

Welcome to the Best Care!!



## Parent Handbook

Best Care @ Baton Rouge  
Phone: (225) 275-6272  
Address: 15134 Old Hammond Hwy  
Baton Rouge, LA 70816

## Welcome to the Best Care!

Welcome to the Best Care! We are so happy that you've decided to enroll with us! We encourage you and your family to come visit the center before your first day to give our teachers and your child some time to get acquainted. It makes the separation a little easier.

This Parent Handbook will serve as your guide to everything Best Care. It covers our philosophies, requirements, program, policies, and expectations. Please read through it carefully and keep it handy for future reference. If you have any questions or concerns our directors would be more than happy to answer them!

### **Hours of Operation**

We're open Monday through Friday from 6:30 AM to 6:00 PM and we accept children who are 6 weeks through 12 years old.

We will close in observation of the following holidays: Good Friday, Labor Day, Memorial Day, Thanksgiving, July 4<sup>th</sup>, Christmas Eve, Christmas Day, and New Years Day. These closing are subject to change. Additional days may be added depending on when the holiday falls within the week.

The Best Care will also be closed a couple times a year for training. We will let you know when and post the dates prior to the closure.

### **Enrollment Requirements**

Before your child can be officially enrolled at the Best Care you'll need to complete and turn in the following:

- A complete and signed Registration Packet
- A current immunization form
- A weeks tuition and the registration fee

### **Contact Info**

Phone: (225) 275-6272  
Address: 15134 Old Hammond Hwy Baton Rouge, LA 70816  
Website: [www.bestcarela.com](http://www.bestcarela.com)  
Facebook: @BestChildCare1986  
Email: [bestcare@brcoxmail.com](mailto:bestcare@brcoxmail.com)

### **Security**

Safety is our number one concern, here at Best Care! Our doors are locked at all times, and access to the building can only be gained with an access card.

Each family will get 2 access cards (for the parent(s) or guardian(s)), which can be used to pick up and drop off your child. Children will only be released to individuals listed on file with the proper identification. Your child will not be released to anyone who is not on file. In the situation where you'd like your child to be released to someone not on file, notify the director and make sure the third party brings proper identification. Since these individuals will not have an access card, they can simply ring the bell for assistance.

### **Signing In & Out**

Each morning one of our staff members will sign in your child, but you are required to sign them out. You can sign them out with their teacher.

**Meals and Snacks**

We provide breakfast, lunch, and 2 snacks. Below is a copy of our breakfast and lunch menu; please note this menu is subject to change at any time.



MON	TUE	WED	THU	FRI
-----	-----	-----	-----	-----

**BREAKFAST - SERVED WITH MILK OR ORANGE JUICE**

Cereal Apple Slices	Hashbrowns Turkey Sausage Orange Slices	Yogurt Cup Banana Slices	Bagelette Cream Cheese Apple Slices	Pancakes with Syrup
Cereal Apple Slices	Ham & Cheese Burrito Orange Slices	Whole Wheat Cheese Toast Apple Slices	Waffles Banana Slices	Eggs Turkey Sausage

**LUNCH - SERVED WITH MILK**

Hamburger Cucumbers or Corn	Hot Dogs Chili Fruit	Ham & Cheese Sandwich Salad Chips	Red Beans & Rice Cornbread Carrots	Macaroni & Cheese Green Beans
Meatloaf Mashed Potatoes Corn	Chicken Nuggets Tater Tots Fruit	Jambalaya Chicken Green Beans	Fish Sticks French Fries Carrots	Grilled Cheese Chips Pickles
Red Beans & Rice Cornbread Carrots	Turkey & Cheese Club Salad	Macaroni & Cheese Green Beans	Hot Dogs Chili Fruit	Cheese or Pepperoni Pizza Fruit
Meatloaf Mashed Potatoes Corn	Jambalaya Chicken Sweet Peas	Spaghetti & Meat Sauce Bread Green Beans	Chicken Nuggets French Fries Fruit	Pinwheels Carrots Ranch

We do not allow any outside food or drinks in our center. If children come in with their own food we will have to take it away. However, if you wish to provide a treat for a special occasion, such as a birthday or holiday, we do allow that. We just ask that you notify the director ahead of time.

**Sanitation**

At Best Care, we encourage good personal health and hygiene habits! We require the children to wash their hands before and after meals, after using the restroom, and after playing outside. Our center is cleaned and sanitized daily with a bleach water solution. This solution is mandated by the Department of Health and Hospitals and is used in all areas of the center.

