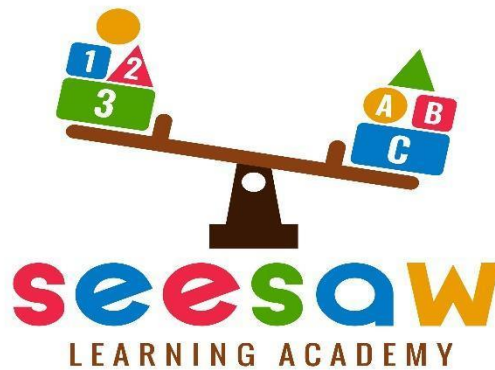


# Seesaw Learning Academy



**Parent Handbook- Policy and Procedures**  
**1200 South Pointe Pkwy**  
**Shreveport, LA 71105**

**Phone:318-219-2267**

**Email: [Seesawlearningacademy@gmail.com](mailto:Seesawlearningacademy@gmail.com)**

**Dear Parents,**

**Welcome to Seesaw Learning Academy. We are honored to be chosen as the provider for your child's early educational needs. We understand the importance of these most valuable years in your child's life and it is our desire to fulfill those needs with the highest quality childcare available.**

**Each child will experience a variety of activities in which he/she will be an active participant. Children learn best by doing and experimenting. At Seesaw Learning Academy we will utilize this hands-on approach. We will encourage independence and provide an inclusive and challenging environment appropriate for the age and development of the individual child.**

**Our dedicated and professional staff is here to offer your child a warm, accepting atmosphere in which he/she has freedom within limits geared to his/her age group and individual abilities. We are actively seeking ways to improve ourselves through educational training and development and we mirror that to your children through our knowledge and professionalism. We encourage an open- door policy at Seesaw Learning Academy and invite you to drop by at your convenience. We look forward to getting to know each of you and to share in these special years with your children.**

**Sincerely,**

***Chanda Lewis***

**Chanda Lewis**

**Owner/Director**

## **Mission:**

**Seesaw Learning Academy is committed to providing the Bossier City/Shreveport area with a premier childcare center devoted to providing a safe, clean, and nurturing environment. Fully trained instructors will help each child reach his or her fullest potential. It is our goal to enhance the physical, social, mental and emotional growth of your child.**

**Seesaw Learning Academy is a Type III licensed Center by the Louisiana Department of Education. The Center shall meet the performance and academic standards of the Early Childhood Care and Education Network regarding kindergarten readiness as determined by BESE.**

## **Admission Policy (1509 A.2- A.3)**

### **Eligibility**

Admission to Seesaw Learning Academy will be open to children between the ages of six weeks to twelve years. Children will be grouped according to their age and developmental stage. We offer space in our Infants, Toddlers, Two's, Three's, and Pre-K classes. We offer after care to children ages four to twelve. Seesaw Learning Academy welcomes children of any race, creed, color, sex, national origin, handicapping condition, ancestry, or whether a child is being breastfed.

### **Financial Obligations**

Preliminary Application and the enrollment fee must be paid prior to receiving a Registration/Admission Packet. The enrollment fee of **\$80.00** is a one-time fee. Each spring semester an annual Registration/Resource/Curriculum fee of **\$100.00** will be required along with completion of a new Registration/ Admission Packet for placement in the Center. All fees are non-refundable and subject to change. Parents will be given a 30 day notice prior to any changes in financial obligations.

## Tuition

All tuition is due in advance and should be paid on, or before, Friday for the following week. Any tuition not paid by close of business Tuesday is considered late and will be assessed a **\$15.00 late fee per day.** Any tuition not brought current by Wednesday morning, when you bring your child, will result in your child not being able to return to school until all fees (weekly tuition plus late fee) are paid and tuition is current. \*\* The Center fees may be paid by check, money order, or debit/credit card. Parents are strongly encouraged to use the "My Procure" Online system for payment. The "My Procure" system will allow credit and debit card payments. **Cash will not be accepted as a form of payment for weekly tuition.** Tuition should be placed in the drop-box located in the foyer. Make sure checks are made out to **Seesaw Learning Academy.** Please include the child's full name on the memo line.

Tuition rate is based on the age group (room) the child is in. It does not change by birth date but by teacher/student ratio.

## Insufficient Funds Check

There is a fee of \$30.00 for returned checks due to insufficient funds. If a check is returned, the daycare is to be paid in full (cash or money order) the next business day (following notice). After two ISF checks, payment must be made electronically through the Procure system.

