy is to deal with each child individually and focus on what is really bothering the child to resolve the problem. This approach will be used by all our staff members.



Biting Policy:

If your child has been bitten by another child while at the center, you will be notified upon arrival. Your child will be taken care of immediately. If the teacher feels the child needs medical attention, you will be notified at the time of the bite. We will not release the name of the child that has bitten your child, this can cause mixed emotions between parents. If your child repeatedly has issues with biting others, we will request a conference in order to derive some sort of solution to solve this issue. If unable to resolve this issue, your child could be asked to leave our center permanently for the well being of the other children.



Napping

Parents are asked to provide a BEACH TOWEL for your child for rest time. The center is not responsible for any lost articles. Napping items need to be kept in the bag and parents are responsible for washing the items on a weekly basis. The center provides comfortable sleeping cots.



Personal Items and Toys

We strongly discourage children from bringing personal toys to the childcare. We are not responsible for lost or broken toys. We do allow special days for “show and tell”. If items are brought from home on “show and tell” days, your child must share with all other children or the child will be asked to put it away in their backpack.

Withdrawal

If it becomes necessary that you withdraw your child, all childcare fees must be paid in accordance with the current contract. GCDC reserves the right to have a child withdrawn from the program if behavior prohibits them or other children from benefiting from the program.

Holidays/Breaks

We will be closed on the following days:

- Thanksgiving Break
- Christmas Eve and Christmas Day/New Year’s Break
- Spring Break – Dates will be posted
- Memorial Day
 - The 4th of July

Giggles' Child Development Center's Medication Administration Policy

Best Practice: Families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the childcare facility. If necessary, prescribed medications ONLY, will be administered to a child by a Giggles' Child Development Center staff member that is trained and current in Medication Administration Training.

Intent Statement:

This Policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses or special health needs for whom a plan has been made and the plan has been approved by the Executive Directors.

Background:

Almost all children require medication at some point in time. Administration of medication poses a liability and an extra burden for staff. Also having medication in the facility is a safety hazard.

Administration of medication requires clear, accurate instruction and knowledge of why a child needs the medicine. Giggles' Child Development Center's Staff needs to be aware of what the child is receiving, when it is to be given, how to read the label directions in relation to the measured dose, frequency, expiration dates, and be aware of any side effects. This policy applies to all medication administration for any child within our facility.

Giggles' Child Development Centers' Staff will also apply OTC (over the counter) Topical Products including: Sunscreen, Insect Repellent, and Diaper Rash Ointment with a Current and Completed Authorization Form for the Application of Topical Products. This form will be renewed annually.





Procedure/Practice:

I. Written Authorization:

1. Medication will be administered only if the parent or legal guardian has provided written, signed and dated consent to include:

- Child's first and last name
- Name of the medication
- Time the medication should be given and how often
- Criteria for the administration of the medication
- How much medication to give
- Way the medication shall be administered (oral, topical, injection, etc.)
- Medical conditions or possible allergic reactions
- Length of time the authorization is valid, if less than six months

2. The length of time the Written Authorization or Consent is valid:

- Up to six months:

1. A prescription medication shall be valid for the length of time the medication is prescribed to be taken up to six months

2. Prescription medication, when needed, for chronic medical conditions and for allergic reactions.

- b) Up to 12 months:

1. To apply topical ointments, gels, lotions, creams or powders such as sunscreen, diapering creams, baby lotions, baby powder, insect repellent when needed.

- c) At any time:

1. A parent/guardian may withdraw his or her written authorization for the administration of medications at any time in writing.

II. Prescription Medication:

Prescription medications such as antibiotics, seizure medications or others:

1. Must be administered only to the child for whom they were prescribed.

2. Must be in its original child resistant container labeled by a pharmacist to include:

- Child's first and last name
- Name of medication
- Date prescription was filled
- Name of health professional who wrote the prescription
- Medication expiration date, storage information
- Instructions on administration: dosage amount and frequency.
- Information from Pharmacy about the medication to include the common side effects of the medicine.

3. Pharmaceutical Samples will not be administered to a child.

III. Over-the-Counter Medications:

Over the Counter (OTC) medications such as cough syrup, decongestant, acetaminophen, ibuprofen, topical antibiotic cream for abrasions will not be administered at the center unless prescribed by a Physician and proper documentation has been provided.