**Preparing for Enrollment at Best Care**

Infants - Rooms			
Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms	Label all bottles, bottle lids, and pacifiers	Diapers and wipes	Bottles of formula or breast milk
Current Immunization Record	Label jackets and spare set of clothes	Cereal for babies 4 mo.+	Solid baby food for 6+ months
Infant Feeding Instructions Form	Label diaper bag	One complete change of seasonally appropriate outfit	
\$100 Registration Fee Tuition for the first week			

Junior Toddlers			
Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms	Label pacifiers	Diapers and wipes	Wear socks and tennis shoes daily
Current Immunization Record	Label jackets and spare set of clothes	Two individual servings of fruit per day	
\$100 Registration Fee Tuition for the first week		One complete change of seasonally appropriate outfit	

Senior Toddlers			
Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms	Label pacifiers	Diapers and wipes	Wear socks and tennis shoes daily
Current Immunization Record	Label jackets and spare set of clothes	One complete change of seasonally appropriate outfit	
\$100 Registration Fee Tuition for the first week			

Two year olds			
Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms	Label jackets and spare set of clothes	Diapers and wipes Pull-ups for toilet training	Wear socks and tennis shoes daily
Current Immunization Record		One complete change of seasonally appropriate outfit	
\$100 Registration Fee Tuition for the first week		Extra underwear, bottoms and socks when toilet training	
New to The Classroom Form		Kindermat 19"W x 45"D x 1"H	

Threes, Fours & Pre-k			
Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms	Label jackets and spare set of clothes	Kindermat 19"W x 45"D x 1"H	Wear socks and tennis shoes daily
Current Immunization Record			
\$100 Registration Fee Tuition for the first week			

Before & After Care			
Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms	Label uniforms, sweatshirts, sweaters, jackets, hats, lunch boxes, and backpacks.	None	Wear socks and tennis shoes daily.
Current Immunization Record			
\$50 Registration Fee Tuition for the first week			

**Transportation**

For Before & After Care we offer transportation to and from St. Jean Vianney and River Oaks Elementary.

Summer Camp			
-------------	--	--	--

Required for Enrollment	To Prepare Before Hand	To Keep in Classroom	To Bring Daily
Completed Registration Forms Signed Permission Forms	Label ALL personal belongings.	One swimsuit with the child's name printed on the inside.	Wear socks and tennis shoes daily.
Current Immunization Record			
\$125 Registration Fee Tuition for the first week			

### **Transportation**

For Summer Camp we provide transportation to and from all activities and special field trips.

\* All internal and topical over the counter medications require a completed "As Needed Medication Form". All diaper ointments, creams, lotions, powders, gas drops, sunscreen, Vaseline, etc., must be checked in at the front desk. State Regulations require such items to be stored in a locked cabinet/closet and may not be stored in diaper bags or cubbies.

### **Daily Schedules**

Class schedules are designed based on the learning and developmental needs of each age group. There is a set schedule every day from open to close for each age group. Specific classroom schedules are posted in each room.

### **Transitioning Classrooms**

As your child grows with us, they will move up to new classes! This is a good thing! It means they're ready for more learning, and we will provide. Of course, you will be notified every time your child is ready to move into a new room. There's no set timeline to when your child will transition out of a class, it's completely based on their developmental stage and availability.

## Policies

### **Clothing**

Every child gets their own box for their things. Each child should have at least one complete change of clothes (two changes if potty training) at the center at all times (including socks and underpants). This extra change of clothing should be brought to the center in a labeled zip-lock bag and given to your child's teacher. We wash all soiled clothes and return them to your child's box the next day. Each child needs to wear closed-toe tennis or other soft shoes with a back strap. Boots, sandals, flip-flops or other open toe or open back shoes are not allowed, for safety reasons.

Don't forget to write your child's first and last initial on the tag of their clothing, so it doesn't get lost! We are not responsible for any lost or damaged clothing.

### **Outside Belongings**

For the safety of our students and teachers, your child may not bring any food, drink, or toys into the center. Anything brought into the center, besides supplies, will be taken from your child and left at the front desk.

### **Food Policy for Preschoolers and School Age Children:**

We serve breakfast, morning snack, lunch and afternoon snack daily. Children under the age of four will not have foods that are implicated in choking incidents. Examples include, but are not limited to, whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn and chunks of meat larger than what can be swallowed whole. Whole milk is served at breakfast and lunch; water is served at snack and is available throughout the day.