## Tuition

<i>Enrollment Fee (One time Non-Refundable)</i>	\$80.00
<i>Registration/Supply/Curriculum Fee-for all ages (Annual non-refundable)</i>	\$100.00
<b><u>Tuition*</u></b>	
Infants (6wk-12 month)	\$155.00
Toddlers (1 yr)	\$155.00
Two's	\$145.00
Three's	\$140.00
Four's	\$140.00
After-School	\$75.00
Before/After School Annual Registration to Reserve Spot on Van	\$25.00

School Age Drop-In Care and Transportation/After care	<i>varies</i>
\$75.00 + \$15.00 per day (Ex. Teacher Workday)	
Summer Camp/ Holiday Care (school age)	\$130.00
Summer Camp (Field Trip Fee)	\$50.00
Drop-In Care (based on availability)	\$30.00
Graduation Fee (Due By March 15th)	\$40.00

## **Required Forms/ Child Records**

The following forms are required for registration and enrollment of each child attending Seesaw Learning Academy:

- Registration Form-Master Card (One for each child applying for admission to the center with enrollment fee)
- Seesaw Learning Academy Authorization Form (see application)
- Tuition/Fee Acknowledgement Form
- Immunization Report (Signed by physician or attach current immunization record)
- Digital Camera Awareness Authorization (PB&JTV)
- Child and Adult Food Care Program Form

## **Hours of Operation/ Holidays (1513 A1)**

Seesaw Learning Academy will operate Monday-Friday from 6:00a.m. to 6:00p.m. twelve months per year. Children are not allowed to be dropped off between 9:30a.m. and 2:00p.m. unless permission has been granted by the Center Director. The Center will be closed in observance of the following holidays and teacher professional development days:

New Year's Day

Memorial Day

Good Friday

Thanksgiving Day and the Day After

Christmas Eve and Christmas Day

Juneteenth

Fourth of July

Labor Day

**(3 per year)Teacher Professional Development Day-TBA**

Should any of these holidays fall on a weekend, the Center may close either the Friday before or the Monday after the holiday. You will be notified of the exact date before the holiday. The Center will also be closed to all children on **three annual** Staff Development Days. We will notify you in advance of these dates. Tuition is paid for holidays and staff development days.

**Professional Development Day/ Teacher In-Service/ Training**

Seesaw Learning Academy is committed to a quality academic program. We strive to be the best! Our teachers **MUST** have continuing education hours in the field of Early Childhood while employed with Seesaw Learning Academy. Staff is strongly encouraged to further their education and receive a degree. All staff will meet the state guidelines for education in receiving their Ancillary Teaching certificate and their CDA (Child Development Associate). Each classroom has a daily schedule posted in their classroom for easy reference. The schedules act as a guide only; allowances are made for unexpected events or a child's specific needs.

**Arrival/Departure Procedures (1511 A.3)**

All children upon arrival to the Center must be checked in using the computerized log in system (Procare) located in the annex of the building. After completing the sign-in, children must be escorted to their designated location and their personal belongings taken to their classroom and left in the appropriate cubby. No child shall be allowed to wander the building without parental supervision or left without letting the child's teacher know they have completed the check-in procedure. No children will be dropped off between **9:30a.m and 2:00p.m.** Seesaw Learning Academy is an educational facility. It is important that your child arrive at school no later than 8:30a.m. This will ensure that your child receive exposure to the full curriculum.

## Late Pick-Up Policy

It is understood that on rare occasions parents have urgent matters causing them to pick up their child after the center closes.

Late fees will go into effect at 6:00p.m. The first time a child is picked up late, a fee of \$5.00 per child will be assessed for **every minute** until the child is officially checked out. Payment must be the next day upon arrival. The Center reserves the right to dismiss any child from its program for repeated abuse of this policy.

If your child is not picked up after the normal closing time and you have not notified the center of the possibility of a late pick up, the following guidelines will apply:

- Seesaw Learning Academy will attempt to contact you or the person(s) authorized to pick your child up.
- If we have not been successful reaching you or another authorized person within thirty minutes after closing time, the center Director or person in charge will determine whether and when child protective services or the appropriate authorities should be contacted based on licensing regulations.
- If appropriate, authorities are contacted, a note in a sealed envelope will be posted on the center door advising you of the specific information including name and phone number of the agency or person to contact.

