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### *Welcome to McMillian's FIRST Steps Community Development Corporation*

This Parent Handbook is part of our approach to building a healthy communication and partnerships between parents and families by providing information that will allow you and your child to have a positive experience at *McMillian's FIRST Steps Community Development Corporation*. (hereinafter will be referred to as *MCMILLIAN'S FIRST Steps CDC*).

We believe our program will offer children quality comprehensive educational experiences and services. These services are built upon the highest regard for culturally and linguistically responsive approaches, and collaborative activities in warm and caring centers, homes and communities.

We hope this Handbook will serve as a helpful resource during your child's stay at *McMillian's FIRST Steps CDC*. We welcome your ideas, suggestions and recommendations at any time.

### **VISION**

Children, including those with disabilities, have early childhood development and learning experiences that honor their unique characteristics, and prepare them for future school success. Families receive encouragement and support from service systems and their communities so they can achieve their own goals, and provide safe and nurturing environments for their young children. This recognition guides the design of early head start.

### **MISSION**

The mission of *McMillian's FIRST Steps CDC* is to provide children, including children with disabilities, with high quality services, that result in long term positive effects on their physical, health, intellectual, and social-emotional development. These services are built upon the highest regard for culturally and linguistically responsive approaches and activities in warm and caring environments.

## **BELIEFS**

*McMillian's FIRST Steps CDC* is based on the following beliefs:

- All children have the ability to learn.
- All children develop in their own way, each at their own time, and at their own pace.
- The family is the child's "first teacher" and should be supported in this effort.
- Every child should be supported in their individual learning styles.
- Every child has a "treasure box" of strengths that must be opened and celebrated.
- Every child will develop the foundation to be successful in school through exposure to multiple learning opportunities.

## **GOALS**

- Support children's optimal physical, health, intellectual and social-emotional development.
- Strengthen the role of families as primary caregivers of their children through education and support of parents and extended family members. Enhance family self-sufficiency and improvement.
- Promote a comprehensive network of services and supports through collaborative relationships with community providers.
- Support each staff person's capacity to function as a member of a well integrated, diverse and mutually supportive team in the provision of Early Head Start services.

## ***CENTER SITE INFORMATION***

*McMillian's FIRST Steps CDC* is in New Orleans, Louisiana. We will be housing for 2012 -2013 school year "Early Head Start / Recovery School District students as well as, Andrew Wilson Broadmoor Charter School LA-4 class and its own students from 6 weeks to 5 years of age.



### **Harold McMillian & Chantrell Causey, Center Directors**

Address: 2601 S. Claiborne Avenue, New Orleans, LA 70125

Telephone: (504) 822-1266

Fax Number: (504) 822-1269

### **Linda McMillian, Executive Director**

Address: 2601 S. Claiborne Avenue, New Orleans, LA. 70125

Telephone: (504) 650-4798 Cell

Office: (504) 822-1264

Fax Number: (504) 822-1269 or (504) 875-4502

All parents and visitors are requested to enter from the Claiborne Street entrance in the front of the building. All **adults** are expected to sign in at the table located in the cafeteria. If tuition is paid by the Child Care Assistant Program, finger imaging is required on a daily basis when arriving and or leaving the school.

The School Day begins at 7:00 a.m. daily

The School Day ends at 5:30 p.m. daily



## ***POLICIES AND PROCEDURES***

### **Child Care Licensing Policy**

*McMillian's FIRST Steps CDC* is licensed as a Class "A" Child Care Center by the State of Louisiana, Department of Social Services. The licensing authority of the Department of Social Services is established by Louisiana Law R.S. 46:1401 -142 (Act 286 of 1985), making mandatory the licensing of all child care facilities in the state of Louisiana.

As a duly licensed care center, *McMillian's FIRST Steps CDC* Program is subject to follow Minimum Standards as outlined in the Louisiana Administrative Code, Title 48 - Chapter 53, as published in the Louisiana Register dated November 1, 2003.

## **CHILD CARE LICENSING AND REGULATORY POLICY**

### ***NOTICE TO PARENTS:***

### ***HOW TO REQUEST INFORMATION ON LICENSING COMPLIANCE***

At the conclusion of each licensing visit when an area of non-compliance with the licensing regulations is noted, a Statement of Deficiencies is given to your child care provider. The Statement of Deficiencies may be found on the DSS Web site at [www.dss.louisiana.gov](http://www.dss.louisiana.gov). A hard copy of the Statement of Deficiencies may be obtained by submitting a request to:

*Department of Social Services  
Child Care Licensing and Regulatory Section  
Post Office Box 3078  
Baton Rouge, LA 70821  
FAX: (225) 342-9690*

If you would like additional information on how to view or obtain copies of the statement of deficiencies, please contact their office at (225) 342-9905.

## **GENERAL ADMISSIONS POLICY**

*McMillian's FIRST Steps CDC* Program admits children from **birth up to five years old**, without regard to race, color, sex, religion, national origin, or ancestry. During the admission process, *McMillian's FIRST Steps CDC* Director, and/or other staff members will conduct an admissions interview with parents/guardians. Each parent will have the opportunity to meet the staff of *McMillian's FIRST Steps CDC* Program. Parents will also be invited to tour and visit the facility and review the schedule for child care and program services.

The program encourages and provides support to parents to ensure that children's health records are kept up to date and submitted with the child's confidential in-



formation. *McMillian's FIRST Steps CDC* does not discriminate on the basis of special needs. The program accepts children with special needs and collaborates with the school system and outside early interventionists to ensure a supportive and effective school environment at *McMillian's FIRST Steps CDC* to meet their needs. Should a child require special interventions, the parents, staff, and other resource support team personnel such as a teacher, nurse, Child Search Coordinator, and Disabilities Coordinator will review the child's care requirements and collaboratively comprise a plan of care for the child.

It is expected that parents provide *McMillian's FIRST Steps CDC* with current medical, dental and immunization records completed by physicians at admission into the program. Upon review of the child's health record, if it is determined that a significant health service (i.e. medical, dental, immunization form) has not been completed, *McMillian's FIRST Steps CDC* staff will notify the parent and provide assistance in order to ensure that these important procedures have been conducted. Daily parent information exchange about each enrolled child will be conducted face to face and/or through communication between school and home. This will facilitate parent/staff discussion regarding the child's progress at school and will keep parents informed on the day's activities.

Children may only be excluded from school if they have a short term or acute illness that cannot be accommodated at *McMillian's FIRST Steps CDC* or poses a significant risk to the health or safety of the child or anyone with whom he/she comes in contact. Services will not be denied to children solely on the basis of his or her health needs or medication requirements.

1. Application for *McMillian's FIRST Steps CDC* Program
2. *McMillian's FIRST Steps CDC* Child Health Record
3. Completed Medical Exam form, doctor signature required
4. Completed Dental Exam form, a dentist signature required
5. Immunization Record, most current
6. Nutritional Assessment (Input and Output)
7. Child Release Permission



8. Master Card
9. Allergy information
10. Parent/Guardian Consent for General Activities Policies & Procedures
11. Medication Policy
12. Admission Policy
13. Family Partnership Agreement
14. Special Needs Summary Form
15. Home to School Transition/About the Child
16. Parent Information Session/ Home to School Transition
17. Family Interest Feedback
18. Home Visit Schedule and Form
19. Height/Weight/Hearing/Vision form
20. Additional Information may be required in keeping with *McMillian's FIRST Steps* CDC guidelines.



## MEDICATION POLICY

*McMillian's FIRST STEPS CDC* encourages parents to schedule their child's medication to be administered before or after Center hours. If, due to unavoidable scheduling problems, the medication has to be administered during Center hours, parent are encouraged to visit the Center to administer their child's medication.

*McMillian's FIRST STEPS CDC* understands it may not always be possible to reschedule or have parental administration of medication. Therefore, director only will be allowed to administer the medication under the following circumstances:

- All medication administered at school will be in keeping with *McMillian's FIRST Steps CDC* "Administration of Medication to Students Policy" and will be reviewed with parents by the Executive Director on an individual basis as needed.
- All medications shall be prescribed by a physician, dentist, physician assistant or nurse practitioner.
- Each medication must be in its original container with a legible label and complete pharmacy instructions with specific instructions to include possible side effects of the medication.
- An Administration of Medication Authorization form shall be signed by the parent to allow *McMillian's FIRST Steps* Director to administer each new and refilled medication to the child.
- The Medication Authorization form shall be updated weekly if the child is to remain on the medication longer than five days. The Center's director will keep a date and time log on all medications administered.
- The medication shall be given to the trained center's director each morning upon arrival and returned to the parent/guardian/responsible adult when the child is picked up from school.
- All medication shall be kept in a locked container or refrigerator at the center as needed.

- Parents shall notify director and their child's teacher of any other medications being given at home so that the director and teacher will be aware of any potential side effects possibly experienced during Center hours.
- Over the counter medications, topical ointments or creams, eye drops and ear drops shall not be administered by *McMillian's FIRST Steps* Director or any other staff.
- It is the responsibility of the parent to notify *McMillian's FIRST Steps* CDC director of any possible allergies to medications.
- No first dose of medication shall be administered at school.



