



# Parent Handbook

Revised 11/28/2017 JDL

## **Welcome**

Dear Parents,

We would like to welcome you to Little Life's Learning Center. We are so glad that you have chosen to be a part of our "family." At Little Life's, we do our best to make you feel comfortable entrusting us with the care of your children. We consider it our privilege to be a part of this team that helps your children grow and develop successfully.

We encourage you to take time to get to know our Little Life's staff. They are a wonderful group of people dedicated to the care of your children. Each team member has been trained in child development and positive guidance and is committed to professional development. They have extensive knowledge and experience in working with children. Please take advantage of this great resource, and feel free to ask any questions.

The care and safety of your children is our top priority. As you walk through the Center, you will notice that all of the classrooms have large windows. These observation windows increase the accountability of our staff members, protecting both children and staff. Also, Little Life's Learning Center has an "Open Door Policy," which means that parents and guardians are welcomed to visit or call without notice any time during our operating hours.

Again, welcome to Little Life's Learning Center. We look forward to working with you and getting to know your child and family in the days to come. If we can be of assistance to you in any way, please let us know.

Sincerely,  
Your Little Life's Family

## **Non-Discrimination Policy**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Admission Policy**

### **Days and Times-General Information**

Little Life's Learning Center is licensed for up to 141 children. We welcome children age 6 weeks through 12 years old. The Center is open Monday through Friday from 6:30 a.m-6:00 p.m. year round, excluding the following holidays:

- \* New Years Day
- \* Mardi Gras Day
- \* Good Friday
- \* Memorial Day
- \* 4th of July
- \* Labor Day
- \* Thanksgiving
- \* Friday after Thanksgiving
- \* Christmas Eve
- \* Christmas Day

### **Enrollment Process**

Once a family makes the decision to enroll their child at Little Life's Learning Center, they will be given an enrollment form. This form needs to be completed in full prior to the orientation date. Once a family fills out this form and pays the registration fee, the child(ren) will be enrolled at the Center. If there is a waiting list, the registration fee may be used to secure a place on the waiting list.

### **Registration Packet**

Upon accepting enrollment, each family will receive a registration packet to fill out for each child they will be enrolling. This packet will include the following forms:

- Physician's Health Statement
- Current Immunization Record
- Parent Agreement Contract
- Emergency Medical Release
- Child Emergency Information
- Food Program Application
- Payment Form
- Getting to Know You Form
- Photo Release Form

The State of Louisiana requires that all of the mentioned forms be filled out correctly. They must be returned to the Center no later than the orientation date. The child(ren) will not be able to attend Little Life's Learning Center unless the Center has received all the forms.

## **Orientation**

Orientation is typically held every Thursday at 4:30 p.m. at Little Life's Learning Center. Orientation is designed to help our families become better acquainted with Little Life's. Orientation must be attended prior to your child's first day at the Center.

## **Registration Fee**

Each family is responsible to pay a registration fee. The fee is \$40 for the first child and \$10 for each additional child. This is one time non-refundable fee and may be used as a waiting list fee. If there is not an immediate opening, your child will be placed on the waiting list only after the registration fee is turned in.

## **Tuition**

The date that the family has written on the form for their "Date of Admission" will be when the billing cycle begins. If a family decides not to enroll after all, it is necessary to inform the Center of this prior to the "Date of Admission" marked on the enrollment form. If the Center is not informed before the "Date of Admission," the family will need to put in a two weeks notice and will be responsible to pay two weeks of tuition.

Weekly tuition is due each Monday by 10:00 am. If payment in full is not made by Monday at 10:00 am, the account will be charged a \$5.00 late fee each day (beginning Monday), until the payment and late fee are paid in full. A fee of \$35 will be charged if payment is declined. Children whose accounts are more than two days late with their weekly tuition payment will be dis-enrolled from the Center and may be considered for re-enrollment once the account is paid in full.

Families who are on vacation or away from the Center for other reasons are still required to pay tuition during vacation time.

For your convenience, all tuition must be paid via auto-draft. We do not accept cash payments.

## **Dismissal from Center**

A **two-week notice in writing** is required prior to your child's last day. You will be charged for two weeks of tuition after we receive the notice. If there is no notice given, you will be charged for two weeks of tuition after your child leaves the Center.

Little Life's Learning Center reserves the right to dis-enroll a child from the Center for the following reasons:

- If he/she harms another child, adult, or property (see dismissal due to behavioral changes)
- If financial obligations are not met
- If a parent/guardian becomes rude or abusive to any child or staff member.

## **Drop-in Policy**

Drop-in care is provided, based on availability of space, for families not needing full-time or consistent child care. All regular enrollment requirements must be met. Parents must call in advance each time the child is to attend in order to be sure space is available in the appropriate classroom. If the classroom is filled with full-time students, we will not be able to provide care for the child on that day. If there is space on the appropriate day, the drop-in fee will be charged and auto-drafted from your account.