Children should not be left at the Center for more than 10 hours per day unless approved by the Director.

## Supplies

Your child will need to bring the following items: (Items **must** be labeled using the child's name)

- Bedding- Two towels or two small blanket  
**Infants (ONLY) are NOT allowed to have blankets, toys, or loose items in the bed**
- Plastic Mats (thin plastic mat for 2 years and up)
- Diaper and wipes
- Formula/baby food
- Bottle/sippy cup (MUST BE LABELED DAILY)
- Extra Change of Clothes (in labeled ziploc bag)

- Topical Ointment (if needed)- should be treated as medication and should be labeled with the child's first and last name. The center will only apply topical ointment, sprays or creams with written authorization signed and dated by the parent. (Ex. Diaper Rash Ointment, Sunscreen)

Children are **NOT** permitted to bring toys from home. Parents should check the child's cubby daily. Artwork, soiled clothing and notes will be placed in your child's cubby. All blankets will be sent home each Friday to be cleaned and returned on Monday.

In order for us to provide the proper care for your child, he/she needs diapering supplies. Two requests will be made for missing supplies. Upon the third request, you will be notified to pick your child up from the Center and bring them back with the missing items. In the event that the Center has to provide your child with diapers or wipes, you will be charged **\$5.00 per day for missing items.**

## **Dress Code**

Children should wear seasonally appropriate clothing and closed-toed shoes (no jellies or flip/flops) for play and creative exploration. Keep in mind the comfort level of your child based on weather, outdoor temperature, ease of movement and activities at the center when dressing your child. The children will be taken outdoors daily to play and explore weather permitting. (Examples of inappropriate attire include: Difficult belts, overalls, boots or shoes with hard heels etc.)

## **Parental Involvement (1509 A.6-A.7)**

Seesaw Learning Academy encourages and offers many opportunities for parental involvement at the center. Parents will be offered two or more opportunities throughout the year to volunteer with activities such as: open house, parent education session, parent and staff conference, holiday party or parent or grandparent's day. We encourage parental participation for snacks, group time, parties and volunteer help. Holiday parties such as Birthdays, Christmas, Valentine's Day, Easter... are encouraged and parent participation is appreciated. Keep in mind safety and health regulations when planning parties for your child. Any questions regarding this can be directed to a staff member. Parents wishing to share a special talent or interest with the children are encouraged to do so. Please contact the Director/Director Designee or teacher to make arrangements. Parents are



allowed to visit the center anytime during its regular hours of operation and when children are present.

## **Illness**

In order to protect the general health of all children in the center, a child may not remain on site with any of the following symptoms:

- Vomiting
- Diarrhea
- Fever (100.4 or ^)
- Thick colored nasal discharge
- Sore throat
- Discharge in eyes/ears
- Rash/Skin Infections
- Childhood diseases
- Croupy cough

The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or suffers an accident while in our care. Children becoming ill at the center will be removed from the group. Parents will be notified and are expected to pick up their child immediately. Before returning to school, the child must remain symptom free for a minimum of 24 hours.

An undiagnosed rash or skin lesion will require medical attention and a statement from the physician stating that the child is not contagious to others prior to returning to the Center. A physician's statement may be requested at the Director's discretion for any illness. Please notify the Director/Director Designee if your child has been exposed to any contagious disease.

**If children are unable to participate in normal activities (inside or outside) they should not be brought to school unless prior clearance is given from the office.**

## **Absences, Sick Days**

To maintain the quality of care and budget for cost, we charge a full-week of tuition if your child does or does not attend any portion of the week. If your child will be absent on a particular day, please notify the center of the absence and reason for the absence if it was health related.

## **Emergencies**

**Medical-** In the event of an accident or medical emergency, every effort will be made to notify parents immediately. Until the arrival of a parent, the Director/Director Designee will be in charge and make any and all decisions concerning the care of the child. The center will maintain written consent from the parent agreeing to this provision. It is vital that the emergency information in the child's file remain current at all times. In the event that parents cannot be reached, the Director/Director Designee will secure immediate medical attention.