IV. Medication will not be given if it is:

1. Not in the Original Container
2. beyond the date of expiration on the container
3. Without written authorization
4. beyond expiration of the parental or guardian consent
5. Without the written instructions provided by the physician or other health professional legally authorized to prescribe medication.
6. in any manner not authorized by the child's parent/guardian, physician or other health professional.
7. for non-medical reasons, such as to induce sleep.

V. Receipt, Storage and Disposal:

1. All medications brought into the center will be given to the Director or designee for review and approval.
2. Medications will be stored in a cabinet with a child-resistant lock that is inaccessible to children and to prevent spillage.
3. Medications will be stored at the temperature recommended for that type of medication. It shall not be stored above food and should be placed in a labeled Ziploc bag with the measuring device.
4. Emergency Medication may be left unlocked so long as they are stored out of the reach of children at least 5 feet above the floor.
5. Non-prescription diaper creams, sunscreen, insect repellent shall be stored out of reach of children at least 5 feet above the floor.
6. All prescribed medication will be sent home with the responsible party upon arriving to pick up the child. No medication is to be left in the center overnight.



VI. Training

1. Only staff persons who have documentation of medication administration training by a licensed health care professional will administer medication.
2. A staff member trained in medication administration will always be on site when children are present.

VII. Documentation:

1. A medication log will be maintained in the child's file by the Giggles' Child Development Centers' Facility Staff to record any time a prescription medication is administered by a staff member.
2. The child's name, date, time, amount and type of medication given, and the name and signature of the person administering the medication shall be recorded for each administration.
3. The log may be part of the medication permission slip or on a separate form developed by the provider which included the required information.
4. Only one medication shall be listed on each form.
5. Spills, reactions, and refusal to take medication will be noted on this log.
6. No documentation shall be required when OTC topical ointments, gels, lotions, creams, and powders – such as sunscreen, diapering creams, baby lotions, baby powder, or insect repellants – are applied to children.

Termination Notice

A one-week written notice is required before withdrawing your child or payment for one week from the date we receive written notice. If any child does not attend the center for two weeks without notice from parents, we will assume the child is no longer to be a student of Giggles' Child Development Center. Parents, please keep in mind in the future when you are going to be removing your child from the center. Your child always has a place in our school, so please be considerate and give prior notice upon withdrawing your child. Thank you in advance for your cooperation.



GCDC's Month Menu

Week 1

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	Cold Cereal, Juice, Milk	Toasted Bagel, Mixed Fruit, Milk	Oatmeal, Applesauce, Milk	Cold Cereal, Banana, Milk	Grahams, Apples, Milk
Lunch	Ham on Wheat, Veggie Soup, Pears, Milk	Pizza Dunkers, Broccoli, Pineapple, Milk	Spaghetti, Meat Sauce, Green Beans, Banana, Milk	Scrambled Eggs, Wheat Toast, Hash Browns, Milk	Mac 'n Cheese, Cottage Cheese, Peas, Peaches, Milk
Snack	Crackers, Juice	Yogurt, Pretzels	PB on Crackers, Apples	Safari Cereal Mix, Juice	Muffin, Juice

Week 2

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	Cold Cereal, Banana, Milk	English Muffin, Peaches, Milk	Warm Biscuit, Kiwi, Milk	Cold Cereal, Juice, Milk	Croissant, Apples, Milk
Lunch	Cheese Sandwich on Wheat Bread, Baby Carrots, Apples, Milk	Pizza Puffs, Peas, Pineapple, Milk	Meat & Cheese Nachos, Lettuce and Tomato, Banana, Milk	Chicken Nuggets, Buttered Noodles, Broccoli, Pears, Milk	Chicken Dogs, Wheat Bun, Baked Fries, Oranges, Milk
Snack	Crackers, Juice	Yogurt Smoothie with Mixed Fruit	Celery and PB Ants on a Log	Party Cereal Mix, Milk	Wheat Toast, Juice

