



**Golden Rule Daycare**  
PROVIDING WHOLESOME VALUES TODAY FOR TOMORROW

## **Parent Handbook**

**2024-2025**

**44048 LA Hwy 429**

**St. Amant, LA 70774**

**(225)644-4770**

**GoldenRuleKids@Gmail.com**

**Goldenrulekids.com**

## Hours of Operation

Monday-Friday 6:30am-6:00pm

## Holiday Schedule 2024-2025

Independence Day	July 4 <sup>th</sup> & 5 <sup>th</sup>
Labor Day	September 2 <sup>nd</sup>
Staff Development	September 20 <sup>th</sup>
Thanksgiving	November 28 <sup>th</sup> & 29 <sup>th</sup>
Christmas Eve – CLOSE EARLY	December 24 <sup>th</sup> – CLOSE AT 4
Christmas	December 25 <sup>th</sup> , 26 <sup>th</sup> , & 27 <sup>th</sup>
New Years	December 31 <sup>st</sup> & January 1 <sup>st</sup>
Staff Development	January 31 <sup>st</sup>
Mardi Gras	March 3 <sup>rd</sup> & 4 <sup>th</sup>
Good Friday	April 18 <sup>th</sup>
Staff Development	May 5 <sup>th</sup>
Memorial Day	May 26 <sup>th</sup>

## Class Ratio

6wk - 1yr	5:1
1 year	7:1
2 years	11:1
PreK 3	13:1
PreK 4	15:1
School Age	23:1

\*Enrollment for the following school year begins in February

\*Summer Camp Enrollment Begins in March

Age Cutoff: September 30<sup>th</sup>

**\$225 Registration Fee**

**NON-REFUNDABLE AND DUE AT TIME OF REGISTRATION**

## **Mission Statement:**

**Academic Development:** The Golden Rule's daycare and preschool program is distinct because it is centered on high moral standards seeking to encourage self-worth and respectability. Special emphasis is placed upon building strong language skills, phonics-based readiness, concrete math understandings, and fine motor development to facilitate real writing skills. Exposure to music and library time supplements the core curriculum.

**Physical Development:** Children enjoy regular opportunities for vigorous play and to develop gross motor skills during playground time and creative movement exercises. We offer nutritious meals and snacks daily while fostering good eating habits as well for growing bodies.

**Social Development:** The Golden Rule would like to revolutionize the way we provide for our children. Daycare is a chance for children to develop a sense of independence as well as build important relationship skills. We like and encourage our parents to have an active role in the daycare realm. We display artwork and pictures so you may see what your child has been doing while you are at work. These magnificent displays of creativity can be seen as you walk down our hallway. We would like for The Golden Rule to be considered your children's home away from home. Our goal is that your children will feel the same way with us as they do with you. We do not consider it a burden to watch your children, but rather feel it is an honor and privilege to provide the best care possible in the safest environment possible for your children.

## **Registration:**

A registration fee of \$225.00 shall be charged for each child at the time of enrollment and each spring of the coming school year. If a child should leave the center for a period of three (3) weeks and then wish to re-enter, the registration fee will be due again unless time absent was pre-approved by the directors.

## **Enrollment:**

Upon enrollment at our center each child shall have on file a master registration form, immunization records, parent agreement form, and payment of registration fee.

## **Tuition:**

- Infants \$190.00 weekly
- 1's \$180.00 weekly
- 2's \$170.00 weekly
- 3's \$160.00 weekly
- Preschool (4 & 5 yr. old) \$160.00 weekly (preschool & daycare)
- Before care only \$60.00 weekly
- After care only \$75.00 weekly
- Before & After care \$105.00 weekly

**\*\*Please understand that you will be charged tuition regardless of if your child attends or not. Tuition is paid for your child's spot, not attendance. Management reserves the right to adjust tuition pricing as needed.**

## **Clothing:**

Each child shall have two (2) changes of clothing that are left at the center to be used for emergencies. All clothing items must clearly be marked with the child's name.

When dressing your child each morning, please keep in mind that we will be playing, crafting, and getting dirty from all the fun we will be having each day. Please ensure your child is wearing proper footwear each day (no toy heels, etc.). Closed toe shoes are preferred.

