

# **WELCOME TO SHIP'S AHOY**

## **Introduction:**

We understand that each and every day is important in the life of your child and that's why we are dedicated to excellence in every aspect of our service to the children in our care. We are committed to providing the most up to date curriculum and the most thorough training for our staff. The most important job, however is to make sure that our little sailors receive lots of loving attention and they enjoy the time they spend with us. We hope you will take a moment to familiarize yourself with our policies and procedures and if you have any questions, please don't hesitate to ask.

## **Philosophy:**

We truly believe Ship's Ahoy is different. We are not babysitters who warehouse children, but a group of caring professionals who understand the needs of children at different ages. Our role is to provide a well-rounded program, which stimulates your child's emotional, social, intellectual and physical development. We enrich the learning experience by making each child feel safe and secure.

## **Your Role as a Parent:**

The most important thing you bring to the partnership as a parent, except for your child, is your attitude. It must be positive when leaving your child with us if he or she is to adjust to being away from home and family. If you feel guilty about leaving your child with others, or feel that you are somehow neglecting him because you must work, your child will have a harder time adjusting to the center. Please talk about what fun learning can be, take a real interest in school as well as notes from home so we can stay abreast of situations which affect your child. Please feel free to set up a conference with the Director or your child's teacher. We want you to feel a part of our center.

**Parent Involvement:** We encourage parent involvement and think it is very important to the success of your child's education. We have multiple opportunities for parent to involve themselves here at Ship's Ahoy. Annual Open House- September of each year; Holiday class parties after naptime and parent and staff conferences. All events will be posted in advance.

## **Your Child's Role:**

You can be assured that your child's attitude about coming to school in large parts reflects yours. Your excitement about this opportunity to make new friends and be challenged to learn in a creative way will create the proper attitude for your child.

## **Parent Handbook**

The parent handbook is reprinted periodically. One handbook is issued per family. A form stating that the parent agrees to read and abide by policies stated in the parent handbook should be signed and dated. The director has the right to amend the handbook. Parents are notified of changes through written notices.

Parents are to comply with the terms of the parent handbook. Failure to abide by the terms may subject the child to removal from the school.

## ADMISSION POLICY

### Pre-Registration Enrollment:

Enrollment is considered complete when:

1. A parent has visited the center
2. All necessary paper work has been completed and returned
3. Registration and first week's tuition has been paid
4. The parent has met with the Director
5. The parent has read and understand the policy and procedures

### Tuition/Registration Fee/School Supplies:

Tuition is due on Monday of each week. If tuition is not paid by Monday, late fees of \$10.00 per day will be added to your account. This late fee will be assessed everyday until paid (\$40) and the child will not be able to return the following Monday until all fees are paid in full. We accept cash, check, credit/debit cards & money orders. Our fiscal school year begins September of every year. All registration fees and supplies will be renewed by the first of September and the first of March of every year in order to ensure a position for your child at Ship's Ahoy. If supplies are not brought at the beginning of each month a notice will be issued and then a \$10 fee will be assessed to purchase the needed supplies. If both have not been renewed the child/children will not be able to continue at the center until such time as the parents have complied with this policy. In September of every year, a new Food Program application must be completed for each child.

### CCA Parents:

Any parent that has the aid of CCA will have to pay weekly tuition in full until they are able to check their child in with a finger image. All CCA parents and parent designees must drop off and pick up by both providing a finger image and signing in/out. Payment is issued based on the finger imaging. If this is not complete the parent will be responsible for full payment any days the child was not checked in and out properly. CCA only pays for five absences that your child has within the month. Parents will be responsible for any absences above five and those charges will be put on the parent's invoice by the end of the following month.

Parents or other responsible parties enrolling the children will be personally liable for payment of school fees and tuition. In the event any portion of fees are turned over to an attorney or other collection agency, the responsible party will also have to pay collection fees in the amount of \$250.00 or 33% of the principle amount due, whichever is greater, together with court costs and interest at the rate of 18% of principal and collection fees per year until paid. All returned checks would be charged a fee of \$25.00 per transaction.