## **Necessary Items**

*All items must be labeled with your child's first and last name before they are brought to the Center. If an item is brought to the Center with no name, the staff member will label the item with a permanent marker.*

### **Parents are responsible for providing:**

Infants (6 Weeks-11 Months Old):

- Diapers
- Baby wipes
- Bottles and/or pacifiers as needed
- Baby food or formula to be used daily
- Two complete changes of clothes
- Outdoor winter gear (when needed)
- Diaper rash cream (as needed; please fill out the appropriate authorization form)
- Specific infant care instructions (Please update each time there is a change in your child's care/routine)

Toddlers (1-2 Years Old):

- Diapers

- Baby wipes
- Pacifiers as needed
- 2 Complete changes of clothes
- Outdoor winter gear (when needed)
- Diaper rash cream (as needed; please fill out the appropriate authorization form)
- Nap mat
- Blanket/sheets
- Travel-size pillow
- Plastic bin (large enough to hold nap mat, blanket and pillow)

Preschool and School-Aged Children:

- Pull-ups (if needed at nap time)
- Set of extra clothes, including socks and underwear
- Outdoor winter gear (when necessary)
- Nap mat
- Blanket/sheets
- Travel-size pillow
- Plastic bin (large enough to hold nap mat, blanket and pillow)

**Please do not bring outside toys or food without prior permission from the office. Little Life's Learning Center is not responsible for any items brought from home.**

Little Life's will provide:

- Breakfast (for children not on formula, breast milk, or baby food)
- Lunch (for children not on formula, breast milk, or baby food)
- Snacks (for children not on formula, breast milk, or baby food)
- Whole Milk for 1 year olds and 1% Milk for children aged 2 years old and up
- Cribs and sheets for infants
- Age appropriate toys and equipment for all ages
- Materials for daily activities

## **Attendance at the Center**

### **Arrival and Departure**

At Little Life's, we want your child to have the best day possible while in our care, and we believe that is more easily achieved when the day begins on a positive note.

Please follow a few simple steps to ensure that your child's day is started on a positive note.

- All children must be at the Center by 10:00 a.m. If you will be later than 10:00, please contact the office to inform your child's teacher. (A doctor's note may be required.)
- Be sure to leave all toys or breakfast at home or in the car; they will not be permitted in the Center.
- Children should be clean, neatly groomed and comfortably dressed upon arrival to the Center. (see the section titled "clothing")
- Accompany your child to his or her classroom
- Make sure to let the Teacher know that your child has arrived
- Feel free to stay a few minutes after drop off, but please leave promptly after saying goodbye (due to the fact that children can be easily upset by drawn-out good-byes)

When picking up your child, please check his/her folder and cubby for any handouts, worksheets, or special projects. Upon entering the classroom, please feel free to speak with the teachers about your child's day.

### **Combining Grade Levels**

During the early hours of the morning and toward the end of the day, Little Life's Learning Center will allow teachers to combine classes in order to prepare for the day and/or clean classrooms, etc. We always keep your child's safety first and foremost; we will be sure to combine classes with children whose ages are in close proximity. We will always maintain the ratio of the youngest child.

## **Release Policy**

Your child will not be released to anyone who is not authorized on your child's enrollment form. Any person not recognized by office personnel will be asked to show a valid picture ID, such as a driver's license.

Authorization will NOT be given by phone.

## **Courtesy Call**

Little Life's would greatly appreciate a courtesy call if your child will not be attending on a certain day. This helps us to plan our day more efficiently.

## **Parent Responsibilities**

- We wish to keep a safe and clean Center; please notify office personnel if you notice any unclean or unsafe areas or if you see any misuse of an area.
- Please notify office personnel immediately if any staff member or adult is not using proper conduct.
- Please feel free to address any suggestions, comments, or concerns. We welcome your input and are more than willing to answer any questions.

## **Clothing**

It is important that we at Little Life's work together with parents to create a caring, comfortable environment that is ideal for your child's learning and development. Please bring your child to the Center with comfortable, sturdy, and washable play clothes. (One key may be to look at your child's outfit and ask yourself, "Will I be upset if my child comes home with dirt, finger paint, or glue on his/her outfit?") For safety reasons, please dress your child in closed-toed shoes with a rubber or non-slip bottom.

Because most classes play outside every day (when weather permits), please dress your child appropriately for the weather. Please make sure that your child's extra set of clothes is appropriate for the current season (summer, winter, etc.).

Please use a permanent marker to write your child's first and last name on all clothing in order to limit confusion and any mix-ups with clothing.

## **Jewelry**

Please leave all jewelry at home, as it may be damaged or even become a health hazard. Little Life's Learning Center is not responsible for any jewelry that your child brings to the Center.



## **Pets**

Pets are not allowed in the Center.

## **Conferences**

Any parent desiring a conference can request to have one set up at any time. Teachers are encouraged to communicate with parents on a daily basis to keep them informed on how their child is progressing.

## **Observation**

Little Life's Learning Center encourages parents to stop in to the Center at any time. It is important to us that our families are comfortable at all times. Parents are always welcomed, unless they are denied by a court order (parents and other family members must be listed on the contact form in order to be observing a child). Any parent/guardian who causes a disturbance in the Center will be asked to leave.

## **Activities**

We invite all of our Parents/Guardians to participate in the many activities we do at Little Life's. Through the year we do holiday parties or other fun activities in the classroom. Your child's teacher will let you know when these activities take place. Please feel free to join us for any of these fun times.

## **Confidentiality**

Any employee or other person that will be working directly with the children or the children's files is prohibited from discussing any information regarding the child or his/her family outside of the Center. A copy of all forms kept in a child's file will be available to the parent and/or state licensor at their request.