### **Supplies:**

Each child will be given a supply list of items that are to be brought upon new enrollment and then annually every August. These supplies are used in the classroom that your child will be in for the entire school year. You may, however, be asked throughout the year to bring additional wipes/Kleenex if the classroom supply gets low. Infants and toddlers may be asked to bring wipes, diapers etc. more frequently than the older children. Please read your child's daily report sent via ProCare as that is where we will be requesting extra supplies etc.

### **Payment and Childcare Services Contract:**

Weekly and Bi-Weekly invoices will be sent every Monday and shall be due by Thursday. On Friday, a late fee of \$30.00 will be added to your account and all fees must be paid in full at the time of drop off.

Monthly invoices will be sent on the 1<sup>st</sup> of every month. If payment is not received within 3 days of receiving your invoice, a \$30 late fee will be added to your account.

There is a processing fee of \$4 for Credit, Debit, and ACH transactions. This will be added to your tuition invoice. If you choose to pay by cash, check, or money order this fee will be removed.

If no payment is applied to your account for two weeks your child will not be able to attend until payment is received in full.

All fees are payable in advance by check, money order, cash or paying through the ProCare app. Any children that leave the daycare with fees in arrears will be subject to further collection, all collection costs, and will have their debt listed on your credit report. There will be a \$40.00 charge for all NSF checks. Following the 2nd NSF check, cash only will be accepted. **If you would like to pay tuition bi-weekly, semi-monthly, or monthly this will need to be set up in advance with the directors. There are no reductions for absences due to illness or closures for emergencies, personal vacations, or holidays. You are still obligated to pay tuition if your child does not attend.**

### **Attendance:**

Our business hours are Monday - Friday 6:30 A.M. - 6:00 P.M. We ask that all children arrive at the center by 8:30 a.m.

### **Appointments:**

We understand that sometimes there are appointments etc. where your child must attend. In these situations, call the center at 225-644-4770 or send a message via ProCare to let us know that you will be late or absent.

### **Late Pick Ups:**

If a child is picked up after 6:00 P.M. a late charge of \$5.00 per minute increments will be charged for each child, not family, that remains at the center after closing. This is to be paid that night upon pick-up directly to the staff closing the center. If not paid that night you will receive a notice of payment and it will need to be paid to the director(s) by Friday of the week the lateness occurred, or you will be charged an additional \$10.00 and the entire late fee will be taken out of your next week's payment.

### **Change in Transportation:**

If someone else will be picking up your child, please send a message through ProCare as soon as you know. If it is their first time picking up, they will be asked to show ID. They must be listed in ProCare for approved pick up. We cannot be responsible for remembering all verbal notifications.

### **Absences:**

If you know your child will not be attending due to illness or planned vacation, please let us know as soon as possible via ProCare.

### **Admission/Withdrawal/Dismissal:**

A two (2) week written notice prior to withdrawal is to be given to the director(s). The last two (2) weeks will need to be paid in advance when notice is given.

We try to make any transition for a child smooth and painless one. However, if it should be determined that the child is not gaining the benefit from the child-care setting, other arrangements may need to be made. IE: hitting, biting, anger, kicking... if any of these issues cannot be controlled in an ongoing manner, we reserve the right to dismiss the child from the center. If any of the above actions are a recurring issue, we will notify the parent and make every effort to resolve the problem before dismissal of the child.

### **Food:**

- It is not permissible for children to bring food or drink into the center unless the following exceptions apply:
  1. Bottles and baby food for infants:
    - a. All food/formula must come in its original container with the child's first and last name on it. Bottled formula/breast milk shall have the bottles, caps/covers liners etc. labeled with child's name or initials
  2. Children on therapeutic diets prescribed by a physician may bring their own food and/or drink for meals and so long as a note from a physician is provided.
  3. Refreshments for special occasions such as birthdays and holidays may be brought into the center with prior approval from the director(s)

\*\*\* In the event your child must bring their own lunch/snacks, you **MUST** ensure these food items **DO NOT** contain any nuts. We are a nut free facility.

**Breakfast** is served from 6:30-8:30 a.m.

**Lunch** is served from 10:30-11:45

**Snacks** are served at 9:00 a.m. & 2:30 p.m.

### **Medication:**

**We do not administer medicine beyond life saving measures.** This includes but is not limited to: Tylenol, Motrin, antibiotics, cough syrup, cough drops, Benadryl, breathing treatments, ADD/ADHD medicine, eye drops, etc. If your child needs medicine during the day, you are more than welcome to come to the center and administer the medication to them.