### Weekly Tuition:

Infants (6 weeks- 11 months)	\$180.00
Toddlers- Threes (12 months- 35 months)	\$170.00
Threes- Up (36 months- 12 yrs)	\$170.00
After School	\$60.00
Sibling discount	\$10 per child/ per week

### Registration:

Upon enrollment:	
September 1 <sup>st</sup> and March 1 <sup>st</sup>	\$100 (total \$200)

### Educational Program

**Ship's Ahoy uses Teaching Strategies, Creative Curriculum for all our classrooms in our learning Academy.**

The three curriculum volumes that make up The Foundation contains everything you need to know to build and implement a high-quality program, with a focus on responsive care and the routines and experiences that are so essential to the growth and development of children from birth to age 3. Our new Daily Resources are instructional tools that feature expanded and detailed guidance for providing intentional, responsive care and teaching during routines and learning experiences for very young children.

The Creative Curriculum for Preschool

is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It is designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

**Daily Schedules:** Each age level has its own schedule, which includes opportunity for individual, small and large group activities; indoor and outdoor play; and routines for meals, snacks and nap. Activities are planned for each day, which provide the children with opportunities for physical, social, emotional and intellectual growth in a variety of ways.

**Child/Teacher Ratio** (our ratio are lower than that required from State Licensing)

Child/Staff ratios are established to ensure the safety of all children. Only those staff members directly involved in childcare and supervision shall be considered in assessing child/staff ratios. Child/Staff ratios shall be met at all times as the number of children supervised by one staff person shall not exceed the ratios as indicated below:

<b>AGES OF CHILDREN</b>	<b>CHILD/STAFF RATIOS</b>
0/12 MONTHS	4:1, 8
13-24 MONTHS	6:1, 12
25-36 MONTHS	8:1, 16
3 YEARS	10:1, 20
4 YEARS	12:1, 24
5 YEARS	15:1, 30

**Dress Policy:** We believe here at Ship's Ahoy that a Child's work is play and play can be dirty. We do activities that involve paint, mud, glue, sand, etc. Dress your child in work clothes "play clothes". All of our material is washable, but we do not want to dirty any of your child's good "church clothes". Shoes are required over the age of one-year old per state licensing regulations. We do recommend that infants wear shoes once they become mobile. **NO Flip Flops or shoes with an open toe or heal.** This is for your child's safety

## **Policies and Procedures**

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

In accordance with Federal law and U.S. Department of Agriculture policy, Ship's Ahoy Children's Academy does not discriminate against any person(s) on the basis of race, color, creed, national origin, sex, age or disability, ancestry or whether the child is being breastfed. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All Civil rights complaints, written or verbal should be forwarded immediately to:

**USDA**  
**Director, Office of Civil Rights**  
**Room 326-W, Whitten Building**  
**1400 Independence Avenue, S.W.**  
**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, names, titles, and business addresses of persons who may have knowledge of discriminatory action.

### **Hours of Operation:**

Monday-Friday 7:00 a.m. – 5:30 p.m. Your child is allowed 10 hours a day, 50 hours a week. If you exceed this time there will be an additional fee of \$10.00 per half hour for every 30 minutes over 50. A charge of \$5 for the first minute and \$1.00 per minute after the time of closing must be paid before the child can return.

### **Holiday Schedule:**

There is no reduction in tuition when the school is closed for holidays/ in-service days. The center will be closed for the following holidays:

1. New Year's Eve & New Years Day
2. Monday & Tuesday of Mardi Gras
3. Good Friday & Easter Monday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Mardi Gras-Fat Tuesday
8. Thanksgiving Day & Friday
9. Christmas Eve & Christmas Day
10. Two Teacher In-service Training days- One in Fall and One in Spring (they will be posted by September of each year)

**If a holiday lands on a Saturday, we will be closed the Friday before. If a holiday lands on Sunday, we will be closed the following Monday.**

### **Open Door Policy:**

Parents are welcome any time unannounced. We only ask that the parents don't upset the routine of the classroom.