## **IMMUNIZATION SCHEDULE**

Immunization will be required according to the current routine schedule recommended by the U. S. Public Health Services and American Academy of Pediatrics. Un-immunized children will be excluded during an outbreak of vaccine preventable illness as directed by the state health department. The recommended immunization schedule for all children is as follow:

***Birth- - - - -Hepatitis B (HBV)***

***2 months- - - - - Hepatitis B, DTaP, Polio  
(IPV), Hib, PCV7  
(Pneumococcal), Rotavirus***

***4 months- - - - - DTaP, Polio, Hib, PCV7,  
Rotavirus***

***6 months- - - - - Hepatitis B, DTaP, Hib, Polio,  
PCV7, Rotavirus, Flu***

***12 -15 months- - - - - DtaP, Varicella, MMR, PCV7,  
Hep A, Hib***

***18-23 months- - - - - Hep A***

***4 years or prior to- - - - - DTaP, Polio, MMR, Varicella  
school entry***

***11-12 years- - - - -Tdap, MCV4 (Meningococcal),  
HPV (Human Papilloma Virus)  
(Var, MMR, HBV if needed)***

***\*PCV7 is being replaced by PCV13 and children up to age 5 will be required to have a booster dose of PCV13 even though they may have finished the 4 dose series of PCV7.***

## **OPEN DOOR POLICY**

*McMillian's FIRST Steps CDC* Program has an "Open Door" policy that welcomes parents to visit their child's Center at any time during the regular open hours as long as their child is enrolled. Parents are encouraged to participate in Center activities by joining the Parent Committee and/or serving as a volunteer or observer. Any suggestions on ways to better our services are welcomed. Contact the Center Director for more information on volunteering.

## **NON DISCRIMINATION**

*McMillian's FIRST Steps CDC* Program does not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or discriminate against breast feeding mothers. *McMillian's* is an equal opportunity employer. Any parent who believes that he/she has been discriminated against or treated unfairly may contact the Center Director at (504) 822-1266.

## **COMPLAINT PROCEDURE**

*McMillian's FIRST Steps CDC* Program is licensed by the Louisiana Department of Social Services, Bureau of Licensing, P. O. Box 3078, Baton Rouge, LA 70821-3078. Any significant, unresolved licensing complaint should be directed to this department at (225) 342-9905. Fax: (225) 342-9690 or web address: [www.dss.state.la.us](http://www.dss.state.la.us).

## **COMPLAINT POLICY AND PROCEDURES**

In compliance with the *McMillian's FIRST Steps CDC* Board Policies and Procedures Manual, refers parents and the public to the following policy for complaints:

1. We welcome constructive criticism of the program whenever it is motivated by a sincere desire to improve the quality of the educational program or to assist the schools in doing their tasks more effectively.
2. We, however, have confidence in its professional staff and desires to support the actions of the staff in order that they be free from unnecessary, spiteful or needlessly negative criticism and complaints. Therefore, whenever a complaint is made directly to the Center as a whole or to an individual center member, the same shall be referred to the executive director for study and appropriate action.

3. *McMillian's FIRST Steps CDC* Program advises families and the public that the proper channeling of complaints involving instruction, discipline, or program operations is as follows:
  - (a) Teacher
  - (b) Center Director
  - (c) Executive Director for Curriculum, Instruction and Assessment
  - (d) Assistant Executive Director for curriculum, Instruction, and Assessment
4. The Executive Director shall develop procedures for handling challenges to supplies, equipment, books, or other learning material.
5. The Executive Director shall consider hearing citizen complaints only when such cannot be resolved by administration. Matters referred to the Executive Director shall be through the Administrator's office of the Executive Director and shall be in writing and should be specific in terms of what action is desired. The Executive Director shall not consider any matter which has not first been reviewed at the appropriate levels.

### **PHOTOGRAPHING CHILDREN**

*McMillian's FIRST Steps CDC* children will be photographed (still or video), only with the written permission of parents to publish, post, and distribute for educational training purposes.

### **THIRD PARTY RELEASE POLICY**

As mentioned in the Admission Policy, during the initial interview process parents are required to complete a Child Release Form (*Appendix ?*) identifying those individuals allowed to bring or pick up their children. If a parent wishes to add to or delete from this form, it is his/her responsibility to do so in writing. No child will be received or released to anyone not authorized by the parent. The staff member receiving the call must record the consent including the time, date, parent's name, name of the person authorized to pick up the child, and reason for the action on the "sign in and sign out sheet." Note: Any party authorized to pick-up a child must be at least 18 years of age and show picture I.D. when picking up for the 1<sup>st</sup>. time.



## **WATER AND SAND ACTIVITIES**

*McMillian's FIRST Steps CDC* will limit water and sand activities due to relative developmental levels of children.

## **COMMUNICATION**

It is expected that weekly written communication between parents/guardians and teachers is possible through use of the communication book in the classroom. Teachers make every effort to document new activities and progress of your child. This book is sent home once a week and in turn parents should provide information about their child to the teacher by writing a comment in the communication book.

## **CONFIDENTIALITY**

All information concerning the children cared for by *McMillian's FIRST Steps CDC* Program shall be kept confidential. Information will be divulged only on a need-to-know basis as it strictly relates to caring for the child. No information will be released directly or indirectly to any other individual or group without parental consent. All health information, written documentation, and /or telephone conversations shall be kept locked in an appropriate cabinet with designated personnel to maintain. Access to this file will be granted only to those persons who provide services to the children. The Center Director must approve all persons who request to review children's files. The Center Director is responsible for securing records against loss, tampering, or unauthorized use.

## **BITING POLICY**

*McMillian's FIRST Steps CDC* Program attempts to promote harmony between all children in the program; however, some incidences are unavoidable. The program attempts to minimize repeated biting episodes by separating children involved and evaluating each incident immediately. Documentation is kept on the time, circumstances, participants involved, and the actions taken by staff regarding the incident. The parents will be notified of all such incidents. The records of the child doing the actual biting will be reviewed to ensure that the child has no documented communicable illnesses. Documentation will be kept on each occurrence, including attempted bites, and number of actual bites. The wound will be cleaned. If the skin is broken, parents will be encouraged to seek further attention. The name of the child doing the biting will be kept confidential other than



in communication with that particular child's parent. Center staff will complete an incident form and document it in the illness/injury log and in the "bite book". The program will monitor those who have a tendency to bite very closely and a behavior intervention plan will be implemented with the teacher, parent, and support staff as needed

### ***McMillian's FIRST Steps CDC WITHDRAWAL FROM PROGRAM (DISMISSAL)***



McMillian's FIRST Steps CDC Program is committed to providing quality services to children and families; however, there are a few circumstances that may require discontinuation of services. These circumstances may include but are not limited to the following:

**School Attendance:** Chronic lateness and absenteeism can contribute to your child being withdrawn from *McMillian's FIRST Steps CDC* Program.

**Child Behavior:** *McMillian's FIRST Steps CDC* will implement a behavior plan for any child who may need intervention with behavior concerns. However, in circumstances where the child's behavior becomes unmanageable and the child and/or other children/staff are in danger of being injured, it may be necessary to withdraw the child from the program. Every effort will be made to manage the child's behavior prior to withdrawal.

**Adult Conduct:** In circumstances where adults (parents, family members, volunteers) do not adhere to *McMillian's FIRST Steps CDC's* Policies and Procedures, it may be necessary to request that the adult vacate the premises. Additionally, parent conduct is crucial to the smooth operation of *McMillian's FIRST Steps CDC* Program. Children may be withdrawn from school if parents do not adhere to the following:

- All parents/family members/caregivers of children shall refrain from any physically and/or verbally abusive behavior while on campus.
- All parents/family members/caregivers shall sign the "Daily Sign-In Log" in the cafeteria with their first and last names before entering any classroom on campus. All parents/family members shall complete a late school form if they arrive to school after 9:15 a.m., in the morning and after 5:30 p.m., in the afternoon.

- All parents/family members/caregivers shall properly supervise their children in the parking area, breezeway and any area on campus until they are properly signed into their classrooms.
- All parents/family members/caregivers of children shall promote positive appearance in regards to dress and attitude during arrival and departure of children.
- All parents/family members/caregivers of children shall adhere to all other reasonable requests of the school administrator while on campus.



## ***ATTENDANCE AND DISCIPLINE POLICIES***

### **Daily Attendance:**

Children are expected to arrive to school in the morning at 7:00 a.m., and are considered late if they arrive after 9:15 a.m.

Children must be picked up from school at 5:30 p.m. in the afternoon and will be considered late after 5:31 p.m.

Parents/Guardians **who bring their children to school in the morning after 9:15 a.m., and/or pick their children up from school in the afternoon after 5:30 p.m., must report to the Center Director or Staff in Charge to complete and sign a "Late School Form," explaining in writing the reason for the lateness and pay any late fee charges.** Chronic lateness in the morning and/or afternoon will result in an initial administrative intervention by the Center's Executive Director to ensure the reduction of such actions. Chronic lateness can also result in dismissal from the program if not resolved.