A written statement from the pediatrician is required for any specific dietary needs that require special attention.

Birthday and Party Snacks: Of course, you can bring a special treat/snack for birthdays and holidays! Check with your child's teacher about any classroom food allergies before hand.

### **Bumps & Bruises**

We ask that all of our parents and guardians understand that sometimes children just get hurt. Whether they're running outside or simply trip and fall, it happens. We will do everything in our power to ensure your child's safety, but sometimes things just happen. Kids get hurt. If there is an accident, we will write and file an accident report, and notify the guardian immediately.

### **Behavior Policy:**

Best Care's guidance policy is designed to help children become independent and caring by learning self-control, decision-making skills and responsibility for their own actions. Our goal is to help children develop positive self-esteem and respect for themselves and others.

Our staff uses the following guidelines and techniques to discipline a child:

1. Use praise through kind words and actions to reinforce desirable behaviors.
2. Use problem-solving techniques instead of punishment.
3. Redirect a child to another activity when they display undesirable behavior.
4. Time-out will be used as a last resort when the previous techniques fail to change inappropriate behavior. Time-out will not be used for children under two years old, it will take place within sight of a staff member and the length of each time out is based on 1 minute per year of child's age.

Our behavior management policy prohibits:

1. 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.
2. 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.
3. The threat of a prohibited action even if there is no intent to follow through with the threat.
4. Being disciplined by another child.
5. Being deprived of food or beverages.
6. Being restrained.
7. Withholding active playtime for disciplinary purposes.

### **Bullying/Harassment**

Best Care has made every effort to create an environment where children feel safe and secure. Children should feel loved and protected. For these reasons, we have a NO Bullying and Harassment Policy. We are aware that children can be insensitive to others at times. Name-calling, unkind words or actions, teasing and threats that are repeated or constantly directed towards an individual is prohibited. This behavior, sexually suggestive words and/or actions, and deliberate physical harm is not tolerated.

The following steps will be followed if such offenses occur:

First offense – The teacher will counsel the student to help them understand that what they did was unacceptable and why. An incident form will be completed for the parent to sign.

Second offense – The student will be sent to the director and parent will be called.

Third offense – There will be a parent/teacher/administrator conference, which could lead to suspension/expulsion.

Our goal is to help all children learn appropriate behavior. If your child feels bullied or harassed in our care, we encourage him to tell his teacher or a director immediately.

### **Biting Policy and Prevention Tips**

**Biting Hurts:** Biting is quite common among young children. It is a behavior that is both age and stage appropriate for children under the age of 3. Understanding the reason for your child's biting is the first step to changing his or her behavior. Some reasons children bite include exploration, teething, frustration, imitation, lack of communication and/or need for independence.

**Dealing with the Frustration:** Biting is a difficult and uncomfortable issue to deal with for parents of the victim and of the biter. Fortunately, most toddlers who bite do so for only a short while. Soon your toddler will have learned important new skills for communicating and getting along with others.

**What the Preschool Will Do:** Best Care understands the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved.

All bites will be recorded in a classroom binder. Information that may be helpful in determining why a child is biting will be recorded including the time of the bite, why the child bit (if known) and the child's surroundings at the time. Having this information may help us determine why the child may be biting.

Your child's teacher will attempt to redirect the child by introducing new toys and/or activities to the child. The parent(s) of the bitten child and the parent(s) of the biter will be informed of the incident. We will discuss the incident, but with respect to confidentiality we will not disclose names of the children.

If a child's biting becomes excessive, we will ask that you keep your child home for a day to give our teachers and your child's classmates a break from the biting. This is in no way a "punishment" for you or your child. Sometimes a day away from school can help solve the problem.

**What We Expect From You:** Let us know if something at home has changed that may be contributing to your child's behavior such as illness, a new house, a new baby, etc.

If the biting is also occurring at home, please be vigilant and use redirection as much as possible. Help the child to understand that biting hurts their friends.

If your child is being bitten, please understand that the parents of the biter and the Best Care are working with them to try and eliminate the problem.

### **Confidentiality**

Best Care will maintain confidentiality of every family's records. Employees of the center shall not disclose of any information concerning your child or family to any unauthorized person. The Director or Teacher shall be the only authorized staff to view your child's personal information. The center will obtain written, informed consent from the parent prior to releasing any information from which your child might be identified, except for authorized state and federal agencies.