### **Children's Arrival and Supervision:**

Parents are expected to bring their children into the center and into their classroom to see that they are under supervision before leaving the premises and to reenter the building when picking up their children. All parents MUST use the front doors only to enter and exit.

Due to covid restrictions all children will be received and released at front door.

Due to scheduling and educational purposes all children must be present at the center by 9:00 a.m... If your child has a doctor's appointment and will be present after the 9 a.m. drop off, a phone call is required the morning of the appointment. Do not leave a message with teacher or leave a message at front desk the day before. If your child will be absent a phone call is appreciated.

### **Children's Release:**

Children will only be released to his/her parents unless the parent has authorized someone else in writing. If you call in for someone to pick up your child they must already be on the child's pick up list. If not, then the parent will have to make arrangements to come to the center and add them to the list.

### **Transportation Policy:**

We do not as of yet provide any type of transportation.

### **Outside Food Policy:**

State law states that **children may not bring food into the center**, parents cannot physically walk in with food of any kind, this includes pop tarts, hash browns, fast food etc. Breakfast, adequate snacks, and a hot lunch are provided daily. Food and menu exceptions cannot be made for individual children except for documented reasons, (That will have to be in their folders), such as religion and allergies. You will be stopped at the door. A current breakfast, lunch and afternoon snack menu is posted on the information bulletin board located at the front entrance and also outside each classroom.

The following exceptions are allowed:

1. Bottled formula for infants supplied by the parent shall have caps and be labeled with the child's name or initials.
2. Baby food supplied by the parent shall be in the original unopened container and labeled with the child's name.
3. When a child requires a special diet, a written statement from a medical authority shall be on file.
4. When a child requires a modified diet for religious reasons, a written statement to that affect from the child's parent shall be on file.

### **SLEEP & REST POLICY**

Every preschool child will have an afternoon rest period, as required by state law. A sheet or pillow case to cover the mats or cots and a blanket to cover child is required. Please send only small travel pillows and child-size blankets. Infants shall be allowed to sleep according to their individual schedules. Children under age 4 shall have rest time of at least 75 minutes. Children ages 4 and older shall be offered the opportunity for quiet time.

### **PHYSICAL ACTIVITY POLICY:**

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

**No Personal Toys Allowed:**

We can accommodate and ensure safety of the center's toys for all children. We ask the parents not to bring toys/personal belongings to the center. The center is not responsible for any toys brought from home.

**Medicine Authorization:**

Due to licensing guidelines and restrictions, Ship's Ahoy no longer administers medication.

The only medication that will be allowed is medication for life threatening emergency purposes (i.e. epi-pens and asthma inhalers). The paperwork for these items must be updated every 3 months.

Parents are welcome into the school at any time to administer medication as needed.

**Dis-Enrollment Policy:**

It will be decided solely by the director if a child must be dis-enrolled. Dis-enrollment will be enforced for but, not limited to the basic following reasons:

- Biting
- Aggressiveness
- Non payment of weekly tuition
- Abusive or inappropriate behavior by family or friends of the child
- Theft of Ship's Ahoy's property
- Three separate incidents when the parents or appropriate person doesn't pick up the child/children by 5:30 p.m.

Parents may be given as little as one day notice of dis-enrollment depending on the situation. For non-payment, abusive or inappropriate behavior by the parent, there will be a one-day notice. Furthermore, if child/children are left one hour after the center closes, the center is mandated to call the local child protection agency to inform them of the situation.

**Withdrawal:**

If it is necessary for you to withdraw your child from Ships Ahoy for any reason, you must give a **two-weeks written notice**. Failure to give notice will result in being charged for two weeks attendance regardless if your child attends.

**Photography / Website Policy:**

We will have pictures taken during different times of the year. We also will take pictures of your child to put on the front hallway and for photo albums. There are video cameras in each room with is viewed in the office and is recorded. We have a website [www.shipsahoy.org](http://www.shipsahoy.org) that your child's picture may be posted. There is no personal information divulged on the website.