## **Mandated Reporter**

Every member of the Little Life's Team is a mandated reporter. This means that if any employee suspects abuse or neglect, he/she is required by the state of Louisiana to report it to child protection. Staff will be trained on the recognition signs of abuse and neglect. If a staff member has a concern, he/she is asked to talk with office personnel immediately. Staff members are responsible to record anything they notice on the Daily Observation Report. All of the policies and regulations are kept in the office and reviewed with all new staff members at orientation.

## **Postings**

The Type II License will be posted on the Parent Communication Board.

All parent information will be posted in the Parent Communication Board.

The Louisiana Early Learning Center Licensing Regulations Book is available for parents to view at any time.

## **Educational Policy**

### **Combining Grade Levels**

During the early hours of the morning and toward the end of the day, Little Life's Learning Center will allow teachers to combine classes in order to prepare for the day and/or clean classrooms, etc. We always keep your child's safety first and foremost; we will be sure to combine classes with children whose ages are in close proximity. We will always maintain the ratio of the youngest child.

### **Infant Room**

The Infant Room will provide a loving and nurturing environment. The infants will have no set schedule. Teachers will care for the child's needs while following the guidelines set by the parents on the **Infant Care Instructions** form. Each infant maintains his or her own routine for eating, sleeping, and playing. This age group focuses on proper childhood development as well as sign language, singing, word recognition, and motor skills.

\*All infants will have their diapers changed every two hours or immediately upon being soiled.

### **One Year Old Class**

The one year old class is a transition room from infant to toddler. Teachers will assist the young toddlers as they begin to learn more independently. This room will still provide the needed flexibility for each child that allows him/her to transition as needed.

- 6:30 - 8:00 Arrival and free play (prepare for breakfast)
- 8:30 - 9:00 Breakfast
- 9:00 - 9:30 Diapering/choice play
- 9:30 - 10:15 Group time
- 10:15 - 10:30 Wash hands, prepare for outside/large muscle activities
- 10:30 - 11:00 Outside/large muscle activities
- 11:00 - 11:30 Diapering, prepare for lunch
- 11:30 - 12:00 Lunch
- 12:00 - 3:00 Nap time
- 3:00 - 3:15 Afternoon snack
- 3:15 - 3:45 Art project
- 3:45 - 4:45 Outside/large muscle activities
- 4:45 - 5:00 Diapering/choice play
- 5:00 - 6:00 Stories/free time/goodbyes

## **Older Toddler Room (Two Years Old)**

The two year old room will be the transition room for toddlers as they become preschoolers. This room will work with each child individually to help him/her potty train. Curriculum will be implemented to ensure each child is receiving the education needed to start preschool. The children will focus on basic numbers, letters, shapes, and color recognition. The classroom will also work with children on their self-help skills and social behaviors. At this age, each child develops differently, and the teachers will work with the children to ensure they are reaching a variety of appropriate and meaningful developmental goals while providing the best education possible.

- 6:30 - 8:00 Arrival and free play
- 8:00 - 8:30 Diapering and bathroom
- 8:30 - 9:00 Breakfast
- 9:00 - 9:45 Group time/stories
- 9:45 - 10:15 Art project/wash hands, prepare for outside/large muscle activities
- 10:15 - 11:00 Outside/large muscle activities
- 11:00 - 11:30 Diapering and bathroom, prepare for lunch
- 11:30 - 12:00 Lunch
- 12:00 - 3:00 Nap time
- 2:00 - 3:00 Quiet activities/diapering and bathroom
- 3:00 - 3:15 Afternoon snack
- 3:15 - 3:45 Art project
- 3:45 - 4:45 Outside/large muscle activities
- 4:45 - 5:00 Diapering and bathroom
- 5:00 - 6:00 Stories/free play/goodbyes

### **3 Year Old Class**

This room will help the development of the child to gear him/her towards kindergarten. The curriculum in this room will fine-tune letter, number, shape, and color recognition. The children will start working on their writing and reading skills. They will be given multiple areas of activities to interact within. This will help each individual claim his/her independence while guiding towards good decision-making in daily activities.

- 6:30 - 7:30 Arrival and free play
- 7:30 - 8:30 Group stories and carpet activities
- 8:30 - 9:00 Breakfast
- 9:00 - 9:45 Morning group
- 9:45 - 10:45 Lesson/art project
- 10:45 - 11:00 Bathroom and outdoor prep time
- 11:00 - 11:30 Outdoor play and preparation for lunch
- 11:30 - 12:30 Lunch
- 12:30 - 1:00 Lunch clean up and bathroom
- 1:00 - 3:00 Nap time/quiet time
- 3:00 - 3:15 Wake up and bathroom time
- 3:15 - 3:30 Afternoon snack
- 3:30 - 4:30 Outside play
- 4:30 - 5:00 Organized area play
- 5:00 - 6:00 Bathroom/stories/free play/goodbyes

### **Pre-K Room**

The Pre-K room will be focused on getting the children ready for their first day of kindergarten. This classroom will put a strong emphasis on language, writing, and social development while also working to promote interactive play. This classroom will help the children improve their listening skills and encourage creativity from each child both on an individual level and as a group.