**Non-Medical-** Non-medical emergencies will consist of emergencies occurring at the facility (i.e. fire) or emergencies occurring outside of or near the facility grounds (i.e. weather). **Seesaw Learning Academy will adhere to the closure/dismissal schedule of the Caddo Parish School System should such an emergency occur.** Parents should monitor local media outlets for such announcements. Parents will also be notified through text via CLASS DOJO. In the event that we must evacuate the center, parents will be immediately notified of the proper pick-up procedure. Our designated evacuation site is Bedrock Academy located at 3224 Barksdale Blvd. Parents wishing to view our emergency plan may do so by speaking with the Director/Director Designee.

## **Immunizations**

Upon enrollment, your child's physician **must** provide verification that your child's immunizations are current by either completing the Immunization Report provided by the center or attaching a signed immunization record to this form. The Immunization Report must be updated annually and must follow the requirements of the State Department of Health and Hospitals immunization schedule. All children must remain current on their immunization schedule in accordance with these regulations or face removal from the center. Extraneous reasons for not maintaining current immunizations must be documented and signed by the child's physician and should include a phone number for verification. These health standards will be strictly adhered to by Seesaw Learning Academy.

## **Medication Policy**

Seesaw Learning Academy will not administer any medications. (EpiPen may be administered in the event of an allergic reaction). The EpiPen must be in

the original package with the instructions on it from the pharmacy. EpiPen must have child's first and last name on it. (Parent MUST sign a medication form).

## **Legal Documents**

Seesaw Learning Academy requires that any legal documents (i.e. court orders, restraining order, custody orders...) which prohibit anyone from seeing, visiting or having contact with the child be provided to the center upon issuance. Documents should be notarized and will become part of the child's official record. The Center will only release children to individuals who were authorized by the enrolling parent. The Center staff will remain neutral with all custody matters. The Center will not allow visitation during daycare hours.

## **Child Abuse and Neglect Policy (1509 1.a-1.c)**

Seesaw Learning Academy shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS/ (855) 452-5437. The Center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations. Furthermore, the Center will not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

## **Confidentiality (1515 c.)**

The Director/ Director Designee shall supervise and maintain the children's files. Records are the property of the center and shall be stored in the Director's office. They will be released to no one other than the parents of the child or authorized state personnel, and then only in the presence of the Director/Director Designee. This includes all information and photographs. Employees of the center shall not disclose or knowingly permit the disclosures of any information concerning the child or his/her family directly or indirectly to any unauthorized person.

## **Withdrawal/Dismissal Procedures**

Parents wishing to voluntarily withdraw their children from the center are required to provide written notice **two weeks** prior to the child's final day on campus. Failure to provide this notice will result in the parents' financial responsibility to the center for a maximum of two weeks. Should a child be

dismissed from the center at the request of the Director/Director Designee for violation of policies the dismissal will be immediate and the parent will assume no financial responsibility for this two-week period. Tuition will be refunded for the remainder of the given week in which the child has been dismissed.

***The owner/director has the authority to use his/her discretion when dismissing students from the program. Reasons for dismissal may include but not limited to the following:***

- ***History of Late Payments or Failure to Pay***
- ***Routinely Late Pick-ups***
- ***Inappropriate Conduct of Parent on Center Property***
- ***Information given out in public not for the good of the Center {Ex. Slander/Misinformation/Conflicting info etc.}***
- ***Center's Inability to meet the needs of a child***
- ***Domestic Disputes Related to Child's Departure***
- ***Parents failure to follow daycare policies***
- ***Failure of child to adjust to the center after a reasonable amount of time***
- ***Behaviors that could cause harm to the teacher or other children***
- ***Serious illness of a child***

## **Photographs/ Website/PB&J TV**

Seesaw Learning Academy will display photographs of children involved in center activities throughout the Center. If photographs are used outside of the center, written consent from parents will be obtained prior to their release. A professional photographer will be contracted through the Center to provide individual portraits of the children in the fall and class pictures in the spring. Spring events portraits such as Santa and Graduation will also be taken. Photographs of children will be taken and posted on the Seesaw Learning Academy social media platforms with parental permission.

We would love to showcase your children during learning activities and special events through our website. However, children will not be showcased who do not have written permission.

Parents have the luxury of logging on to PB&J TV while at work or home. This allows parents to watch their children in their learning environments

during Center hours. Parents are not allowed to record and take pictures through the protected site. This service is an additional fee (\$20 per month).