### **Emergency Closures:**

When the Ascension Parish School Board deems it necessary to cancel school for weather conditions or an emergency situation, our school will follow the same procedure. If an emergency occurs during our operating hours, we will notify parents to pick up their children immediately (within 30 minutes). **If we are able to open back up with no harm to the children, and at full compliance with the Department of Licensing, we will re-open even if Ascension Schools still have to stay closed. We will adjust tuition as needed for long-term closures.**

### **Abuse and Neglect:**

The child abuse prevention and treatment act defines child abuse and neglect as the “physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen (18) years of age.”

Should abuse be suspected of a person or persons who is responsible for the child’s welfare (parents, any employee of a residential facility or any person providing out-of-home care) a formal report listing the concern will be submitted to the proper authorities.

Child Protection Services Hotline #1-855-452-5437

### **Complaint Policy:**

Our center is licensed under the authority of the State of Louisiana, Department of Social Service, Bureau of Licensing. Any significant unresolved issue and/or complaint should be directed to:

Department of Social Services  
P.O. Box 3078  
Baton Rouge, LA 70821  
Telephone # 225-342-9905

### **Illness:**

**CHILDREN WHO ARE ILL MUST NOT BE BROUGHT TO THE CENTER!** Please be sure to get a note from the doctor stating the nature of the illness, if contagious, and when the child may return to the center. If your child does not have anything contagious and no fever, a note must accompany the child upon returning to the center from the doctor stating as such. A child may not remain at the center if he/she is vomiting, has diarrhea, or a temperature of at least 100.4 degrees under the arm. The child must be picked up and may **not** return to the center the following day.

He/she must be free of all symptoms for at least 24 HOURS. Children in the toddler room and older must be able to participate in all activities, **including outdoor play** before they return from an illness. **\*\*\* PLEASE NOTE, WE CANNOT EXCLUDE ANY CHILD FROM PLAYING OUTSIDE\*\*\***. If your child is not feeling well enough to play outside, please keep them at home.

All children exhibiting skin rashes or inflamed/runny eyes must have a physician’s note stating they are not contagious **BEFORE** coming to the center.

When your child goes to the doctor for regular immunizations, **WE MUST** have an updated copy of the shot card for the center’s files. We must report this to DHH annually. All children that are enrolled in our center must have immunizations in accordance with the state they live in. We will not admit any child who is not immunized into our center; we do not accept a waiver of immunization.

We do not call parents to pick up their children unless we feel strongly that they are too sick to be at the center. We take into consideration the teething period of the younger children. We also observe the “allergy children” and those who have frequent ear infections. We do not consider a child with only an ear infection to be contagious and he/she may attend even though he/she may have fever with a

physician's note. If your child must be hospitalized and is out for a week or longer, we will hold his/her spot for half a week's tuition. This arrangement has to be brought to the director(s) attention and backed up with a note from the hospital with the child's name and date the stay in the hospital occurred.

### **Parent Involvement:**

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family potluck dinner, holiday party or parent/grandparents' day.

### **Behavior Management:**

Because we provide child-care and education in a group atmosphere, we will monitor the behavior of all children closely. If there comes a time where the safety of other children is involved, we may ask a parent to remove the child from the center for a specific amount of time. If the behavior continues, we may ask the parent to remove the child altogether and terminate care. We reserve the right to terminate care at any time. Children are provided with toys and should be prohibited from bringing toys from home.

The following are prohibited at Golden Rule Daycare:

- I. Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, 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 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 not 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 during the playtime.

### **Biting Policy:**

With preschoolers, biting is an unavoidable consequence of young children in group care. When this happens, it can be scary, frustrating, and stressful for children, parents, and teachers. However unfortunate, it is a natural phenomenon, not something to blame on children, parents, or teachers. There is no quick and easy solution. Some children become "stuck" for a while in a biting syndrome, and it is a frustration for the parents of victims that we are unable to "fix" the child quickly. We make every effort to monitor and extinguish the behavior quickly and balance our commitment to all families. We will require withdrawal only when deemed an unmanageable behavior concern.

### **Time Out:**

- I. Timeout 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 the age of 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.