### **Photographing**

Please be aware that video monitors are installed and all activities on campus will be monitored. Our staff may also take photos of your child during special events or activities that may be posted on our social media. Please inform one of our Directors if you don't want any photos of your child taken.



## **Medication Administration**

If your child requires medication while in our care, the parent/guardian must complete the medication authorization form and give the medication to the staff member at the front desk. To authorize medication, the following information must be entered in our Medication Log:

- Child's name;
- Drug name and strength;
- Date to be administered;
- Directions for use including oral/topical, dosage, frequency, time and special instructions, if any;
- Signature of parent and date of signature.

Required container/packaging:

- For Prescription Medication - the center shall maintain the original pharmacy container with the complete pharmacy label;
- For Non-Prescription Medication - the center shall maintain the original bottle packing for the medicine which includes the drug name, strength and clear directions for use;
- All medication must be clearly labeled with the name of the child and the expiration date. We will not administer expired medication.

If a non-prescription medication label reads, "consult a physician," you'll have to turn in a written authorization from a licensed health care provider for the child to take the medicine.

Children shall not administer their own medications without written authorization from the parent and must administer the medication in the presence of a staff person.

When a parent administers medication to his/her own child on center premises, the medication administration shall be documented in our Medication Log book.

"As needed" medication includes, but is not limited to, diaper creams/ointments, gastro-intestinal drops, sunscreens, and bug spray. Authorization for "as needed" prescription and non-prescription medication shall be updated as necessary or at least every six months by the parent, and shall include circumstances for administering "as needed" medication and any applicable special instructions.

Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:

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

**Illness Policy**

A staff member will contact you if your child develops symptoms while in our care. An ill child must be picked up by a parent or designated emergency contact within 45 minutes of notification.

<b>Student's Symptoms &amp; Diagnosed Illnesses:</b>	<b>Student May Return to School When:</b>
Fever 100-100.9 degrees under the arm with symptoms that may indicate an early sign of illness.	Fever free for 12 hours without the use of fever reducing medication or written consent from a physician must be submitted to the front office.
Fever 101+ degrees under the arm.	Fever free for a minimum of 24 hrs. without the use of fever reducing medication.
Vomiting (not caused by coughing, motion sickness etc.).	Symptom free for 24 hours.
Diarrhea - more than one loose stool or if stool cannot be contained in diaper.	Symptom free for 24 hours.
Undiagnosed rash.	Rash has cleared or a written consent from a physician must be submitted to the front office
Skin lesions which are severe, weeping or infected; Ringworm; Staph Infection	Symptom free or on medication for 24 hours with a written consent from a physician submitted to the front office. <i>All broken skin must be covered.</i>
Head Lice	Completed treatment and child is nit free. Upon return, child must be inspected and cleared by a member of management.
Eyes are red, inflamed, or have a discharge.	Symptom free or on medication for 24 hours with a written consent from a physician submitted to the front office.
Sore Throat with painful swallowing; Strep Throat	Symptom free for 24 hours or written consent from a physician submitted to the front office.
Difficulty breathing or wheezing.	Symptom free for 24 hours, or written consent from a physician must be submitted to the front office.
Complaints of severe pain.	Symptom free for 24 hours.
Not able to fully participate in the daily activities.	Student may return when he/she is able to participate.
After an illness of two or more weeks, surgery, or other change in health status.	Written instructions from a physician and parent regarding medication or special health needs must be provided to the front office.

## **Tuition**

<b>Class</b>	<b>Weekly Tuition Cost</b>
<b>Daycare &amp; Pre-School</b>	
Infants	\$165
Jr. Toddlers	\$155
Sr. Toddlers	\$155
Two Year Olds	\$150
Three & Four Year Olds	\$145
Pre-K	\$135
<b>Before &amp; After Care:</b>	
Mornings & Afternoons	\$50
Mornings Only	\$40
Afternoons Only	\$40
Unregistered School Age Student	\$30 for a full day
<b>Summer Camp:</b>	
Weekly tuition does not change for Infants-Pre-K	
School Age Students	\$130

### **Additional Before & After Care Tuition**

If school is closed and your child comes to our center for a full day, additional charges are as follows:

For Morning or Afternoon Only students: \$20 extra

For Full Time Students: \$15 extra

Non-registered students: \$30 per day

### **Additional Charges & Fees**

Initial Registration (due at enrollment):

Full time students: \$100 per child

After Schoolers: \$50 per child

Annual registration fee (due annually in August):

2-year old – Pre-K - \$75 per child

School Age - \$25 per child

Summer Camp Activity Fee (due April 15<sup>th</sup>):

2-year old – Pre-K - \$50 per child

School Age - \$150 per child

Late Fee:

If tuition is not paid in full by each Monday, each account will be subject to a \$25 late fee.  
A Late Pick-Up Fee of \$1.00 per minute per child will be charged when picked up past 6 p.m.