***\*Designated persons who are dropping off or picking up children from the Center must be at least 18 years of age. NO EXCEPTIONS.***

### **Absenteeism:**

**Note: *"NO TUITION EXEMPTION WHAT-SO-EVER"***

- Daily documentation must be kept on your child's attendance at school. If a child is going to be absent from school for any reason, it is the responsibility of the parent to notify the teacher or Center Director by the morning of the absence to explain the reason for the absence and the intended date when the child will return to school.

- Chronic absenteeism for reasons other than for illnesses, well baby visits, immunizations, health screenings and/or other extenuating circumstances that are approved by the Center Director, will not be permitted.
- When a child is absent due to an illness such as, but not limited to fever, diarrhea, vomiting, colds, runny noses, pink eye, and other contagious diseases, undiagnosed rashes and injuries, the parent must bring a "Return to School" note from the doctor.
- Children are allowed one day absent a month with parent consent. In such case, the parent must write, sign and submit to the Center Director a "Return to School" note explaining the reason for the absence. Upon return to school, during the morning health check, if the child is found to be ill, the parent will be requested to take the child to a doctor to get a "Return to School" permission note.

## **DISCIPLINE**

*McMillian's FIRST Steps CDC Program* will use only positive redirection, guidance, and limit setting as a means of discipline for all children serviced. Our goal is to encourage a positive self-esteem while teaching the children to be fair and to respect the rights of others. The staff will support self-control and foster the child's own ability to become self-disciplined.

Physical and/or verbal discipline is prohibited, as regulated by the State of Louisiana Bureau of Licensing for Child Care Centers.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from the group for disciplinary reasons, he/she shall never be out of the sight of a staff member. A child shall only be removed from a group if his/her behavior becomes a threat or danger to him-

self/herself, another child, or a staff member.

- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
- No child shall be denied rest or bathroom privileges as a form of punishment.
- No form of emotional abuse will be tolerated.

If at any time a parent observes a staff member using any of the aforementioned, or other types of punishment other than positive redirection, it should be reported immediately to the Center Director.

### **CHILD ABUSE AND NEGLECT**

*McMillian's FIRST STEPS CDC* Program staff is considered to be mandated reporters of any suspected abuse and/or neglect of a child in accordance with Louisiana State Law R.S. 14:403 to the local Child Protection Agency. Any suspicions are reported to the:

***Louisiana Department of Social Services  
627 N. Fourth St.  
Baton Rouge, LA 70802***

***Call 855-4LA-KIDS (855-452-5437) toll free 24 hours a day, 365 days a year.***



### **ADDITIONAL SAFETY POLICIES AND PROCEDURES**

#### **Shoe Safety**

We ask that parents not send children to school with sandals or any form of open toe shoes. These types of shoes prevent children from working and playing safely and hinder free movement in the classroom and on the playground.

#### **Hair Decorations**

We ask that parents not send children to school with hairballs and barrettes in their child's hair at school. They pose a safety hazard in the classroom and on the playground. Children who wear them have a difficult time wearing their safety

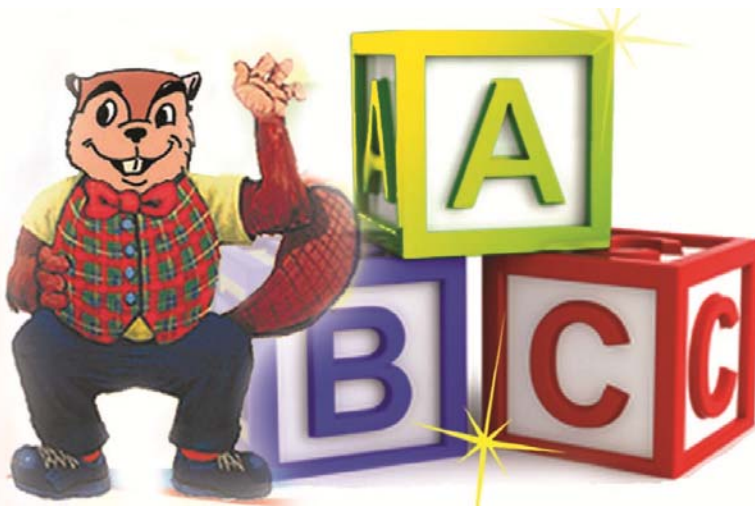
helmet properly and resting during nap time. These may fall out during the day and pose a choking hazard or be unsanitary as children may put them in their mouth. **Hair beads of any kind are not allowed at McMillian's FIRST Steps CDC.**

### **Outside Foods**

*McMillian's FIRST Steps CDC* provides children with all meals and snacks. Each child is assessed according to his/her individual diet. Many children have allergies and cannot be exposed to certain foods. Others have special and/or medical needs that require certain limitations. The program can only be responsible for the foods provided by the school and cannot evaluate the nutritional contents of food brought to school from outside. Therefore, **no foods of any kind from the outside are allowed at school.** Please see the Center Director for suitable ways to celebrate your child's birthday at school in keeping with *McMillian's FIRST Steps CDC* guidelines.

### **Toys and Games**

The program evaluates the safety and educational benefit of, toys, games and materials used in the classroom. The program cannot be responsible for the usage of toys, games and materials brought from the outside. No toys, games or other materials can be brought to *McMillian's FIRST Steps CDC* classrooms from outside of the building. **We also request all personal toys, trinkets and other items that may disrupt the transition of the child into the classroom be left at home or in the car when bringing your child to school.**



## DAILY SCHEDULE



7:00 - 8:30	Breakfast (Family Style) Language / Literacy, Child Development
7:00 - 8:30	Children's Arrival, Greeting / Parent -- Sign-in Daily Observation Report AM Self-directed Play (blocks, trucks, dolls, stringing beads, etc)
8:00 -8:30	Teacher Arrivals Bottle Preparation, Classroom Management, Organizing Paperwork, Teacher Briefings / Morning Meetings
8:35 – 8:50	Transition – Hand washing, Clean-up upon arrival
9:00 - 11: 15	Self-directed Centers Inside/Outside Songs, Reading, Puzzles, Writing, Art, Dramatic Play, Computer
11:15 – 11:30	Transition -Restroom, Hand washing
11:30 - 12:00	Sanitize tables, toys and other areas Lunch (Family Style) Language / Literacy, Child Development
12:00 – 12:15	Clean-up, Teeth Brushing, Restroom, Hand washing
12:15 -1:30	Nap & Quiet Time (Soft Music Playing, Lights Lowered) Staff on floor with children soothing them to sleep Teacher breaks, Paper work & (Planning)
1:30 – 2:15	Snack time, (preparing snacks) sanitize areas Wake up, Pick up mats Restroom, Hand washing
2:15 - 2:45	Self-directed & Teacher initiated Play Inside/Outside Departures-Parent Conversations/Home School Communication Notebooks / Daily Observations Report PM
2:50 – 3:30	Self-directed Centers Inside/Outside
3:45 – 4:30	Parent begin to Sign-Out students Class work Review and Self-Direct activities
4:35-5:30	Sanitizing and checks, Room clean-up, Prepare for Departure

*Note: Continuous reading with children throughout all periods of the day. Diapers are checked every 30 minutes and changed as needed. Parents, you are required for all infants/toddlers bottles to come already filled with your choice of water in each of your children bottles. The EHS/RSD formula will be provided by the EHS/RSD organization for the students they served. In addition, bottle-feeding and sleep as needed by individual children throughout the day.*



## MENUS

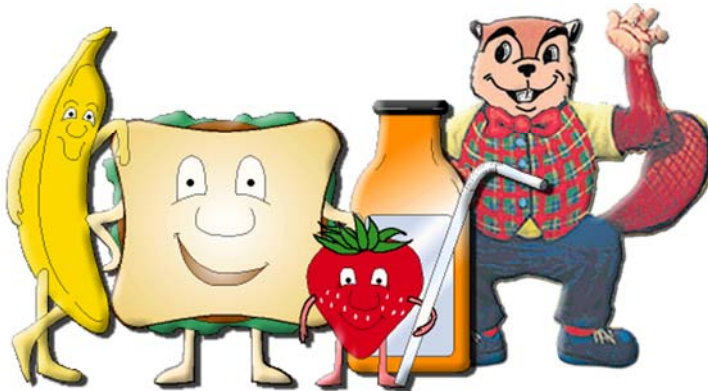
### McMillian's 4 weeks Menu Cycle

Good nutrition is vital to children's physical and mental development. Our child care menus have been carefully designed to fulfill child care food program requirements, and to promote good nutrition and encourage the development of good eating habits that will last a lifetime. For more information please see our nutrition policies.

We serve fresh, in-season produce when available. Canned fruits and vegetables are served when fresh fruit is scarce. Bread products are 100% whole wheat or multi-grain; white breads are served occasionally. We avoid products containing hydrogenated fats and high fructose corn syrup, and choose organic products whenever possible.

Menu is subject to change, to incorporate fresh in-season produce and special foods relating to our current curriculum.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights (Office of Adjudication), 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.