- 6:30 - 7:30 Arrival and free play
- 7:30 - 8:30 Group stories
- 8:30 - 9:00 Breakfast
- 9:30 - 10:00 Organized area play
- 10:00 - 10:15 Clean up, wash hands
- 10:15 - 10:30 Bathroom
- 10:30 - 11:15 Outside play
- 11:15 - 11:30 Clean up
- 11:30 - 12:30 Lunch
- 12:30 - 2:45 Nap time
- 2:45 - 3:00 Bathroom
- 3:00 - 3:30 Afternoon snack
- 3:30 - 4:00 Afternoon group
- 4:00 - 5:00 Outside playtime

- 5:00 - 6:00 Bathroom/stories/free play/goodbyes

### **Outdoor Activities**

Outdoor activities will be a part of the children's daily schedule. Little Life's will have ample space outdoors for the children to play. The outdoor space will be equivalent to 75 square feet per child on the playground at one time. The children will be involved in large motor outdoor activities including group games, parachutes, running, playground play, and a variety of other activities to keep the children active. Their outside time will be divided by free play and teacher-led structured play.

### **Summer Program**

Little Life's offers a summer program to all children up to the age of 6 (with a birthdate prior to August 1st). It is a fun yet educational program that encourages the development of each child. There are also plenty of daily activities within the Center to encourage growth in a classroom setting.

### **Night Care**

Night care is not offered at Little Life's Learning Center.

### **Holidays**

Many United States-initiated holidays will be celebrated in the traditional way. If you would not like your child to participate in a particular activity or holiday, please notify the teacher and/or the Director.

### **Cultural Diversity**

Cultural diversity will be celebrated at Little Life's and will be implemented into the children's daily activities. The curriculum will involve learning activities about different cultures and will help to expose the children to different ways of living. In each classroom, the children will be exposed to different cultures through books, pictures, music, dolls, etc.

## Emergency Policies

### Emergency Contacts

Emergency .....	911
Houma Hospitals	
*TGMC .....	(985) 873-4141
*Chabert .....	(985) 873-2200
Coteau Fire Dept .....	(985) 868-4355
Sheriff's Dept .....	(985) 876-2500
Poison Control .....	(1-800) 222-1222
Child Protection .....	(1-855) 452-5437

### Attendance

Each employee will be responsible to keep a daily attendance record of each child under their supervision throughout the day. They will need to mark each child checked in or out at the time of the child's arrival and departure. It is required that all staff know the proper names of all children under their supervision. Staff will take attendance before and after leaving the classroom and then continually throughout the day to assure that all children are accounted for. The attendance form will list each child's first and last name.

### Fire

Near each classroom door, a fire evacuation route is posted. Each staff member will be trained in the evacuation procedure. It is the teacher's responsibility to practice safety drills and to ensure that the drills are understood by the children under their supervision. This safety procedure will be practiced on a monthly basis.

Once a month, an office personnel will sound the fire alarm, and a practice drill will take place. Once quarterly, a drill will be practiced during nap time. The fire alarms will be set off in the building; this will help the children to acknowledge the sound and not be frightened if there is an actual fire in the building. Once the alarms are set off, each teacher is responsible for all of the children under their care for that day. They will need to lead the children outside to the other side of the street or parking lot to a safe zone depending on where the fire is located. The teacher needs to make sure that all of the children in their classroom are accounted for. Teachers are responsible to bring outside with them their daily attendance sheets, ensuring that they have all of their children. Teachers are expected to be outside within 1 minute. Once the office personnel turns the fire alarms off and receives a head count from all the teachers, everyone will be allowed to re-enter the building.

## **Emergency**

For the safety of the children and staff, daily and monthly inspections are made of the facility and equipment. Broken or damaged equipment is promptly repaired or removed.

If the children need to evacuate the building or be brought to a shelter, the teachers will be responsible for providing the following: attendance sheets, contact information for parents and emergency contacts, radio, flashlights, first aid kit, and a phone.

If there is a situation where there is a missing child, after all areas of the Center have been checked, parents and police will be called.

It is mandatory that upon enrollment the parents list their contact information. In addition, the parents must list at least two more individuals that could be contacted in the event we are unable to contact the parents in an emergency. Parents will need to sign an emergency contact form stating that the Center is able to contact 911 in the event of an emergency.

There will always be at least two staff members in the center during open hours.

If there is an emergency where there is loss of power, heat, water, etc. that lasts more than one hour, the Center will close for the remainder of the day or until the power, heat, water, etc. is back on.

The required ration of staff members will be trained in infant/child CPR. If there is an emergency on the premises, office personnel will be informed immediately. Office personnel will determine the extent of the emergency. Regardless of the situation, the parents will be called, and 911 will be called if needed.

In the event of a medical emergency, it is mandatory that gloves be worn at all times by any personnel assisting in the situation.

Parents are responsible to walk their child into his/her classroom each day. It is the parent's responsibility to make sure that a teacher knows when a child is being dropped off and/or picked up from the Center. No other person besides the parent and any other contacts listed on the child's form will be able to pick a child up to leave the Center.

If an unfamiliar person who is not on the contact list comes to pick up a child, the parent will be called immediately. The child will not be allowed to leave with that person unless prior written (and in extreme emergencies, verbal) consent is given by a parent. This person must present a valid picture ID.

If an employee is unfamiliar with a new family member or family friend, the staff member will check the person's ID when they are picking up to verify his/her identity. Each

person will need to present a valid picture ID before being allowed to leave with the child.

At times, emergencies such as severe weather, fires, or power failures can disrupt Center operations. The decision to close the Center will be made by the Director or Administrator.