**Confidentiality Policy:**

The center director will maintain and secure all children's records in a filing cabinet locked in her office. The director will secure records against loss, tampering, or unauthorized use. Records will be released to parents or guardian upon request. The center shall maintain the confidentiality of all children's records. All folders must be kept on file for a period of one year, so in the event of voluntary or involuntary dis-enrollment all files must remain property of Ship's Ahoy. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child and his/her family, directly or indirectly to any unauthorized person. The center shall obtain written informed consent from the parent prior to releasing any information or photographs from where a child might be identified except for the authorized state and federal officers.

**Video Policy:**

Ship's Ahoy will video the children and teachers in their classrooms everyday. The daycare will use this to monitor the progress of the children and employees. The DVR and monitor will be kept in the director's office. The center shall obtain written informed consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies. Parental written consent will be obtained from the parents before newspaper or T.V. stations will be allowed to publish or film children.

**Substance Policy:**

Ship's Ahoy prohibits the use of tobacco in any form, use of alcohol, the use or possession of illegal substances or unauthorized toxic substances, fire arms, pellets or BB guns (loaded or unloaded) in the center, playground, or any center sponsored field trips.

**Signing Children In and Out:**

Parents MUST sign each child/children in and out daily. The sign in/out sheet is located at the window of the front office. The state of LA. Demands that you write the time of arrival and the time of departure along with a full **legible** name on the designated areas. The state will not accept initials; nick names, (paw-paw, nanny, aunt etc.) Each parent will be responsible for informing anyone that is authorized to pick up the child/children.

**Medical Immunization:**

CHILDREN MUST HAVE CURRENT MEDICAL AND IMMUNIZATION RECORDS PRIOR TO ENROLLMENT. THEY MUST BE REGULARLY UPDATED IN COMPLIANCE WITH STATE LAW.

**Water Activities:**

Ship's Ahoy does not participate in activities involving water over 2 feet deep. There are sand and water tables in the classrooms that are accessible to the children for a portion of the day.

**Conferences:**

Conferences will be held when deemed necessary to keep parents informed of the progress their child is making in our preschool/daycare.

Conferences are made by the parent/guardian calling the school office. Office personnel will schedule conferences and notify the teachers. Conferences are held in the director's office with the director present.

**Electronic Device Policy:**

Devices are prohibited for children under age 2. For children over two, electronic device activities shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.

**Computer Practices Policy:**

That requires computers that allow internet access by children be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, email, instant messaging.

**Program Movies and Video Games Policy:**

Programs with violent or adult content are prohibited; all content must be suitable for youngest child present. Video games are prohibited at Ship's Ahoy. "PG" programming or its television equivalent shall not be shown to children under age five. Written Parental authorization needed for children five and over to view PG programming.

## **BEHAVIOR MANAGEMENT POLICY**

### **Ship's Ahoy Discipline Policy**

One of the goals of Ship's Ahoy is to help children learn appropriate behavior. We want children to act with:

- Self-control
- Respect for others
- Obedience

To help children reinforce these actions, we:

- Model the behaviors we want to see in the children.
- Establish clear, consistent, and simple limits.
- Explain the reasons for rules.
- Remain positive in our approach

In most cases, the way we encourage these actions is to reinforce positive behavior. In some cases, discipline is necessary. Before discipline of any kind is administered, however, a review of other possible causes of misbehavior will be considered. Is the child sick, tired, or hungry?

Prohibits children from being subject to any of the following:

- 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.
- 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;
- The threat of a prohibited action even if there is no intent to follow through with the threat;
- Being disciplined by another child;
- Being bullied by another child;
- Being deprived of food or beverages;
- Being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Time Out:

- Time out shall not be used for children under age 2
- A time out shall take place with in sight of staff
- 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
- For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

### **Biting Policy:**

A copy of our biting Policy is in the enrollment packet and can be found on our website at [www.shipsahoy.org](http://www.shipsahoy.org)



## Medical Procedures and Policies

Per Louisiana Administrative Code, Title 48 – Chapter 53, Child Day Care Center Class “A” Minimum Standards, the parent or designated person shall be notified immediately in the following situations:

### Incidents – Injuries – Accidents:

- Blood not contained in an adhesive strip.
- Head injury
- Human bite which breaks the skin
- Any animal bites.
- An impaled object
- Broken or dislodged teeth
- Any injury requires professional medical attention.