## **Transportation**

Seesaw Learning Academy will provide transportation to and from the following schools:

Shreve Island Elementary and A.C. Steere Elementary. Other schools will be considered upon parent request. An additional fee may be charged based on location. If you have a school-age child, you **MUST** call the Center by 1:45p.m. if your child is NOT riding on the Center van from school. If you do not call, you will be charged a \$10 penalty. We are expecting to pick up your child unless you tell us otherwise.

## **Behavior Management Policy (1509 8A-C)**

Discipline shall be a form of constructive guidance, its purpose being to help the children learn acceptable behavior through understanding. We will use a firm positive approach, stressing consistency. Each child shall be cared for in an honest, fair and loving manner. We will make suggestions, not commands in redirecting a child's energies. The child will know that we disapprove of the action and not the child. Redirection of a child's attention is often all that is needed to promote harmony and encourage cooperation among the children.

Appropriate behavior is praised, thereby encouraging it. On occasion a situation may warrant children being removed from the situation. In these instances a child will be placed in a "Safe Place" based on the general rule of one minute per year of age of the child. The "Safe Place" chair will always remain in full view of the teacher. At no time will children be left unsupervised.

Seesaw Learning Academy **prohibit** children from being subjected to the following:

- Physical or Corporal punishment which includes but 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;

- Being disciplined or 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 shall not be used for children under age two
- For children over age six, a time out may be extended beyond one 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.

**WE WILL ALWAYS MAINTAIN A PROACTIVE DISCIPLINE POLICY BY TRYING TO INTERVENE BEFORE INAPPROPRIATE BEHAVIOR OCCURS.**

*In the event that we feel the behavior of the child is detrimental to him or herself, other children, or the staff, parents will be contacted to pick them up for the day. Seesaw Learning Academy will not have the manpower to spend extended time with students who continually refuse to comply or show patterns of aggression. The Director/ Director Designee will assist parents in finding additional services, if needed, and will determine if Seesaw Learning Academy is the appropriate educational placement. Parents will be asked to make other arrangements if the following (repeated) behaviors are exhibited: aggressiveness toward staff or children biting, improper use of language, destruction of property, or any condition that requires more care than the teacher/staff ratio can provide.*

## **Biting Policy**

In instances involving biting, the biting child will be removed immediately from the activity and placed in a "Safe Place". The bitten child will be of immediate concern and steps will be taken to cleanse and care for the wound and the child. Should the skin be broken, the staff will properly cleanse and cover the wound in accordance with Center guidelines. The biting child will be taken aside, talked with and given quiet time to think about the incident. If the biting behavior persists, a parent-staff conference will be scheduled to discuss the situation with emphasis placed on reaching a

mutually beneficial resolution. However, if these efforts fail to resolve the problem, a parent may be asked to withdraw the child from the Center.

Parents will be informed of any accident or injury occurring at the Center.

### **Electronic Device Policy (1509 9a-b)**

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

- Electronic device activities for children **under age two are prohibited**; and
- Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that televisions, DVD, or video viewing shall be limited to no more than one hour per day.

### **Computer, Movie and Video Game Policy (1509 10-11)**

Computers that allow internet access by children will be equipped with monitoring or filtering software that limits access by children to inappropriate websites, email, and instant messaging.

- Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- All television, video, DVD, or other programming shall be suitable for the youngest child present
- PG programming or its television equivalent shall not be shown to children under age five and shall only be viewed by children age five and above and shall require written authorization.
- Any programming with a rating more restrictive than "PG" is prohibited.
- All video games shall be suitable for the youngest child with access to the games.
- "E10+" rated games shall be permitted for children ages 10 years and older. T and M rated games are PROHIBITED.

## **Monitoring Policy for Provisionally Employed Staff** (1509 12a-d)

Seesaw Learning may provisionally employ as a staff member, a person for whom it has requested a CCCBC (Childcare Criminal Background Check)-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes. He or she will be monitored at all times by an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes.

### **Celebrations/Birthday Parties**

We are happy to celebrate holidays and your child's birthday during afternoon snack time at the center. Parents will be responsible for providing all party needs. All items must be pre-packaged and include the food label with listed ingredients. **Due to the sensitivity levels of peanut allergies, we are a peanut-free facility.** Please contact the Director/Director Designee as early as possible (no later than two days prior to celebration) to make your arrangements and schedule the date.

The daycare will gladly distribute party invitations in the event that all children in the class are invited.