Week 3

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	Cold Cereal, Juice, Milk	Toasted Bagel, Oranges, Milk	Warm Muffins, Peaches, Milk	Cold Cereal, Banana, Milk	Grahams, Applesauce, Milk
Lunch	Turkey and Cheese on Wheat, Minestrone soup, Kiwi, Milk	Bubble Up Cheese Pizza, Broccoli, Mixed Fruit, Milk	Chicken and Cheese Quesadilla, Baby Carrots, Kiwi, Milk	Boiled Eggs, Wheat Toast, Hash Browns, Grapes, Milk	Sloppy Joe on Wheat Bun, Corn, Apricots, Milk
Snack	Crackers, Juice	Yogurt Parfait with Mixed Fruit	Pretzels, Baby Carrots	Cinnamon Cereal mix, Milk	Granola Bar, Milk

Week 4

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	Cold cereal, Banana, Milk	Wheat Toast, Pears, Milk	Quick Bread, Grapes, Milk	Cold Cereal, Juice, Milk	Rice Cakes, Mixed Fruit, Milk
Lunch	Roast Beef on Whole Wheat, Broccoli, Pears, Milk	Homemade Cheese Pizza, Lettuce & Tomatoes, Mixed Fruit, Milk	Ziti Bake with Meat Sauce, Peas, Banana, Milk	Chicken Patty on Wheat Bun, Corn, Grapes, Milk	Ham and Cheese Cracker Stackers, Baby carrots, Peaches, Milk
Snack	Crackers, Juice	Yogurt Smoothie with Mixed Fruit	Cottage Cheese with Seasonal Fruit	Nutty Cereal Mix, Milk	Pretzels, Juice



Giggles' Infant and Mobile Infant Policies:

Infant and Mobile Infant Child Care Policy - Breastfeeding

GCDC believes breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both child and mother. Mothers who can breastfeed their children are encouraged to do so for as long as they desire. At GCDC, we are eager to provide the support you need to continue your breastfeeding relationship with your child while he/she is in our care. You are welcome to come and nurse your baby at any time of the day. Breastfeeding mothers will be provided a clean private place with access to an outlet, comfortable chair, and running water for nursing or expressing milk. Space in the freezer and refrigerator will be available for expressed milk; please provide your own containers labeled with name and date. We will hold off giving a bottle if possible when you are due to arrive, will only use a pacifier at your request, and will not offer formula or solid foods unless you request their use. We are trained in the proper storage and handling of breast milk, as are any substitute or additional caregivers. Breast milk bottles will be made as needed for feeding or you may choose to send ready-to-use bottles from home. All bottles will be labeled with the child's name; ready-to-use bottles and containers of frozen breast milk must be labeled with the date also. Ready-to-use bottles must be taken home daily for cleaning.

Infant and Mobile Infant Child Care Policy - Bottle Feeding

In order to provide the cuddling benefits of breastfeeding, babies will always be held closely when being bottle fed and bottles will never be propped. Children under one year of age must be served breast milk or formula unless written instructions from the child's doctor are on file. You must provide your own formula. Parents are responsible for providing bottles for their infant's feeding. Bottles will be made as needed for feeding or you may choose to send ready-to-use bottles from home. All bottles will be labeled with the child's name; ready-to-use bottles must be labeled with the date also and taken home daily for cleaning.

Infant and Mobile Infant Child Care Policy - Daily Schedule

Infants and mobile infants will have a flexible schedule to reflect their individual needs. Each child will be fed when he/she is hungry, changed when he/she is wet or soiled, and placed down for a nap when he/she is tired. Infants who are not mobile will be placed in different positions throughout the day and brought into different rooms of the childcare area. Children who are becoming mobile will have a clean, safe place to practice crawling, cruising and walking. All children will receive individual attention including lots of time for talking, cuddling, and playing with a wide variety of safe toys and objects.

Infant and Mobile Infant Child Care Policy - Diapering

Diaper changing is considered part of our daily routine and the child being changed is involved in the diaper change through conversations about what is happening, choosing, holding, and handing the clean diaper to me. Many families choose cloth diapers and wipes because they are better for the environment, prevent diaper rash, save money, and do not contain chemicals. Please let us know if you'd like information about the environmental, health and financial benefits of cloth diapering. Caregivers' hands are always washed before and after a diaper change, the child's hands are washed after a diaper change, and the changing surface is cleaned and disinfected after each use.