# Child Care Menu



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Whole Grain Cereal, Pineapple, 2% Milk	Oatmeal, Pears, 2% Milk	Whole Wheat Toast, Blueberries, 2% Milk	Whole Wheat Bagels, Banana, 2% Milk	Whole Grain Cereal, Oranges, 2% Milk
<b>Lunch</b>	Turkey & Veggies, Wheat Tortilla, Potato Wedges, Banana, 2% Milk	Parmesan Crusted Fish, Green Beans, Apple Slices, 2% Milk	Homemade Chicken Nuggets, Wheat Pasta, Broccoli, Melon, 2% Milk	Turkey Burger on Whole Wheat Bun, Peas, Melon, 2% Milk	Whole Grain Pasta, Chicken & Veggies, Mixed Fruit, 2% Milk
<b>Snack</b>	Carrots, String Cheese, Water	Yogurt & Fruit Super Smoothie, Water	Whole Grain English Muffin, Kiwi, Water	Apple Slices, Rice Cakes, Water	Banana, Wheat Crackers, Water



# Child Care Menu



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Whole Grain Cereal, Strawberries, 2% Milk	Oatmeal, Kiwi Rounds, 2% Milk	Whole Wheat Toast, Oranges, 2% Milk	Whole Wheat Waffles, Melon, 2% Milk	Whole Grain Cereal, Peaches, 2% Milk
<b>Lunch</b>	Turkey Lettuce & Tomato, Whole Wheat Tortilla, Blueberries, 2% Milk	Baked Fish, Brown Rice, Cauliflower, Sunny Fruit Salsa, 2% Milk	Island Chicken, Pineapple Pasta Salad, Asparagus, Carrots, 2% Milk	Chicken, Green Monster Salad, Whole Wheat Roll, Grapes, 2% Milk	Wizard's Stew with Beans, Pasta, Mixed Veggies, Pears, 2% Milk
<b>Snack</b>	Melon, String Cheese, Water	Friendly Trail Mix, Yogurt, Water	Cucumber, Wheat Bagels, Water	Bell Pepper Slices, Rice Cakes, Water	Applesauce, Wheat Crackers, Water

# Child Care Menu



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Whole Grain Cereal, Oranges, 2% Milk	Oatmeal, Banana Coins, 2% Milk	Whole Wheat Toast, Strawberries, 2% Milk	Go Bananas Bread, Apple 2% Milk	Whole Grain Cereal, Pears, 2% Milk
<b>Lunch</b>	Dragon Turkey & Tomato on Wheat Tortilla, Melon, 2% Milk	Fancy Fish, Garden Brown Rice with Broccoli, Pineapple, 2% Milk	Chicken Breast, Veggies & Wheat Tortilla Pinwheels, Melon, 2% Milk	Farmer's Chicken & Broccoli, Whole Wheat Roll, Kiwi, 2% Milk	Party Pasta & Beans, Bell Peppers, Tomato, Mango, 2% Milk
<b>Snack</b>	Carrots, String Cheese, Water	Yogurt, Grapes, Water	Apples, Wheat English Muffin, Water	Melon Chiller, Rice Cakes, Water	Tomatoes, Wheat Crackers, Water

# Child Care Menu



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Whole Grain Cereal, Banana, 2% Milk	Oatmeal, Applesauce, 2% Milk	Whole Wheat Toast, Blueberries, 2% Milk	Whole Wheat Waffles, Melon 2% Milk	Whole Grain Cereal, Pineapples, 2% Milk
<b>Lunch</b>	Turkey, Cool Pasta Salad with Tomatoes, Melon, 2% Milk	Veggie 'Sketti with Broccoli & Chicken, Strawberries, 2% Milk	Shipwrecked Turkey & Brown Rice, Mixed Veggies, Peaches, 2% Milk	Stoplight Chicken & Bell Peppers, Couscous, Pears, 2% Milk	Tuna on Whole Wheat, Peas, Pears, 2% Milk
<b>Snack</b>	Tomatoes, Cheese Cubes, Water	Yogurt, Fruit Tower, Water	Wheat Bagel, Cauliflower, Water	Cucumbers, Rice Cakes, Water	Banana, Whole Grain Crackers, Water



## HEALTH

### **Child Care Health Policies**

Our goal is to keep your child as healthy as possible so his/her energy can be used to grow and learn instead of to fight germs. Read on to see how our child care health policies enable us to provide the healthiest possible environment.

### **Communicable Disease**

One of our goals is to promote optimum health among our children, our families, and in our community. In addition, we are mandated by state law to report any confirmed cases of certain communicable diseases such as chicken pox, measles, mumps, scarlet fever, infectious hepatitis or meningitis to all enrolled families, my licensing specialist, and the State Health Department. All communicable disease reports will be posted near the sign-in sheet and will include signs and symptoms of the disease, but will omit the names of children who are ill and their families.

### **Healthy Environment**

Each child's health is important to all of us as it can affect our families and home life. We strive to maintain a healthy environment by encouraging the children to cover their sneezes and coughs, and to wash their hands frequently, especially before and after eating and after using the bathroom. As mandated by State licensing rules, toys and surfaces used by the children are disinfected regularly, and any toys that are mouthed are disinfected as soon as possible.

### **Illness in General**

In order to provide the most positive daily experience for each of the children, licensing rules require that all children be observed for signs of illness upon arrival, and prohibit *McMillian's FIRST Steps CDC* from caring for any child who is ill. Please do not bring your child if he/she has any of the following symptoms:

- *Fever above 101°*
- *Constant, thick, colored nasal discharge*
- *Vomiting or diarrhea*
- *Contagious or unexplained rash*
- *Has been on a prescribed medication for less than 24 hours*
- *Shows other signs of illness*

- *Requires constant attention*
- *Refuses to play*
- *Cries or whines and wants to be held constantly*
- *Otherwise seems unwell and/or unable to participate in a full day's activities*

If your child arrives exhibiting any previously listed symptom, or any other questionable symptom, we are not allowed to accept him/her for care that day. If your child develops any of these symptoms while in our care, he/she is required to return home immediately. Please inform us if your child has been ill recently or if there is an illness in your family, even if the illness occurred over the weekend. We will notify you when members of our family become ill. Parental cooperation is essential to maintaining a healthy environment for everyone present at *McMillian's FIRST Steps CDC*.

### **Illness with Diarrhea or Vomiting**

Because vomiting and diarrhea are often contagious and make it difficult to maintain a clean and hygienic environment, we cannot care for a child who has diarrhea/is vomiting, or has had diarrhea/has vomited within the past 24 hours. One incident of diarrhea or vomiting while at *McMillian's FIRST Steps CDC* will require that your child return home immediately. Your child may not return to care until a full 24 hours has passed since the last bout of diarrhea or vomiting.

### **Illness with Fever**

Since a fever often is a symptom of contagious infection or illness, we cannot care for a child who has a fever above 101° or has had a fever above 101° in the past 24 hours. If we suspect that your child has developed a fever while in our care, your child's temperature will be taken with an ear thermometer at least twice at 15-minute intervals, and each temperature recorded. Two readings of fever over 101 require that your child return home immediately. Your child may not return to care until a full 24 hours has passed after the fever has ended naturally, without use of fever reducer. If a doctor determines that the fever is due to an infection, the child may return 24 hours after **starting an** antibiotic, or with the doctor's written note.

### **Illness with Rash**

Because children play so closely together and share space frequently, we cannot care for a child who has a contagious or an unexplained rash. If your child develops a rash while in our care we will notify you and isolate the child within our sight and hearing. You are expected to pick up your child within one hour of notification. If your child is not picked up within one hour your child's emergency contact person will be called to pick up the child. Your child may not return to care until the rash vanishes, a cause is found for the rash, or a doctor's written note allows the child to return.

### **Illness Reports**

An Illness Report will be filled out whenever a child is required to return home due to health issues. After both the provider and a parent sign the report you will receive one copy to take home and the other copy will be placed in your child's file.

### **Medication Administration**

In order to avoid accidents and mistakes, we are only able to give your child medicine only at the discretion of the director if you have completed, signed and submitted a Medication Authorization form. You can retrieve a copy of the medication form from the office of the administrator. Both prescription and non-prescription medications must be in the original container with the original label, and have your child's name, the correct dosage and administration directions written on it. All medication administered is recorded in the medical log, along with the dosage and time it was administered, and the initials of the caregiver who administered it. Parents have access to medical log entries concerning their child.

### **Preventative Care**

Routine immunizations help protect us all from life-threatening diseases. Your child's immunizations must be kept up to date and his/her Immunization Record kept updated and on file with me. To make sure that your child is able to participate in all of our activities, he/she must have a physical within 30 days of his or her start date, and at regularly scheduled intervals afterward. Due to licensing regulations, failure to keep immunization and physical forms current may result in your child being excluded from care until the forms are updated.

## **Returning Home**

If your child becomes ill, while in our care we are not allowed to care for him/her. We will isolate your child within our sight and hearing and notify you immediately. You are expected to pick up your child within one hour of notification. If your child is not picked up within one hour your child's emergency contact person will be called to pick up the child. Your child may return to care when he/she is symptom free for 24 hours; has been appropriately treated by a health care provider; and/or has been given written medical approval to return to child care.