### **Meals and Snacks**

Seesaw Learning will provide a breakfast snack, lunch, and afternoon snack. Students participating in the Before/After School Program will not receive a breakfast snack. However, all students will receive the afternoon snack. Parents are allowed to send food for their child's lunch. A menu will be posted in the foyer and sent home upon parent request. The menu will also be posted on the [Seesawlearningacademy.com](http://Seesawlearningacademy.com) website.

### **Nutritional Policies**

**Infants:** Children under one year of age are fed foods provided by their parents. Parents will provide the necessary food and/or bottles. All items should be clearly marked with the child's name. Leftovers cannot be fed to your child the following day. All leftover food will be properly disposed of. No glass bottles are allowed in the center. The center does not use infant feeders. If an infant eats cereal, the parent must bring boxed cereal to be fed with a spoon. Infants should be fed a progressive meal Pattern:



Birth- 3 months	Formula/Breast Milk
4-7 months	Formula/ Breast Milk, Cereal, Vegetables, Fruit
8-11 months	Formula/Breast Milk, Meat/Egg Protein, Vegetable, Fruit or Combination of each

### **One-Five Year Olds:**

Children one year or older are served a morning snack, a nutritional lunch and an afternoon snack. Toddlers are encouraged to feed themselves. Snack foods are encouraged prior to a child's first birthday.

Lunch is served beginning at **11:00a.m** until **11:30a.m**.

A current menu will be posted by the first day of the week for each month. Parents are permitted to bring food into the Center for their child. However, please consider the other children and not bring food coming from various fast- food establishments (McDonald's etc.).

For children with special dietary needs, food allergies or religious restrictions, parents should provide a written, detailed, signed statement from the child's physician.

**Outside Food for Special Occasions:** Parents are allowed to bring refreshments for special occasions that are pre-packaged and have a food label with listed ingredients. **NO homemade food may be brought into the center for parties and/or treat bags.**

## **Accidents/Injuries**

In the event of an incident, injury, accident, illness, or unusual behavior, the parent will be notified and the incident will be documented no later than when the child is released to the parent or authorized representative on the day of occurrence. The parent will receive immediate notification if blood is not contained in adhesive strip, head, neck or eye injury, human bite that breaks the skin, animal bite, impaled object, broken or dislodged teeth, allergic reaction skin changes, unusual breathing, symptoms of dehydration, temperature over 101, or injury or illness requiring professional medical attention. **The center will not delay seeking care while attempting to contact a parent if emergency medical attention is required.**

***Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented***

***and such documentation shall include an explanation from the parent or child. (Ex. If the child arrives with a bruise on the face or leg, the Center must inquire and document response in the Center's records).***

## **Childcare Assistance**

It is the parents' responsibility to make sure tuition has been paid. If you are on child-care assistance, it is your responsibility to clock your child in and out on the tablet located in the Center's lobby. The Center is paid based on the login. In the event that you do not clock your child in/out and the state does not pay the portion, we will notify you and you will be responsible for the remainder of the tuition. ALL childcare payments are due weekly or the 1st of the month only. It is not the Center's responsibility to contact LDOE for short payments. Failure to follow this procedure will result in disqualification from the program.

## **Safe Sleep Practices (1909 B-D)**

All infants shall be placed on their **backs** for sleeping. Infants shall not be placed in positioning devices, unless the center has written authorization from a physician. This policy includes car seats etc. Physicians authorization must include the device and amount of time allowed to remain in device. Pacifiers may be offered when a child is placed to sleep, but it shall not be placed back in the mouth once the child is asleep.

## **Care of Children (1911 E, G, K)**

Infants will receive daily written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns. Reports will be kept current throughout the day and provided to parents upon arrival.

Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

Children will be required to wash their hands using soap upon arrival at the center, after playing in water used by more than one person, after toileting, after playing in a sandbox, before eating meals or snacks, and upon coming in from outdoors.

## **Communications/ Complaint Policy (1509 5a.)**

Questions or concerns regarding the operation of Seesaw Learning Academy should be addressed to the Director/Director Designee. Each question and/or concern will be handled as efficiently as possible. Seesaw Learning Academy holds a Type "III" license issued by the State of Louisiana Department of Education. They can be reached at PO Box 4249, Baton Rouge , Louisiana, 70821. Telephone number: 225-342-9905. A copy of current licensing standards/surveys/inspections can be obtained online at [www.ldoe.com](http://www.ldoe.com).

(Revised 5/2/2023)