### **Climate Control**

The inside temperature needs to be set between 67 degrees and 80 degrees. Children will not be permitted outdoors if the heat index is higher than 90 degrees or if the temperature is lower than 0 degrees or 20 degrees below wind chill.

## Health Care Policy

### Immunizations

Immunization and Health records are to be turned in prior to the first day of attendance and are to be kept up to date at all times by the parent. Please notify Little Life's Learning Center immediately if there is a significant change in your child's health that would need to be accommodated by the Little Life's Staff.

### Illness

It is of the utmost importance that we maintain a safe, clean, and healthy environment. If your child is sick, please do not bring him/her to the Center. We do understand that this may be inconvenient for you; however, if all parents and staff cooperate, children in the Center will be sick less often.

Children may not remain in the Center if they are showing any of the following symptoms:

- Vomiting (After vomiting one time, the child must go home and may return after they are vomit-free for 24 hours.)
- Diarrhea (After 2 loose bowel movements, the child must go home and may return after being diarrhea-free for 24 hours.)
- Runny nose with green or yellow discharge or associated with fever, or cough with mucus secretion (The child must go home and may return after being symptom-free for 24 hours. \*Please note that any color discharge, other than clear, may be a sign of infection.)
- Under-arm temperature of 100.4 after adding one degree. (Children may return to the Center after being FEVER FREE FOR 24 HOURS WITHOUT TYLENOL or similar products.)
- Conjunctivitis/pink eye: the symptoms of pink eye are: red, itchy, draining, and/or crusty eyes. Children may return to the Center with a doctor's release or a written doctor's notice that the child is not contagious.
- Rashes or skin conditions: any unusual skin conditions must be examined by a doctor. Children may return to the Center after any sores have scabbed over and/or a doctor's release has been presented.
- Chicken pox (or baby mumps): symptoms include low fever, rash, blisters, scabs, and malaise. Children may return to the Center after the sores are scabbed over and/or a doctor's release has been presented.

- Lice/hair infestation: Children may return to the Center after receiving a specified treatment for lice shampoo and after all signs of eggs and nits are gone.
- Stiff neck with fever, headache, or swollen glands: Children may return to the Center with a doctor's release or a written doctor's notice that the child is not contagious.
- Severe coughing, sneezing, or breathing difficulties: Children may return to the Center with a doctor's release or a written doctor's notice that the child is not contagious.

Please have someone available who can pick up your child within 30 minutes when called.

**\*\*Note:** A doctor's note stating that your child is no longer contagious may be required upon returning to the Center.

We would appreciate your help in tracking contagious diseases. If you find that your child has a contagious disease, please notify Little Life's Learning Center office personnel as soon as possible. We will notify other parents of the symptoms; we will not, however, give the name of the sick child.

Non-contagious chronic health problems will be managed according to the physician's written instructions.

If your child becomes sick or shows signs of sickness, he or she will be removed from the classroom and placed in the care of office personnel. A child should not be kept at the Center if he or she is not well enough to participate comfortably in daily indoor and outdoor activities. You will be notified immediately to come and pick up your child. We ask that you make it to the Center within 30 minutes of the phone call. If this is not possible, please provide an emergency contact that can come within the 30 minute time frame. Coming as soon as possible is in the best interest of your child as it is much more likely that he or she will be more comfortable at home.

The child will remain isolated from other children until he/she is picked up. A staff member will stay with the child at all times. Staff will have training at orientation to recognize common childhood diseases and to know what to do when they recognize them.

Once a child is sent home due to an illness, he/she is not allowed back at the Center for 24 hours or with a doctor's note stating clearance to return to the Center.

All families will be notified if a child has been exposed to any communicable disease by a form posted near the check-in Center. The local public health office will be notified by phone.

## Medication

Parents are allowed to bring in prescription and non-prescription medication for their child. The medication must be in its original container labeled with the child's first and last name, and it must not have an expired date. The medication will not be given to the child unless the parent filled out the medication form provided by the Center. All medication that is brought in to the Center will be stored in a locked container. Medication that needs to be refrigerated will be kept in the refrigerator.

We must follow the instructions on the medication unless a physician's statement is provided that states otherwise.

In order to administer a medication that says "consult a physician," a written physician authorization with the child's name, date, medication name, and dosage must be on file along with the parental authorization. Any time a child is given medication, whether it is prescription or non-prescription medication, the staff member will document the information in the medical log book, documenting the amount given, time given, child's name, and staff signature. The authorization form will be kept on record in the child's file.

At Little Life's Learning Center, we always put your child's safety at top priority. When administering medication, the following guidelines must be followed:

- A *Medication Authorization Form* must be completed by the parent. This form must be updated at least every three months and should include:
  - Child's Name
  - Name of Medication
  - Date(s) to be administered
  - Dosage
  - Time to be administered
  - Special instructions (if applicable)
  - Side effects
  - Signature of parent and date of signature
- An *As Needed Medication Authorization Form* must be completed by the parent for as-needed medication or medical procedures and maintenance prescriptions. Parental authorizations must be updated by the parent as changes occur, or at least every six months.
- We are obligated to follow any special instructions on the medication bottle (ie: before meals, with food, refrigerate...etc.).
- A written yearly authorization must be provided for Little Life's to apply topical ointments/sprays/creams (such as: sunscreen, insect repellent, diaper rash ointment, etc.).