## **Smoking**

To maintain a healthy environment for our lungs, smoking is not allowed anywhere on the premises of *McMillian's FIRST Steps CDC* when children are present.





## SAFETY

### **Child Care Safety**

The safety of every child is of primary importance to us, therefore the following policies have been developed to encourage and provide the safest environment possible.

### **Child Abuse**

Our love of children prompts us to help provide the best possible life experiences for them. We have been trained to recognize the signs of abuse and neglect, and are required by law to report to Social Services any suspected abuse or neglect of any child we care for. Substitute and/or additional caregivers have also been trained to recognize signs of abuse and neglect, and are also required to report suspected abuse or neglect to Social Services. Training in child abuse and neglect is renewed at least every two years.

### **CPR/AED**

We have been certified in infant, child and adult CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator), and renew our certification regularly to keep it current. Substitutes and additional caregivers have received CPR training.

### **Emergency Care**

In the event that an emergency requires *McMillian's FIRST Steps CDC* to evaluate the facility and leave the city, we will arrange for emergency supervision. This emergency caregiver will be experienced in caring for children, familiar with our policies, and able to arrive within 5 minutes of notification. Each emergency provider will receive an orientation following the state required orientation form, and will sign that each area on the form was covered.

### **Disaster Emergency**

In the event of any emergency disaster beyond the school control, parents will still be liable for full tuition. Because of an "ACT" of God, the school (*McMillian's FIRST Steps CDC*) cannot and will not exempt tuition fee(s). Therefore, upon the school re-opening and the student returning to school, those day(s) of school missed **full tuition payment will be due.**



## **Environment**

We make every effort to maintain an environment that is childproofed and safe for your child according to Louisiana licensing regulations. This includes the use of outlet covers, cupboard latches, doorknob covers, baby gates, safe storage of hazardous materials, and the like. In addition, no person whose behavior gives reasonable concern for the safety of the children will be allowed on the premises.

## **Evacuation**

In case of an emergency that requires evacuation, we will assist the children to exit through the child care entrance/exit. If that door is blocked we will exit through the front door, and following through the side door. In any case we will gather on the sidewalk square next to the tree in the front yard. To ensure that all children are accounted for the sign-in and attendance forms will be brought along. After taking attendance, the children will be moved to a safe location as necessary. The first aid kit, a cordless phone, and the list of parent phone numbers and emergency contact information will also be taken with us. All families will be notified as necessary.

## **Fire and Tornado Drills**

Being prepared for emergencies helps the children to feel less frightened if one were to occur. We conduct fire drills monthly and hurricane drills routinely during hurricane season. Each drill is recorded in a safety log.

## **First Aid**

Mrs. McMillian and her staff have been certified in First Aid, and renew their certification regularly. Substitutes and additional caregivers have also received First Aid training.

## **Injury**

Active children accumulate bumps, bruises, scratches and scrapes often through active play. Licensing rules require that each child be observed for signs of injury upon arrival, and unusual injuries be recorded in the medical log. Minor injuries will be treated with soap and water, a Band-Aid, ice as needed, and lots of TLC.

All injuries requiring treatment are logged in a medical journal; parents have access to medical log entries concerning their child. If a serious injury, including a head injury, occurs we will call 911 and the child requiring emergency care will

be transported by ambulance to either Children's Hospital or Ochsner Medical Center. Parents will be contacted as soon as possible after calling 911. If a parent cannot be reached immediately the emergency contact person on the enrollment form will be notified. Payment of any bills or charges incurred from the ambulance and/or other medical care is the responsibility of the parent. Licensing rules require that any injuries requiring professional medical attention be recorded on an Injury Report form, with one copy sent to our licensing specialist and the other copy placed in the child's file.

### **Loss of Services**

If the center loses the use of heat, water or electricity at any time during the day, we will evaluate the situation to see whether care can be provided without undue loss of quality. If safe, quality care cannot be provided under the circumstances, we will notify each family for early pick-up or non-school for that day(s). When the facility is closed due to loss of services or non-services due to any of the aforementioned above, full tuition payment will be due upon your child's return. The center will remain closed until safe, quality care can be provided.

### **Child Care Safety & Security - Missing Child**

In order to keep the children safe, it is important for parents to have their children at the school on or before 9:15am, so front entrance door can be kept locked and secure. In addition, no child is ever left alone and children are accounted for at all times. If a child would become lost, we will quickly check all areas of the center and property. If the child cannot be found, the police will be called immediately, and then the child's parents or emergency contact person will be notified. "Help us" to "Help keep your children safe"!

### **Other Emergencies**

In the event of a hurricane or severe thunderstorm we will assist the children to the attic where we will listen for an all clear signal. Blankets, flashlight, a radio, and batteries for both are kept in the attic at all times. To ensure that all children are accounted for the sign-in and attendance forms will be brought along; the cordless phone and first aid kit will also be taken.

### **"Incident/Accident" Report**

An "Incident/Accident" Report will be filled out for any injuries requiring treatment. After both parent and provider sign the report, one copy will be given to the parent to take home and the other copy will be placed in the child's file.

### **Safe Release**

In order to keep your child safe, we will only release a child to his/her parents and to persons listed on the enrollment form. If anyone other than the child's parent or a person listed on the enrollment form is to pick up a child, we need to be notified in advance in writing or by a phone call. The person will be required to show a picture ID before he or she is allowed to pick up the child. Remember, also that the party who's picking-up the child must be age 18 or older.

### **Safe Transport**

When children are dropped off and picked up, they need to be transported safely. Use of drugs or alcohol or the lack of use of an appropriate car seat can create an unsafe transportation situation for children. If it is our opinion that the child cannot be safely transported we will take reasonable steps to encourage safe transportation, including offering to call a cab and the parent(s) will be responsible for the cost of the cab or another contact person. While we cannot keep a child from a parent or legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger. Substitute and/or additional caregivers are also required to follow these guidelines.

### **Security**

To ensure the safety of our children and their caregivers, precautionary measures against unwanted intruders and children leaving the center un-escorted have been put into place. The most important step to avoid unwanted intruders is to have only one access to the center, therefore the side doors are kept locked at all times. Because the child care entrance is on Third Street, visitors must pass by both Executive Director and Director's office before proceeding on to the classroom. To ensure that children remain inside the center the front door is locked after 9:15am above the reach of the children at all times. The side door is not accessible to the children, but also kept locked at all times. The child care entrance door has a childproof door bar.

If the child care door is locked shut when you arrive please knock softly, because banging on the door can be startling to the children. *(Note: Any parent(s) who has access to someone that can provide the school with an electronic door opener, the capacity to be buzzed in, or the usage of an intercom system, please inform Mr. McMillian.)*

### **Weapons**

In order to keep our children safe, no one may bring or use weapons of any kind on the premises for any reason. This includes firearms, ammunition, and any other object that could reasonably be perceived as a weapon. Persons attempting to bring a weapon on the premises will be asked to leave. Failure to comply will result in a 911 call to the police. Possession of weapons of any kind by parents or children may be cause for immediate termination of child care services. *McMillian's FIRST Steps CDC* does not own or store any weapons, firearms, or ammunition on the property.





## CHILD CARE FEES

### **Child Care Fees**

No business can run without funding, therefore the following policies have been developed to promote the high quality services, materials, supplies, and well-trained, educated caregivers common to *McMillian's FIRST Steps CDC*. Financial terms will be finalized upon signing the parent-provider contract.

### **Enrollment Fee:**

In order to reserve a child care space in the program and to cover the cost of paperwork, a non-refundable enrollment fee of \$100.00 is due when you enroll your child. No child care spot will be reserved without an enrollment fee. The holding fees apply if you are requesting a holding period of more than one week. Tuition payments for the first week/1<sup>st</sup> of each month are due on the child's first day of attendance.

### **Tuition**

**Weekly Tuition payments of \$150.00** is used to provide the highest possible quality of care and environment for your child. Tuition is based on the schedule recorded on the Parent/Provider Contract and is due on the morning of MONDAYS, the first day of attendance each week or the 1<sup>st</sup> working day of the month. Payment is considered past due if not paid in full by 5:30 PM Monday (the close of business) of each week; at which time a \$25 late tuition fee will be charged daily until tuition and fees are paid. Late payment of tuition may cause child care services to be suspended without notice until full payment is received.

Pre-paid fees including overpayments are non-refundable; it is your responsibility to ensure that the correct amount is paid. Tuition is to be paid weekly or the 1<sup>st</sup> of each month if you choose to pay on a monthly basis; by check, credit card, money order, or in cash. You will **no longer** receive a weekly receipt/statement. Receipt/statement of payment will be provided on a monthly basis recording your weekly payments as well as any additional charges due or credit given.

At least two weeks' notice will be given before a rate increase is put into effect. *To avoid unnecessary increases, the school must receive 100% of tuition payments and it must be paid in a timely fashion as outlined in this handbook.* In addition, when an increase is necessary for non-payment, (by some parents) I am sorry to say, the good will have to suffer for the bad. For ALL parents that are late paying tuition their child will be placed on the school's **DO NOT ADMIT** poster that will be displayed in the front lobby of the school, as well as flyers posted to the doors of the building and will not be allowed to re-returned until full payments are made.