### **Discipline:**

- If a child is misbehaving and has been corrected, they will be placed in “time-out”. They will be placed in there 1 minute for every year of their age: 2 years = 2 minutes.
- If a child becomes uncontrollable, hitting, scratching, kicking, or biting, the parents will be contacted, and the child will have to be removed from school for the remainder of the day.
- Cruel, severe, unusual, or corporal punishment will never be used on a child – “Not even at the parent’s request”; this includes spanking, tapping of the hand etc.
- No child or group of children will be allowed to discipline another child.
- When a child is removed from the group for disciplinary reasons, he/she will never be out of sight of a staff member.
- No child will be deprived of meals or snacks for disciplinary reasons.
- No derogatory remarks shall be made about the child or the parent.

### **Confidentiality:**

No information can be taken, given, or passed on be it on paper or word of mouth about one family to another. A parent may receive any information out of their own child’s file.

### **Electronic Devices:**

***GRDC does not allow any personal electronic devices for the purpose of personal use. Staff will have access to their personal devices for frequent ProCare updates throughout the day.***

All activities involving electronic devices, including but not limited to television, movies, games, computers, and handheld electronic devices, shall adhere to the following limitations.

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.
- c. Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring of filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.
- d. Programs, Movies, and Video Game Policy 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.
- e. All television, video, DVD or other programming shall be suitable for the youngest child present.
- f. “PG” programming or its television equivalent shall not be shown to children under 5.
- g. “PG” programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- h. Any programming with a rating more restrictive than “PG” is prohibited.
- i. All video games shall be suitable for the youngest child with access to the games.
- j. “E10+” rated games shall be permitted for children ages 10 years and older.
- k. “T” and “M” rated games are prohibited.

### **Parent Access:**

Golden Rule Daycare supports an open-door policy. If you want to drop by to check in on your child, you are more than welcome to do so. We do ask that you not go into the room, but rather peek in the



windows to avoid disruption to the learning day and/or your child. There will be opportunities for parent participation throughout the year.

### **Parent/Staff Communication:**

Parents and staff members should communicate via the parent communication app provided by the center (ProCare, Brightwheel, etc) or facility phone only. Parents and staff should not communicate via personal lines of communication (texting, facebook, etc) so that staff members and management can be sure to receive pertinent information regarding your child and to avoid any possible confusion.

### **Transportation/field trips:**

The school bus will pick up/drop off children enrolled in before/after care for St. Amant Primary only.

We provide transportation via Shuttle Van to and from Lake Elementary. Students who are enrolled in Before Care for Lake Elementary are required to be at the center absolutely no later than 7:45am in order to make it to school on-time. Golden Rule Daycare will promptly pick up your child from the school at 3:25pm if they are enrolled in After Care at the center.

We also have “in-house” field trips. The local fire department, police department and other vendors who may provide activities for the children will come into the center.

Tumble Time is offered for an additional charge for children ages two (2) and up; this service is a weekly program and is offered three (3) times a month by an outside vendor. This service is provided August through May. If you would like to request information on this service, we will be more than happy to provide you with the registration form.

We will have a variety of other activities available for additional charge throughout the year. Parents will be notified via ProCare.

### **Staff Hired by Parents**

We strongly discourage our employees from making personal child care arrangements with families of children who attend Golden Rule. However, in the event that you enter into an agreement with a Golden Rule Daycare employee to babysit for your family outside of the employee’s normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Golden Rule Daycare employee. We are not responsible for our employees away from school and will not be liable for their acts or omissions when not on school property including the transportation of children.

### **Provisionally Employed Staff:**

The center may provisionally employ staff members in accordance with R.S. 17:6 and 17:407.40(A)(1).

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

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

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

(or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.

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

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

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

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

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

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

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

In accordance with Federal Law and U.S. Department of Agriculture Policy, The Golden Rule does not discriminate against any person(s) because of race, color, national origin, sex, age, or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints should be forwarded immediately to:

USDA Director, Office of Civil Rights

Room 326-W; Whitten Bldg.

14<sup>th</sup> and Independence Ave. SW.

Washington, DC 20250-9410

Or call (202) 720-5964 (voice and TDD). The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, name, titles, and business addresses of persons who may have knowledge of the discriminatory action.

“USDA is an equal opportunity provider and employer”. The Golden Rule Daycare is an incredible facility for ages 6 weeks to 12 years. We are a Type II Center and an accredited member of NAEYC. In addition, the Louisiana Department of Health and The Louisiana Office for State Fire Marshall have both approved our daycare facility. We are a non-discriminating center with regards to race, color, national origin, sex, religion, or breast-feeding mothers.