**ALL MEDICATION SHOULD BE GIVEN TO OFFICE PERSONNEL.** Please do not take any medication into the classrooms.

## **Parent Administering Medication**

When parents administer medication to their own children on Little Life's Premises, the parent will be required to stay on campus with the child for thirty minutes after administering the medication. The following information will be documented:

- Date
- Time
- Child's Name
- Dosage Administered
- Name of person administering medication

## **Daily Observation Report**

Each child will be observed daily for possible signs of illness, infections, bruises, injuries, and other physical conditions. When noted, the explanation of the parent and the child will be documented in our Daily Observation Report. If you know of an injury, infection, pain or other noticeable ailment, please notify the teacher at drop off.

## **Notification of Injury or Illness at Center**

Any injury, accident, or incident that takes place at the Center will be documented. This documentation will include the:

- Name of the child(ren)
- Location of the incident
- Time of the incident
- Description of how the incident occurred
- Part(s) of the body involved
- Actions taken
- Name and signature of the staff who took action and informed parent(s)

Parents are to be notified immediately in the following situations:

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

The following occurrences will be documented with name, description, date, time, and action taken:

- Allergic reaction
- Skin changes
- Unusual breathing
- Dehydration
- Any temperature over 100.4
- Any illness requiring medical attention

### **Staff Health Requirements**

All Employees must get a physical within 30 days of starting and must be free of any illness detrimental to children. We ask that all staff stay home if they have any of the following: strep throat, inflammation of the eye, fever, lice, ringworm, rash, vomiting, diarrhea, or any other illness or condition having the potential to affect the health of any other person in the Center. All staff needs to be able to lift small children at all times.

### **Rest Periods**

Each child under the age of one will have his/her own crib to sleep in and will be allowed to rest throughout the day as needed. The bedding will be washed twice a week unless it needs to be cleaned prior. If bedding is soiled during nap time, the Center will wash the sheets and provide a change of sheets.

After lunch, the children will all go down for a nap. Children who fall asleep will be allowed to rest up to 3 hours. Mats will be sanitized with a bleach water solution daily after nap time.

Children over the age of 5 will have a rest period of 30 minutes. If the child does not fall asleep, he/she will be allowed to get off the mat and begin other activities. If the child falls asleep, he/she will be allowed to sleep up to 3 hours.

### **SIDS and Shaken Baby**

Any staff member who will be in direct contact with any children 2 years or younger will be instructed on SIDS and SIDS prevention prior to being allowed to interact with children.

Infants will be placed to sleep on their back unless otherwise authorized by a physician.

All cribs and playpens will have tight fitted sheets. There will be no loose material in the crib at any time such as: pillows, stuffed animals, and toys. Blankets in the crib will be kept away from the child's mouth and nose at all times. For children under age of one, the blanket will be tucked under the mattress and must be no higher than chest level.

## **Children with Special Needs**

If there is a child that requires special instructions for whatever reason, employees that will be working directly with the child must fully understand the instructions to properly care for the child before the child is left under their supervision. The parents of the child, office personnel, and staff that will be directly working with the child will all meet prior to the child's first day to go over the details of caring for the child to make sure everyone is clear and understands their duties. This meeting will also be used to determine whether or not Little Life's Learning Center is the best fit and can meet the needs of that particular child.

### **Inclusion**

It is vital that children learn to work, learn, and play together. This helps develop them into successful, socially-healthy adults. We believe in making every possible and reasonable accommodation for children with special needs. In order to facilitate the best experience possible for each child, we do require a doctor's note and special instructions for any child that has been diagnosed with disabilities. If possible, the parents should arrange for a family caregiver, doctor, therapist, etc. to attend one of our staff meetings to give us specific training on any issues that accompany the child's condition. This will help us to all be on the same page and work as a team for the welfare of each child. We will love and treat each child as if he/she is our own. Please let us know how we can make your child's experience at the Center better in any way.

### **Referrals**

One of the joys of working with children is watching their individuality blossom with their rapid growth. By the same token, experienced professionals observe idiosyncrasies in a child's development based on experience with hundreds of children over the years. Should a child exhibit atypical behavior and/or other developmental delays or abnormalities, the classroom teacher will notify the director as soon as possible. The director will then implement and document the following procedures:

- Collect relevant objective observation data in the natural setting from the classroom teacher and direct observation.
- Meet with the classroom teacher to determine pre-referral interventions/modifications that might be feasible and determine a time-line for reassessment.
- Implement suggested interventions/modifications and meet to reassess.
- Meet with the classroom teacher to assess the need to meet with parents and the agenda for such a meeting.

- Meet with the parents and collaborate to determine the next steps that might include diagnostic specialists, withdrawal from program, and/or exploration of further resources available to make reasonable accommodations for the child's continued attendance at the Center.
- If it is determined that the Center's facilities cannot adequately meet the child's needs or that the child's continued attendance will impinge on the welfare of the other children in care, the child will be withdrawn from the program.

Behavior of any individual that jeopardizes the life or safety of others will necessitate immediate removal of that individual from the classroom and may result in the child being temporarily or permanently dis-enrolled from the Center. In the event this should happen, no refund will be given.

## **Nutrition Policy**

### **Meals**

Little Life's will provide breakfast, lunch, and afternoon snacks to all children at the Center. Parents have the option of providing a healthy, well-balanced meal/snack for their children. All food served at the Center will be kid-friendly and meet all nutritional guidelines. Breakfast will be served at 8:30. If your child is unable to be at the Center this time, you are asked to feed him/her breakfast before arriving at the Center. The children's lunch and snack will be served according to their daily schedule.