**Tuition that is owed to the school and have not been collected satisfactory will be forward to the collection agency** that the school has signed up with ("Provider Guard") and will be reported to the three (3) main credit bureaus for non-payment as a "charge off"; as well as reported nationally to avoid what is called and known as "child care hopper". **In addition, if you received aid from the Child Care Assistance Program, they will be notified** that you were not making your co-payments. In this case, they can pursue collecting what was paid by their office to the school. As the provider, any further legal action can be taken to secure tuition repayments made on their behalf to the school, under false pretense and or breach of contract.





## TUITION

This current rate went into effect on March 1, 2012 for existing and incoming students at the time of registration.

- New incoming students: **\$100.00**
- Re-registration for return students: **\$150.00**

*(return students who left the center and would like to resume their services with McMillian's).*

### Basic Per Week Rates:

#### Rate Per Week / Due by Mondays

- Infants, Toddlers, Beginner Pre-K, Pre-Kindergarten: **\$150.00**

### Additional Fees Per Year Rate:

#### Rate Per Year / Due by September 1st

- Activity / Enrichment Fee: **\$125.00**  
*(Due by ALL students from Infants through Pre-Kindergarten)*
- School I.D.: **\$10.00**  
*(Due by ALL students from infants through Pre-Kindergarten)*

### Daily Rates:

**(SCHOOL UNIFORM)** Boys and Girls not properly attired will be charged a \$10.00 fee per day. It is essential that your child be properly attired daily.

*(Due by ALL students from Toddlers through Pre-Kindergarten)*

#### **Late Drop Off and Pick Up Fee:** *(per student; not per family)*

\$15.00 per every 2 minutes late: due at drop off and /or pick-up

#### **Mandatory (FALL) Fundraiser: Yearly Raffle**

\$100.00 per student not per family! Due October 31st

*(Due by ALL students from Infants through Pre-Kindergarten)*

#### **EXCLUSION (FALL) Fundraiser: Yearly Raffle**

Recovery School District / Early Head Start Students and the LA-4 Students

*Note: {Their fees are already paid / included in tuition by each of the programs}*

#### **Optional (SPRING) Fundraiser: School's Yearly Ball**

- Ad Booklet—Issue date: **December** (Runs from December through 3rd week in January)
- Fun Factory Brochure: Issue date **January** (Runs two weeks only)



### **Late Tuition Payment Fee**

Prompt payment of tuition is necessary to ensure that the program can continue to function. Tuition fees that are not paid in full by the close of business on Mondays by 5:30 pm are considered past due and a **\$25 late fee** will be charged per day until the tuition is paid in full.

### **Child Care Tuition Discount**

When a family enrolls more than one child for full time care, the full fee will be charged for the youngest child and a 5% discount will be applied to the tuition of older sibling(s). The discount only applies to full time schedules as well as, parents staying current on their weekly obligations to the school. Note: If tuition payments become late for any student and or any of the sibling(s) than regular fees will be due and the discounted rate will be voided.

### **NAEYC Staff Conference**

The NAEYC Conferences is mandatory for *McMillian's First Steps CDC* staff. The purpose of this training is to keep the staff abreast of new regulations and Development Appropriate Practices. Therefore, it is to enhance the knowledge, behavior and social and emotional development of your child. Parents will still be liable for full tuition for the week of the NAEYC conference. Therefore, during those day(s), when the school is required to close, parents will be responsible for the full tuition rate.

### **Child Care Assistance Payments**

We are more than happy to work with parents receiving assistance from the Department of Child Care Assistance (CCA) and Louisiana Works Program. If you are receiving CCA, you are responsible for co-payments and any other payments or fees not covered by CCA. In addition if your child is absent from care, it is your responsibility to finger image within the three (3) days allowed to avoid having to pay full tuition for that day(s). If the deadline for finger imaging has lapse, you will be responsible for full rate and must contact CCA to arrange for payment to continue, or to cover those payments yourself. If CCA is going to cover those day(s) missed, you will need to provide the school something in writing from the CCA office before returning to school.



### **Overtime Child Care Fees**

It is vital that you adhere to your contracted schedule to maintain legal staff-child ratios as well as the quality of care you expect. Therefore an overtime fee will be charged if your child is dropped off or picked up more than 10 minutes outside of your contracted schedule or is on the premises before 7:00 or after 5:30. To comply with the center's closing time of 5:30, please be sure your child is signed out before or by 5:30 and is off the premises shortly thereafter. **The overtime child care fee will be \$15.00 per child for the first 2 minutes plus an additional \$5.00 per child per minute for each minute after the first 2 minutes.**

### **Safe Arrival Fee**

State regulations require that we ensure the safe arrival of children to the center each day. If a child does not arrive within 60 minutes of his/her scheduled time without notification that the child will be late or absent, we are required to contact the child's parents to determine the whereabouts of the child. A fee of \$5 per call will be charged for each occurrence.

### **Legal Fees**

If it is necessary for *McMillian's FIRST Steps CDC* and a family to engage in legal action the family involved is responsible for all costs and expenses, including attorney's fees. Parents will be responsible for all costs and expenses, including attorneys fees, incurred in the collection of any fees due from their account and/or defending any lawsuit brought by the family in which *McMillian's FIRST Steps CDC* prevails. Such costs and expenses also include but are not limited to court costs, bank charges and substitute charges, i.e. the cost of substituting for our time or a substitute and/or additional caregiver's time while we are taken away from duties at *McMillian's FIRST Steps CDC*.

### **NSF Fees**

The program needs to maintain an adequate cash flow in order to continue, therefore a fee of \$35.00 will be charged for any check returned due to non-sufficient funds (NSF). In addition to the NSF fee, parents are responsible for all charges assessed due to NSF checks. NSF checks will be re-deposited once and if returned a second time a cash or money order payment is required for replacement of the check. Because subsequent checks from the same account may be held by

the bank, tuition payments must be paid in cash or money order for six weeks following a NSF check. If three separate checks are returned due to NSF all subsequent tuition payments must be made in cash or money order.

### **Child Care Supply Fee**

To help maintain a significant stock of supplies for your child, we will inform you before your child's stock of diapers, wipes, or any other consumable item will be exhausted. If your child runs out of any consumable item and once we notify you that a replacement is needed and no action of replacing the item is not done in a timely fashion (within 3 days after notice) the school will provide the item for a supply fee of \$5.00 per item, which will be charged to your monthly statement. Payment of this additional charge is due with the next payment of weekly fees. We have a small supply of extra clothing in limited sizes in case of emergencies. Because licensing rules require that student have a change of clothing daily as well as the school maintain and or have extra clothing on hand, if your child needs to borrow our extra clothing and it is not returned within one week a replacement fee of \$15.00 per item will be added to your monthly statement.

### **Damage Fees**

Although the materials, supplies and equipment at *McMillian's FIRST Steps CDC* were chosen with durability in mind, misuse or misbehavior may cause permanent damage. You are responsible for any damage above and beyond normal wear and tear caused by your child while at *McMillian's FIRST Steps CDC*, unless the damage was caused by the negligence of a caregiver which than become the caregiver responsibility.

### **Third Party Payments**

Third party payments (including CCA assistance payments) are accepted when prior arrangements are made. A special payment schedule must be agreed upon and a payment contract signed and submitted by parents before third party payments are accepted. Parents are responsible for co-payments and any amounts not paid by the third party on any given day(s) and week(s).



## CURRICULUM

### **Child Care Curriculum**

Our child care curriculum is *The Creative Curriculum® for Center Base Child Care*. The Creative Curriculum® is aligned with the Louisiana Model Early Learning Standards, which address all the domains of a child's learning and development from birth to kindergarten grade, and corresponds with the Louisiana Model Academic Standards.

### **A Play-Based Child Care Curriculum**

The Creative Curriculum® for Center Based Child Care is a play-based program that emphasizes a responsive relationship between provider and child, and centers around a child care environment planned to promote children's learning. Although some of our daily activities are teacher-directed, the majority of children's development occurs during play.

Play is extremely important to children's learning because it is through play that children learn and grow. Children who are allowed large block of time for play have time to pretend, imitate experiment, explore, problem-solve, cooperate, and work on relationships.

From about six months to six years children engage in "functional play," during which they explore the functions and properties of objects in their environment. Using their senses they learn how things look, sound, feel, taste, smell, and what they do. Children who are encouraged to freely explore and discover are moved by curiosity to learn more.

### **The Environment as Child Care Curriculum**

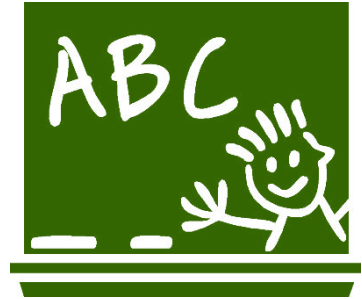
The child care environment plays an important role in children's learning. The Creative Curriculum® program is based on a child care environment that is safe yet stimulating, and promotes functional play through carefully planned learning centers that interest children and invite their explorations.