Infant and Toddler Child Care Policy - Shaken Baby Syndrome (SBS)

In order to help prevent the tragic occurrence of Shaken Baby Syndrome, we require employees to receive SBS prevention training. We will never shake or roughly handle any baby or child in our care. In addition to our many years of experience soothing crying babies and upset children while remaining calm we have resources to turn to if needed. Rest assured that your child is safe in our care.

Infant and Toddler Child Care Policy - Solid Foods

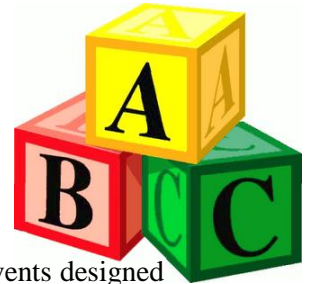
We believe that parents should have the pleasure of introducing new foods to their children, so we will not feed any foods to an infant without parental direction. We will work with parents to develop an appropriate feeding timetable based on the child's development and on parental preferences. Each infant will be kept on his/her individual daily feeding schedule. Children under one year of age must be served breast milk or formula, even in sippy cups, unless written instructions from the child's doctor are on file. Parents are responsible for providing infants and mobile infants foods until we receive a written consent to serve your child solids foods.

Infant and Toddler Child Care Policy - Sudden Infant Death Syndrome (SIDS)

In order to help prevent the tragic occurrence of Sudden Infant Death Syndrome, GCDC staff are required to receive SIDS training and will distribute SIDS materials to all parents of children under one year old. Children under one year of age will be placed to sleep on their backs unless a written note from the child's physician is on file. Soft objects are never placed in cribs, blankets will be tightly tucked around the child away from his/her face, and sheets will be tight-fitting. In addition, if a child falls asleep in a place other than his/her crib he/she will be moved to the crib, and non-mobile children will have play time on their tummies each day. Substitute and additional caregivers will also receive SIDS training before caring for children under one year old.

Infant and Toddler Child Care Policy Supplies

Because infants and mobile infants grow and change very quickly the supplies they need change frequently. Your infant and/or toddler needs two complete sets of seasonally appropriate clothing kept at GCDC. Please remember to update these outfits as the weather changes and as your child grows. Parents must also supply diapers or training pants and wipes for their child's exclusive use. It is your responsibility to make sure your child has enough supplied each day; however, we will try to notify you when your child's consumables are getting low. If consumable supplies run out during the day, GCDC will provide the necessary items for an extra fee. We maintain a small supply of extra clothing in limited sizes. If your child needs extra clothing but does not have any here, and our items will not fit, we will call you at work so you can bring the necessary items. Please remember to label all articles with your child's name.



Fund Raisers

GCDC has done everything possible to keep tuition cost to a minimum. Fundraisers are events designed to defray the cost of many quality programs that will benefit our children. GCDC will sponsor 2 major fundraisers each year. Parents are encouraged to participate in at least 1 fundraiser per calendar year.

Parent-Teacher-Organization (PTO)

At the beginning of each school year, GCDC will host a PTO meeting whereby we will elect parent officers who will represent you in helping us make the best decision for your child's center. Final decisions will always be made by the Directress.

Field Trips

GCDC is currently not hosting field trips.

CACFP: Effective 11/15 Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

COVID-19 UPDATED INFORMATION

This section contains all the updated information as it relates to COVID-19 Changes:

Currently, we DO NOT accept book bags, backpacks, diaper bags, or car seats

PARENT DROP-OFF AND PICK-UP PROCESSES

- Parents will come to the front door to drop off the child. (They will NOT enter the center)
- Staff will come to the door and take the parents' temperature (if there are others with that parent EVERYONE's temperature must be taken). *Temperatures CANNOT be ABOVE 100.4 degrees.*
- If temperature of either the parent or the student is 100.4 and above annotate the temperature on the slip located in the basket near the sign in log. Give that slip to the parent and just say you can give Miss Mel a call at the number on the slip. The slip says: "You or your child's temperature reads _____. The cutoff is 100.4 under COVID-19 guidelines. Please return in 24 hours. You may contact Miss Mel at 504-682-2266."
- Next take the child's temperature while observing for any visible signs of runny nose or cough. If their temp is NOT above 100.4, allow the child to enter.
- Immediately wash the child's hands and place an apron or smock on him/her.
- Staff will ensure additional arriving parents remain on the green lines until they get to the entry door.
- Limit direct contact between parents and staff members and adhere to social distancing recommendations as much as possible.
- Staff can sign in and out children.
- Face-to-face teacher and family communications will be MINIMAL.
- Parents and guardians can dial the center, email the center or text the director with any instructions or child concerns.
- Teachers will communicate issues, stories, and fun moments with families via email, text, or a phone call.
- For all us to enjoy unity with our family's staff can always schedule phone conferences or Zoom conferences.
- *Should parent continue an attempt to give you information, please pass the parent the Notification slip near the sign in log. It reads: You and your child's needs are important to us. Please dial the center at 504-682-2266 to schedule a time to speak with the teacher or text Miss Mel at 504-296-4339 to provide us with updates.

Planned Isolation Steps if a Child Becomes SICK:

1. Isolation areas are in the check in area of the center.
2. If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
3. If COVID-19 is confirmed in a child or staff member:
 - a. Close off areas used by the person who is sick.
 - b. Open outside doors and windows to increase air circulation in the areas.
 - c. Wait up to 24 hours, or if possible, before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
 - e. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Simply continue routine cleaning and disinfecting.
 - f. Staff will maintain current contact information for the parent to check the status of the student daily.

Families must have a plan in place if their child become ill.



Implemented Social Distances Measures at Giggles:

- a. Children and staff will pass singly through entry and exit points
- b. Children's naptime mats (or cribs) will be spaced out as much as possible (ideally 6 feet apart).
- c. Children will be placed head to toe in order to further reduce the potential for viral spread.
- d. All special events such as field trips, festivals, holiday events, and special performances are CANCELLED.
- e. When possible, childcare classes will include the same group each day.
- f. The same Early Learning Instructor (teacher) will remain with the same group each day.
- g. Playground times are staggered for groups of children.

Alter or halt daily group activities that may promote transmission.

SCREEN CHILDREN AND STAFF UPON ARRIVAL

- Persons who have a fever of 100.4°F or above or other signs of illness will not be admitted to the facility.
- Children will be screened for fever upon arrival as well as throughout the day.

- Include asking the parent/ guardian to confirm that the child has not been on fever reducing medication in the last 24 hours and does not have shortness of breath, sore throat, rash (other than diaper rash), or a cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, rash (other than diaper rash), or extreme/unusual fussiness.

If COVID-19 is confirmed in a child or staff member:

- Symptomatic children be immediately sent to the isolation area from others until they can go home. (Anyone who is providing care to the child should maintain a distance of at least 2 meters.
- Contact the local public health unit at **Public Health office at 504-568-7970, Department of Education**, 877-453-2721 and **Total Community Action** (Mr. James Evans, 504-220-8957) to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of children in the childcare center.
- While contacting the public health unit, at a minimum the child and staff member should wear a surgical/procedure mask (if tolerated), and any other PPE appropriate for the circumstance.
- Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.
- Environmental cleaning of the space the child was separated from should be conducted once the child has been picked up.
- Children with symptoms should be tested.
- Other children and staff in the center who were present while a child or staff member became ill should be identified as a close contact and grouped together. The local public health unit will provide any further direction on testing and isolation of these close contacts.

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- **Wait up to 24 hours, or if possible, before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.**
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Simply continue routine cleaning and disinfecting.
- Follow CDC Guidance on home isolation.

AFTER THE STAFF MEMBER IS ILL OR BECOMES ILL:

1. The center will communicate with the families as well as other staff members **AFTER** we have contacted the **Health Department** (504-568-7970), **Department of Education** (877-453-2721), and **Total Community Action**, (Mr. James Evans 504-220-8957).

Contact parent via phone call, text message, or email. It is important to keep CURRENT contact numbers and email addresses for students and faculty.

2. Communicate with staff and other families about the illness at the center.

Contact parent via phone call, text message, or email. It is important to keep CURRENT contact numbers and email addresses for students and faculty.

What do you expect from an ill child/staff before they can return?

Staff and students will be required to present a doctor's note releasing them to return to the center. NO EXCEPTIONS!