If your child does not like a meal/snack on a particular day, you are welcomed to provide a nutritious replacement. Little Life's Learning Center is not, however, responsible for the nutritional value of snacks provided by parents.

Due to great variation in the needs and dietary habits of children and doctor/parental preferences, we ask that parents provide all food for infants and toddlers until they are able to eat the food on our menu without special accommodations.

Please notify the teacher if your child has any special diet due to religious or health reasons. We will do our best to honor these restrictions, and, as mentioned previously, you are more than welcomed to bring a nutritious replacement.

### **Allergies and Special Menus**

No food with peanuts or any trace of peanuts will be allowed on the premises. If you choose to provide your own meal on any given day, please check your child's bag lunch to make sure that it does not contain any peanuts or nuts for the safety of other children.

If your child has a special dietary need or food allergies, it must be put in writing in the Child Master Card. Also, a physician's note and/or parent note stating the restriction will be required. If a child has allergies or is on a special diet, we will try to accommodate. If no accommodations can be made, the parents will be responsible to provide a nutritional bag lunch each day.

### **Treats**

Parents are allowed and encouraged to bring in a special treat for their child's birthday or a holiday. Treats brought into the Center must be store-bought and free from traces of peanuts.

## **Communication**

### **Parent-Teacher Conferences**

It is our desire that parents and staff will become partners in the education of your children. To do this, we will need your help from time to time. Since you know your children better than we do, we ask that you share any information that may help us to better understand your child and to adequately meet his/her particular needs. We also want to share with you the progress your child is making. Little Life's Learning Center has the following methods to keep you informed: Parent meetings, informal chats at arrival or departures, conferences, phone calls or notes, posted memos, and by providing articles/magazines on parenting, child development, and other relevant information.

We also want you to share information with us. We strongly urge you to use any of the following methods: informal chats with staff, conferences, and phone calls.

### **Record Updates**

Please fill out a "Change of Information" form immediately if there is a change in any of the original enrollment information, including release information and emergency contacts. We will do a general file update twice a year to make sure all of the information in our file is correct.

### **Daily Reports**

Each infant and toddler has a Daily Report that is given to parents at pick up. Older children have a Daily Communication Log that is to be signed and left in his/her folder at the end of each day.

### **Web Page**

Our web page is located at [www.littlelifehouma.com](http://www.littlelifehouma.com).

### **Facebook**

On our Little Life's Facebook page, you can find parenting tips, current Little Life's events, promotions, and other needful information.

## **Financial Information**

Note: Tuition Discounts are for FULL-TIME students only.

### **Registration Fees**

A registration fee of \$40 is charged for enrollment of your first child. Each additional child will have a \$10 registration fee. The fee will help cover the expenses related to registering a child and is payable upon enrollment.

This fee may also be used to secure a spot on the waiting list if space is not immediately available.

All registration fees are non-refundable.

### **Forms of Payment**

For your convenience, tuition (and the activity fee) will be automatically drafted from your choice of a checking account, savings account, or credit card. This is a safe and secure way to conveniently pay for quality child care. We require each family to have a checking or savings account on file AND a credit card as a back up or secondary method of payment.

### **Activity Fee**

An activity fee of \$70 for children ages one through pre-k is charge annually: \$35 due the first week of March and \$35 due on the first week of September.

### **Tuition Charges**

Tuition is based on full-time enrollment and guarantees your child a space at Little Life's Learning Center. Tuition Rates are listed on our Rate Sheet. Our tuition schedule has been established to provide your child with the best possible care at the most reasonable cost to you.

### **Holidays**

Regular tuition rates apply during weeks containing holidays for which the Center is closed.

### **Late Payment**

Tuition is due by 10:00 am on Monday of every week. If tuition is not paid by Monday at noon, a late fee of \$5 per day (beginning Monday) will be charged until it is paid in full.

## **Insufficient Funds**

There is an automatic fee of \$35 added to your account for re-deposited or returned checks.

## **Delinquent Accounts**

Little Life's Learning Center will not provide service to families whose account balance is unpaid by 10:00 am Wednesday of the week of late payment. Children will be dis-enrolled from the Center and may be considered for re-enrollment once the account is paid in full.

## **Collection Fees**

If a balance is maintained on your account, we will notify you of the balance and will give you ten days from the receipt of the statement to dispute charges. If payments or payment arrangements are not made, your account will be referred to our Collection Agency. At that time, there will be a collection fee of \$50 charged to the account.

## **Late Pick-Up Fees**

Please make every effort to pick up your children on time. If tardiness is unavoidable, notify the Center immediately and arrange for your child to be picked up by another adult. If you arrive after 6:05 p.m., a charge of \$1 per minute past closing per child will be added to your account.

## **Yearly Absent/Vacation Weeks**

After one year of full-time service from Little Life's, you will be eligible for one full-absent/vacation week and two half-absent/vacation weeks without a charge of tuition per year. Your child must be absent from the Center to use absent/vacation weeks.

If your child is absent for an entire week, or only attends up to two days during a week, you may pay only half of the regularly-scheduled tuition for that week up to two times in one year. Additionally, you will be allowed one full tuition-free week per year if your child is absent for the entire week.