Learning Centers are the heart of the Creative Curriculum®. A learning center is typically an area that provides children with activities and materials that are related by subject, purpose, or skill. When children play in learning centers they develop independence, practice decision making, and experience involvement in an activity. In addition, play in learning centers reinforces skills and concepts, and allows for individual learning goals to be met.

## **Child Care Curriculum Learning Centers**

Each of the following learning centers plays an important role in our child care curriculum. Discover what your child learns as he/she plays in each area:

- Art Experiences
- Blocks
- Books
- Cooking
- Dramatic Play
- Music and Movement
- Outdoor Learning
- Sensory Experiences
- Toys, Games, and Puzzles



### **Art Experiences in the Child Care Curriculum**

Through art experiences your child:

- Observes cause and effect.
- Expresses his/her feelings and imagination.
- Enjoys the creative process.
- Learns how to use art materials like paint, scissors, and glue.

**At home:** Provide simple art materials like paper, crayons, markers, magazines to cut, and glue. Understand that your child will be much more interested in the creative process he/she is going through than the finished product. Be sure to say "Tell me about..." instead of "What is it?"

### **Blocks in the Child Care Curriculum**

When building with blocks your child:

- Learns to share and play with others.
- Explores the pre-math concepts of size, shape, weight, balance, height and depth.
- Uses his imagination to make something from his mind's eye.
- Solves construction problems.

**At home:** Blocks don't need to be expensive to foster learning. At home you can provide Duplos, alphabet blocks, or homemade blocks of milk cartons and newspaper to provide as rich of a learning experience as pricey hardwood blocks.

## **Children's Books in the Child Care Curriculum**

By spending time with books your child:

- Lays the foundation for future learning success.
- Expands his/her vocabulary.
- Understands symbols as they relate to real-life objects.
- Predicts and applying previous knowledge.

**At home:** Help your child become a reader by surrounding him/her with books and reading together every day. Becoming a good reader is one of the most important skills in becoming a successful learner that's why, we've decided to take part this year in Prime Time. Don't forget to sign up if you are interested. Remember, space is limited to 15 families.

## **Cooking in the Child Care Curriculum**

Cooking helps your child:

- Learns about nutrition.
- Practices following directions.
- Use all five senses: sight, smell, hearing, touch, and taste.
- Strengthens problem-solving skills.
- Discovers science concepts, like the properties of matter.

**At home:** Encourage children's interest in texture and aroma while cooking in the kitchen. Young children can feel and smell the difference in the food chosen for that day.

## **Dramatic Play in the Child Care Curriculum**

When playing in the housekeeping area your child:

- Explores the roles of mother, father, children, and pets.
- Actively uses his/her imagination.
- Practices cooperating with other children.
- Sorts objects into categories.
- Learns about himself/herself and others.

**At home:** Play "make believe" with your child at home; have a tea party in the bathtub or play "mail man" with junk mail. Take advantage of opportunities to foster your child's creativity.

## **Music and Movement in the Child Care Curriculum**

When your child sings, dances or listens to music he/she:

- Develops self-awareness and greater muscle control.
- Increases his/her self-esteem.
- Expresses himself/herself and their ideas creatively.
- Enriches vocabulary with new words.
- Learns to appreciate different types of music.

**At home:** Encourage music development by listening to live and recorded music from different cultures, time periods and in different styles.

## **Outdoor Learning in a Child Care Curriculum**

When your child plays outdoors, he/she:

- Learns how to use his/her body effectively.
- Develops his/her creativity.
- Develops his/her knowledge of the natural world using real objects.
- Practice mathematical and scientific thinking skills.
- Lower stress levels and strengthens his/her immune system.

**At home:** Go on a "listening" walk with your child. Point out the sounds of birds, passing cars, whistling wind, even your footsteps and discuss which are loud and which are soft, which are high and which are low, and what are their favorite sounds.

## **Sensory Activities in the Child Care Curriculum**

While playing in the sensory table your child:

- Is soothed through his/her sense of touch.
- Learn about size, measurement, and other early math skills.
- Increases concentration and attention on a task.
- Reinforces color and shape recognition.
- Experiences science concepts like cause and effect.

**At home:** Encourage children's interest in texture and aroma while cooking in the kitchen. Young children can feel and smell the difference in the food chosen for that day.

## **Toys, Games and Puzzles in the Child Care Curriculum**

When your child plays games, puts together puzzles, or plays with toys, he/she:

- Improves his/her eye-hand coordination.
- Practice sharing and taking turns.
- Uses his/her senses to explore.
- Develops classifying, sorting, predicting, and problem solving skills.
- Learns about shapes, sizes, weights, and textures.

**At home:** Spend time playing with your child; putting together puzzles, playing games and sorting their pieces, and asking questions to extend your child's thinking.

## **More Information About Play and the Child Care Curriculum**

We're convinced that play is the most important component of an effective child care curriculum. But don't take our word for it; check out these expert articles too:

- Play - Where Learning Begins
- Old-Fashioned Play Builds Serious Skills
- The Value of Preschool Activities



### ***HOURS OF OPERATION & HOLIDAY CLOSURES***

McMillian's *FIRST Steps CDC*, is opened between 7:00 am - 5:30 pm, Monday through Friday. Children must be at the center by 9:15am. The school recognizes the following major holidays and will be closed on those days stated below: Remember, parents are still liable for full tuition for those designated days.

<b>October 8<sup>th</sup></b>	<b>(Columbus Day)</b>
<b>November 21, 22, &amp; 23<sup>rd</sup></b>	<b>(Thanksgiving Holidays)</b>
<b>December 24, 25, &amp; 26<sup>th</sup></b>	<b>(Christmas Holidays)</b>
<b>December 31<sup>st</sup></b>	<b>(New Year's Eve) 1/2 day close for Noon</b>
<b>January 1<sup>st</sup></b>	<b>(New Year's Day)</b>
<b>January 21<sup>st</sup></b>	<b>(Dr. Martin Luther King, Jr. Day)</b>
<b>February 11, 12, &amp; 13<sup>th</sup></b>	<b>(Mardi Gras Days)</b>
<b>March 29<sup>th</sup></b>	<b>(Good Friday)</b>
<b>May 27<sup>th</sup></b>	<b>(Memorial Day)</b>
<b>July 4<sup>th</sup></b>	<b>(Independence Day)</b>
<b>September 2<sup>nd</sup></b>	<b>(Labor Day)</b>



## **PARENT PARTICIPATION**

### **Parent Support**

We feel your involvement in the Center through workdays, weekends, etc. is important in providing better day care experiences for your child. Parents are asked to provide refreshments for parties, PTA meetings, or donate goods for community outreach support activities, and in addition, assist with outings and field-trips.

### **Fall Fundraiser**

Parents, we are asking for 100% participation with the school's "Fall Fundraiser" to help support the school effort to enhance the learning environment. We will have raffle tickets available the first week in October and run through October 31<sup>st</sup>. The tickets will sell for \$1.00 and each parent is responsible for \$100.00 per student and the drawing will take place at the "Harvest Festivity". The "Harvest Festivity" will consist of rides, food, games and etc. The cost is \$15.00 per child.

### **Optional Fundraiser**

**Every year, the school sponsors a "Candy Drive". This event takes place on the 1<sup>st</sup> of January and runs through January 31<sup>st</sup>.** The Candy Drive leads up to the Royal Court activity, where a minimum of \$750.00 will gain your child a position in the court. The position of King and Queen requires a minimum of \$1,500.00. If interested, you may see the Director, Ms. Cantrell Causey, for an "Ad booklet to get an early start". **The actual Ball takes place in February. In addition, tickets to the "Royal Court" ball sells for \$35.00, which includes an evening of *Dinner and Affair*.**

### **Homework Mandatory and Necessary**

Homework is given on Monday, Tuesday, Wednesday, and Thursday of each week. Teaching staff is required to maintain a portfolio on all class work as well as returned homework. Therefore, if your child is not performing at his/her full potential, it helps up to vividly see if the problem lies with the school or in the home. Therefore, it will take the school and the parent(s) to take a vest interest in the child's education.



***A Five Star Facility***

# **Appendix of Forms**



***McMillian's First Steps***  
***Community Development Corporation***

**McMillian's FIRST Steps Community Development Corporation**

***RECEIPT OF ADMISSIONS POLICY***

Name of child \_\_\_\_\_

I, \_\_\_\_\_,

Have received and understand McMillian's FIRST Steps CDC Admission Policy.

\_\_\_\_\_  
Parent(s) Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

**McMillian's FIRST Steps Community Development Corporation**  
**MEDICATION POLICY FORM**

Name of child \_\_\_\_\_

I, \_\_\_\_\_,

have received understand *McMillian's FIRST Steps CDC* Admission Policy.  
*McMillian's FIRST Steps* Director has my permission to administer medication  
to my child as prescribed by a physician and in accordance with *McMillian's*  
*FIRST Steps CDC* Medication Policy.

\_\_\_\_\_  
Parent(s) Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

Dear Health Provider:

*McMillian's FIRST Steps CDC* is a private child development program which strives to ensure that all enrolled children are up--to-date on medical health screenings. We ask that you fill out the following information for the child named below who is enrolled at *McMillian's FIRST Steps CDC* for 2012-2013. We wish to act as partners with the health care community and parents to ensure preventative health care for children and their families. We appreciate your assistance in completing this form so that parents may return it to *McMillian's FIRST Steps CDC*.