### Illnesses and/or unusual behavior:

- Allergic reaction & if an epi pen has to be administered
- Skin changes: rash, swelling, etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 101.1 oral, 102 rectal, or 101.1 under arm

### **Ship’s Ahoy will also call parents in the following situations:**

- Vomiting (after the 1st incident, quantity and cause will determine whether the child should go home.)
- Diarrhea (after the 2nd incident, quantity and cause will determine whether the child should go home.)
- Administration of auto-injectable epinephrine to a child believed to be having an anaphylactic reaction. A prescribed epi pen must be left at the center in a locked cabinet and all required paperwork must be completed for administration by a trained employee.

**If a child is sent home or kept home because of contagious illness, they must remain at home until they have had twenty-four hours at home with no symptoms. This includes fever, rash, vomiting or diarrhea.**

Children may return to school at any time with a written note from the doctor. Please notify the daycare if your child has been exposed to or contracts a contagious disease. Once parents/guardians are notified that a child is ill at school, we expect him/her to be picked up within 30 minutes.

### Appropriate First Aid:

Scratches and scrapes are inevitable when children play. In the event of a minor injury, soap, water, and band-aid will be administered as needed. Parents will be notified of all accidents.

### Monitoring Policy for Provisionally Employed Staff

(Title 28 Part CLXI Bulletin 137 & 1811)

Ship’s Ahoy may at times employ staff persons whose CCCBC (Child Care Criminal Background Check) status is considered “Provisional”. “Provisional” status occurs when one or more portions of the requested CCCBC is complete, but the department is awaiting the return of information necessary for completion of the remaining portions (ex. Any person that has resided in another state). Childcare CCCBCs now require a search of local, state and federal databases. Families shall be made aware of the possibility of the presence of a provisionally employed staff member anytime that such staff is employed by Ship’s Ahoy.

**Provisionally employed staff will be monitored anytime that they are present in the facility or on the premises. Ships Ahoy shall maintain written documentation of the monitoring of provisionally employed staff member; Documentation should identify each provisionally employed staff member, the designation monitors for each, and the times of the visual observations. Observations will occur a minimum of every 30 min and monitoring documents will be signed by the designated monitor. Such monitoring shall continue until which time the provisionally employed staff person's CCCBC status is updated to "Eligible for Childcare Purposes".**

**Grievance Procedures:**

Ship's Ahoy is monitored by the Louisiana Department of Social Services to ensure health, safety and well being of children who are in out of home care. Any significant, unresolved licensing complaint may be addressed to:

**Louisiana Department of Education**

**LDOE**

**1201 North Third Street**

**Baton Rouge, LA. 70521**

**Phone: (225) 342-9905**

**Fax: (225) 342-2498**

Ship's Ahoy strives to be fair, equitable and consistent in the implementation of all program policies, procedures and actions.

Any person (parent or community) wishing to express a concern or dispute program policies, procedures, or actions may do so in accordance to the following steps:

1. The parent/community person will approach staff immediately involved in the situation and attempt to reach resolution.
2. If a resolution can't be reached, the parent/community person contacts the Program Director, Stephanie Smith.
3. The program director will review the complaint and discuss the complaint with the staff involved.
4. The program director will respond to the parent/community with corrective action.
5. If the parent /community are not satisfied with the corrective action, a meeting with the parent, director and staff involved occurs in order to reach an agreed action.

The program director maintains a confidential file of all complaints and decisions.

**Abuse and Neglect:**

It is the responsibility of Ship's Ahoy as mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to report any suspected case of neglect or child to the proper authorities. Ships Ahoy shall not delay the reporting of suspected abuse or neglect to the hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

**Child Protection Agency**

**Hot Line Phone: 1-855-452-5437**

**4016 Avenue "F"**

**Lake Charles, LA. 70605**

# DIRECTORY

School Office.....	494-0280/433-BOAT
School Fax.....	494-7277

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