NSF fee: checks returned for insufficient funds will be charged a \$25 fee; the returned check and fee must be paid in cash, money order or credit card before additional services are provided. If this occurs more than once, we may require payment by another method for enrollment to continue.

Overdue Balance: Accounts with more than one-weeks balance overdue will result in suspension of services until full payment is received. If you are suspended for any period of time, you will be charged a new registration fee upon return.

\* Families with 2 or more children enrolled (at least 1 full time) will receive a \$10 weekly tuition discount off their total bill.

**Forms of Payment**

We accept cash, local personal or bank checks, money orders, MasterCard, Visa and Tuition Express. A \$5 weekly discount is applied to all accounts enrolled in Tuition Express.

**Registration**

There is a non-refundable \$100 Registration Fee charged at the time of enrollment.  
If your child withdraws from the program at any time, a new registration fee is due at the time of re-enrollment.

**Tuition Requirements:**

Weekly tuition is due each Monday before services are provided for the current week.

Tuition fees are not pro-rated for illness, absences, holidays or emergency closures of the center. After one year of enrollment, full time students are eligible for one credit week for vacation or time off. The vacation credit will apply to a Monday through Friday time period. Please see the front desk to request a vacation credit.

**Withdrawing from the Center:**

One week written notice is required prior to withdrawing. All balances must be paid in full by the last day of attendance. A credit will be issued for returned access keys/cards in workable condition. Any outstanding balance will be referred to a collection agency and Provider Watch, a credit-reporting agency that specializes in childcare accounts.

**Holidays**

We will close in observation of the following holidays: Good Friday, Labor Day, Memorial Day, Thanksgiving, July 4<sup>th</sup>, Christmas Eve, Christmas Day, and New Years Day. These closing are subject to change. Additional days may be added depending on when the holiday falls within the week.

The Best Care will also be closed a couple times a year for training. We will let you know when and post the dates prior to the closure.

**School Age Holiday Tuition:**

If your child attends the Before & Aftercare program and school is not in session due to holidays or other closures, the Before & Aftercare weekly tuition will be applied to your account.  
If your school age child attends the center for a full day when school is not in session due to holidays or other closures, an additional daily fee will be applied to your account.

IMPORTANT: Best Care reserves the right to change tuition/fees at any time with 30 day's notice.

### **Emergency Dismissal**

There are a number of hazards that could cause an evacuation. If this does occur, know that our top priority will be the safety of each and every child!

If there is an emergency that is limited to one building or area, our staff will move the children to a safe distance. If the entire center has to be evacuated, we will move the children to the parking area behind the buildings east of the Best Care on Old Hammond Hwy. We will notify parents/guardians immediately of any emergency, and if the children need to be picked up. In any evacuation, children will be accounted for at the start, throughout the evacuation and at the completion or until pick up. We train our staff members extensively on the procedures and guidelines set in place for evacuation and emergency situations! They are prepared to keep your child safe until the proper parent/guardian arrives. For more information on our emergency procedures, visit our website or view the hard copy located next to the front desk.

### **Abuse and Neglect Policy:**

All Best Care staff members are mandated reporters. We, as parents and caregivers are very concerned about the well being of children at our center. Any suspected abuse and/or neglect of a child in our center must be reported in accordance with Louisiana Department of Education's Regulations 1509.A.1. Child Protective Services may be contacted at 1.855.452.5437.

### **Non-Discrimination Policy:**

Best Care is open to all children ages 6 weeks to 16 years old regardless of race, color, creed, sex, national origin, handicap, and/or ancestry. The center does not discriminate against children who are breastfed.

### **Admissions and Discharge Policy:**

Our enrollment policy is on a first-come, first-serve basis.