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

### Medical Form

Please Complete All Requested Information

Date of last well child physical exam:				Results:	
Next well child visit due:					
Allergies: (food or medication): _____					
Were heart, lungs, abdomen, genitalia, bones, joints, and muscles normal?				yes	no
If no, please explain:					
Illnesses/Conditions: (Heart, asthma, anemia, diabetes, other):					
Subjective hearing screening test results:		R:	L:	Method:	
Subjective vision screening test results:		R:	L:	Method:	
Height:	Weight:	B/P: WNL: yes		no	(age 3 and up)
Lead Level: *12 months:	* 24 months:	*Hgb/Hct:		WA:	
<i>*These are required screenings for Head Start and Early Head Start.</i>					
Are immunizations up to date?		yes	no (If no, please explain)		
<b>IMMUNIZATION RECORD MUST BE ATTACHED.</b>					
Please supply us with any additional health information that would be helpful for this child to attend <i>McMillian's FIRST Steps CDC</i> .					
Health Care Professional Signature				Date	
Address				Phone/Fax	

Dear Health Provider:

McMillian's FIRST Steps CDC is a private child development program which strives to ensure that all enrolled children are up-to-date on medical and dental health screenings. We ask that you fill out the following information for the child named below who is enrolled in Early Head Start for current school year. We wish to act as partners with the health care community and parents to ensure preventative health care for children and their families. We appreciate your assistance in completing this form so that parents may return it to McMillian's FIRST Steps CDC.

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**DENTAL FORM**  
**PLEASE COMPLETE ALL REQUESTED INFORMATION**

**Date of exam:** \_\_\_\_\_ ☐ Preventative Care ☐ Follow-up Treatment

**Treatment Received Today:**

- |  |   |
|--|---|
| <input type="checkbox"/> Pulp Extraction | <input type="checkbox"/> Restorations       |
| <input type="checkbox"/> Cap/Crown       | <input type="checkbox"/> Cleaning           |
| <input type="checkbox"/> Sealants        | <input type="checkbox"/> Fluoride Treatment |

**Dental Needs:** (Please Check)

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> None (recall in 6 months) | <input type="checkbox"/> Cap/Crown    |
| <input type="checkbox"/> Sealants                  | <input type="checkbox"/> Extractions  |
| <input type="checkbox"/> Fillings                  | <input type="checkbox"/> Oral surgery |

Follow-up appointment date: \_\_\_\_\_ Approximate number of visits: \_\_\_\_\_

Oral hygiene instruction and prevention information provided: \_\_\_\_\_ yes \_\_\_\_\_ no

**Referrals:**

- ☐ Needs treatment under general anesthesia
- ☐ Referred to Pediatric dentist: \_\_\_\_\_
- |      |                  |
|------|------------------|
| Name | Appointment Date |
|------|------------------|

**Next dental preventative exam due:** \_\_\_\_\_

\_\_\_\_\_  
Dentist Signature/Print Name

\_\_\_\_\_  
Date

**PARENT GUARDIAN CONSENT FOR GENERAL ACTIVITIES AND POLICY & PROCEDURES**  
**PARENT PERMISSION FORM**

Dear McMillian's FIRST Steps CDC Parents:

We are pleased to have your child enrolled in the McMillian's FIRST Steps CDC Program. As partners in the growth and development of your child, we look forward to making decisions with you in various educational, health, and safety activities and procedures your child may participate in while enrolled. Please read each of the following statements carefully and sign and date each statement showing that you have read and agreed to give the indicated permission, or that you have received the indicated documents. McMillian's FIRST Steps CDC staff is available to assist with any information you may need regarding McMillian's FIRST Steps CDC Program. Again it's great having you and your child involved in this venture. Please feel free to contact your child's teacher if you have any questions.

School Year: \_\_\_\_\_ Date of Entry: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Full Name of Child: \_\_\_\_\_ D.O.B: \_\_\_\_\_

**EDUCATION SERVICES**

I give permission for my child to participate in developmentally appropriate early learning and child development activities at McMillian's FIRST Steps CDC.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

**HEALTH SERVICES PERMISSION:**

I give permission for my child to receive all necessary educational, vision, speech and hearing screenings and follow up procedures. I understand that I will be informed of screening results.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

**MENTAL HEALTH PERMISSION:**

I understand McMillian's FIRST Steps CDC children will be observed by a licensed social worker on a regular basis for social development screening and to recommend necessary follow-up procedures, as needed.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

**EMERGENCY TREATMENT PERMISSION:**

In case of an emergency illness or injury to my child, I understand every effort will be made by McMillian's FIRST Steps CDC staff to contact me as the parent or legal guardian. In the event I cannot be contacted, I give my permission to McMillian's FIRST Steps CDC Program to provide appropriate emergency treatment for my child, including hospitalization, if necessary. I understand no medication, prescribed or otherwise, shall be given to my child at McMillian's FIRST Steps CDC without the written direction from a physician.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date



**PARENT PERMISSION FORM**

Full Name of Child: \_\_\_\_\_

**FLUORIDE TREATMENT PERMISSION:**

I give permission for my child to brush his/her teeth daily while in McMillian's FIRST Steps CDC Program with a fluoride toothpaste as provided by the program upon advice of the dental consultant. I understand this will be done under the supervision of McMillian's FIRST Steps CDC teacher/aide. I also understand this is a part of McMillian's FIRST Steps CDC Dental Health Program which is designed to reduce cavities in my child's teeth.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

**FIELD TRIP PERMISSION:**

I understand McMillian's FIRST Steps CDC programs plans and provide periodic field trips for children away from the center. I give permission for my child to attend all field trips with the understanding that these are a part of McMillian's FIRST Steps CDC educational experience and that all such trips will be well planned and well supervised by staff and parent volunteers. I understand that I will be informed of all field trips before they occur and fees will be requested and required of all field trips and those parents volunteering will be required to have a background check done that will be the property of McMillian's FIRST Steps CDC school's record.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

**PHOTOGRAPHS/ NEWS/ VIDEO RELEASE PERMISSION:**

I give permission for my child to be photographed and recorded during McMillian's FIRST Steps CDC activities. These will be used in newspaper articles, displays, bulletin boards, newsletter, or other types of educational media publications. I understand this will be done to benefit the program in its training, recruitment and public relations efforts.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

**PUBLIC SCHOOL INFORMATION RELEASE PERMISSION:**

I give permission to McMillian's FIRST Steps CDC Program to release and transfer enrollment and educational records of my child from the program. I understand that these records will be offered in an effort to continue the educational process of my child. I understand I will be informed prior to any records being sent. I also have the right to review all records prior to their being released.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

## CHILD RELEASE FORM

Dear *McMillian's FIRST STEPS CDC* Parents:

As partners in the safety and security of all children, it is important that Parents/Guardians and *McMillian's FIRST Steps CDC Staff* at all times know who is responsible for children enrolled in *McMillian's FIRST Steps CDC Program*. In the space below, please list the names and other important information about each adult who will be responsible for transporting your child to and from school and can be contacted in case of emergency. Legal parents/guardians should list their names first and then the names of three additional adults. Please feel free to contact your child's teacher if you need further information.

**School Year** \_\_\_\_\_

**Name of Child** \_\_\_\_\_

I, \_\_\_\_\_, give permission to *McMillian's FIRST Steps CDC* staff to accept my child from and release my child to the responsible person listed below:

<u><b>Name and Relationship to Child</b></u>	<u><b>Telephone/Cell Phone Number</b></u>	<u><b>Physical Address</b></u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I also understand it is my responsibility to update this Child Release Form as the information changes. I will report these changes immediately to the Center Director so that this document can be properly administered.

_____ Parent(s)/ Guardian Name (Print)	_____ Date
_____ Parent(s)/ Guardian Signature	_____ Date
_____ Signature of Early Head Start Staff	_____ Date



## PARENT RECEIPT OF McMILLIAN'S HANDBOOK

Full Name of Child: \_\_\_\_\_

### **PARENT HANDBOOK:**

I have received McMillian's FIRST Steps CDC Parent Handbook of Policies and Procedures for school year \_\_\_\_\_ and understand the Policies and Procedures.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date

### **SOCIAL SERVICES DIRECTORY:**

I have received the Social Services Directory.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian

\_\_\_\_\_  
Date



## McMILLIAN'S FIRST STEPS CDC FAMILY PARTNERSHIP AGREEMENT

Child: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

### Parent/ Family / Child

Tell something interesting about your family: \_\_\_\_\_

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Tell something interesting about your child: \_\_\_\_\_

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What changes to you expect to see in your child this year?: \_\_\_\_\_

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What is your wish list for your family: \_\_\_\_\_

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## **FAMILY PARTNERSHIP AGREEMENT (continued)**

McMillian's First Steps CDC will support the Family by:

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The Parent/Family/Child will support McMillian's First Steps CDC by:

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Other Comments:

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---

Parent(s) Signature

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Staff Signature