Admission requirements include:

- 1) A complete, signed registration card.
- 2) A current form for immunizations.
- 3) A non-refundable \$100 registration fee per family.
- 4) One week's tuition.
- 5) When space is not available the parent's name, phone number, and child's date of birth are secured and placed on a waiting list to be served on the basis of available space. Once we have knowledge that a spot will become available, parents are notified by telephone.

Discharge requirements include:

- 1) A minimum of one full week's notice is required if you child will be withdrawn from the center.
- 2) The deposit for access keys/cards that are returned in good, working condition will be refunded by check or credited to the families account at Best Child Care.

Our policy is to provide the best care and educational experience for children enrolled. In order to accomplish this, it may become necessary for the Center to discharge a child for one or more of the following reasons:

- 1) The child has behavioral or other concerns preventing the Center's staff from realistically serving the child's needs in addition to the needs of the other children;
- 2) Special needs of a child which we cannot adequately meet with current staffing;
- 3) Failure to submit required information or forms;
- 4) Failure to comply with the policies of the center;
- 5) Non-payment or excessive late payment of fees.

Any outstanding balance remaining after withdrawal is the responsibility of the parent/s and will be subject to collection.

**Disclosure of Information Policy:**

Best Care is licensed by the Louisiana Department of Education as a Type I Learning Center. The Center strives at all times to uphold the highest standards as a quality early childhood program in and above accordance with licensing requirements. Information regarding state regulations and early learning centers may be viewed at [www.louisianabelieves.com](http://www.louisianabelieves.com). You may call or write the Department at 877.453.2721/LDOE should you have significant, unresolved departmental complaints.

**Parental Access Policy:**

As a parent you may enter the facility at any time of day, during regular operating hours, 6:30a.m. – 6:00p.m. Monday through Friday, while your child is present.

**Parental Involvement Policy:**

This center is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. We keep you informed of classroom and Center activities through notices, emails, Center newsletters, announcements posted in the front office, and Best Care’s Facebook page.

**Electronic Device Policy**

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand-held electronic devices, shall adhere to the following limitations:

- 1) Electronic device activities for children under age 2 are prohibited; and
- 2) Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hour per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day. Allowances will be made for holiday movies, learning opportunities, and summer camp activities with specific approval from the Director.

**Computer/Internet Practices Policy:**

Best Care does not permit, and will not provide Internet access to children.

**Programs, Movies, & Video Games:**

- 1) This center does not have access to television. All videos, DVDs or other programming shall be suitable for the youngest child present.
- 2) “PG” programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- 3) All video games shall be suitable for the youngest child with access to the games.
  - a) “C” and “E” rated games are permitted.
  - b) “E10+” rated games shall be permitted for children ages 10 years and older.
  - c) “T”, “M” “A” or “RP” rated games are not permitted.
- 4) All components of personal electronic items brought into the center must be clearly labeled. Best Care is not liable for student’s lost or broken equipment.

**Provisional Employee Policy**

As directed by the Louisiana Department of Education (LDOE), provisional employment status is a temporary status that allows a person to be employed by a center on a “provisional” basis until all of the Child Care Criminal Background Check (CCCBC) results are received by (LDOE) and a determination of eligibility or ineligibility is made. Pursuant to both Louisiana and Federal law, LDOE may grant an

individual provisional employment status if (a) the individual has submitted fingerprints and (b) LDOE has received the satisfactory results from either the Louisiana or FBI criminal history record. A person with provisional employment status may be provisionally employed by a center only if they are monitored by the center, pending receipt of all CCCBC results.

**Monitoring Requirements:**

- 1) A monitor of a provisionally employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for childcare purposes, who is designated by the center to monitor a specific provisionally employed staff member.
- 2) The center must designate a monitor for each provisionally employed staff member present at the center.
- 3) The monitor shall be physically present at the center at all times when the provisionally employed staff member is present at the center.
- 4) Monitors must remain within close enough proximity of their designated provisionally employed staff members to be able to intervene at any time if intervention is needed.
- 5) A monitor shall perform at least one visual observation of each designated provisionally employed staff member every 30 minutes.
- 6) The center may designate one monitor for up to a maximum of five provisionally employed staff members at any given time.
- 7) At least one monitor must be physically present at all times in any room during naptimes if a provisionally employed staff member is present.
- 8) The center shall have a log or other written documentation of the monitoring of provisionally employed staff members that identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

**IMPORTANT:** Best Care reserves the right to dismiss or expel any student or family from the center at any time for failure to comply with the rules and regulations set forth.