In order to receive the half or full tuition credit for an absent/vacation week, a *Planned Absence Form* will be needed at least 1 week prior to the absent week. Full tuition will be charged for any absent weeks after 1 allowable week and 2 allowable half-weeks of planned absence. Unless the absence is caused by an unforeseen emergency, please notify the Center at least one week in advance.

*Vacation Tuition Discounts are exclusively for **full-time** students who have been enrolled at the Center a minimum of **one year**.*

The enrollment date is used as the 1-year mark.

## **Refunds**

Refunds will only be made in the form of credits to your account to be used on future services. Payments made in advance to the Center are not refundable.

## **Drop-In Rates**

Little Life's Learning Center offers drop-in care for families not needing full time care (see Drop-In policy). The Drop-In rates are as follows:

- 6-weeks to 2 years old: \$40/day
- 3 years old and older: \$40/day

## **Program Information**

### **Classroom Placement and Transitions**

Age, development (both social and emotional), and available space are the primary considerations for classroom placements. Parents will be notified when their child is being considered for transfer to another class. In many instances, we try to allow the child to experience partial days in the new classroom prior to his or her permanent move to the class. This helps to smooth the transition.

If you feel your child is ready for an older group, feel free to discuss this with the Director.

### **Value of Play**

At Little Life's Learning Center we value free-play time. For children, "play time" is essential. It is a time for them to develop social skills, hand eye coordination, fine motor skills, and many other beneficial things. Play time is a learning experience where children also develop critical thinking and problem-solving skills. Children typically go through stages of play as they mature developmentally; however, all types of play can be seen in any classroom. Here are some different types of play observed in children.

- Solitary Play - although involved in play, the child plays alone, seemingly unaware of other children.
- On-looker Play - the child watches and observes the play of other children; the center of interest is other's play
- Parallel Play - the child plays by himself, but in ways similar to and with toys and other materials similar to those of other children.
- Associative Play - children interact with each other, perhaps by asking questions or sharing materials, but do not necessarily play together.
- Cooperative Play - Children actively play together, often (but not always) as a result of organization of the teacher.

(Information from Early Childhood Education Today, 5th Edition, MacMillan Publishing Company, 222-224)

## **Curriculum**

At Little Life's Learning Center, we believe that children learn best when they are actively engaged in meaningful, hands-on activities. Developmentally appropriate curriculum is designed with activities that are appropriate for all age levels. Our curriculum is designed to foster the social, emotional, and cognitive development of the children in our care and can be individualized to build on strengths and to refine the weaknesses of each child.

Curriculum calendars are provided and posted in each classroom. This calendar lists curriculum activities as well as special days or events. (i.e.: show and tell, parties, and holidays.)

While our curriculum does include basic Christian values, it does not promote specific doctrines of the faith.

## **Electronic Devices**

We at Little Life's do not believe in using electronic devices as a way to supervise the children. All electronic devices, such as: television, movies, games, videos, computers, and hand-held electronic devices will adhere to the following limitations:

- All electronic device activities for children under the age of two are prohibited.
- All electronic device activities for children ages two and above will not exceed two hours per day.

## **Computer Practices**

All computers that allow internet access by children will have monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

## **Programs, Movies, and Video Games**

The value of learning is very important to us at Little Life's. Learning by means of programs, movies, and/or video games is very limited in the classrooms.

- All television, video, DVD or other programming will be suitable for the youngest child present.
- "PG" programming or its television equivalent will not be shown to children under age 5.
- "PG" programmings will only be viewed by children age 5 and above and will require written parental authorization.
- All video games will be suitable for the youngest child with access to the games.
- "E10" rated games will be permitted for children ages 10 years or older.



The following will not be permitted in the presence of children and/or on the premises of Little Life's:

- Programs, movies and/or video games with violent or adult content, soap operas, television news and sports programs.
- All programming with a rating more restrictive than "PG" is prohibited.
- "T" and "M" rated games are prohibited.

Any use of programs, movies and/or video games must be approved by the Director or Office staff.

### **Potty Training**

Toilet training should be a positive experience with plenty of encouragement for doing well. Our teachers look for signs that a child is ready to begin training, as toilet training can only be effective when the child is ready. Potty training at Little Life's Learning Center takes place in our two-year-old classroom.

A team approach is used in potty training children. Parents, staff, and children work together to promote the child's independent toilet use. While we do encourage children to do all they are capable of doing, a staff member is always available to assist the child.

## **Child Guidance Policy**

We take a preventative approach to discipline that focuses on teaching children positive behaviors. Our goal is to provide children with the opportunity and motivation to make the right choices, function independently, learn social skills and simple rules, and become responsible group members.

### **Discipline Policy**

We will use positive methods of discipline that encourage self-control, self-direction, positive self-esteem and cooperation. Each member of our team is required to complete training in the area of classroom discipline.

Discipline at Little Life's Learning Center is individualized yet consistent for each child. The child's level of understanding is considered and discipline efforts will be directed toward teaching the child acceptable behavior and self-control. Our staff is instructed to follow these guidelines.

1. We will use praise and encouragement for good behavior rather than focusing only on unacceptable behavior.
2. We will remind children of behavior expectations daily by using clear, positive statements.
3. We will monitor and analyze the situations and redirect play and learning activities when necessary.
4. We will use positive statements to guide the child toward more positive behavior.
5. There will be as few rules as possible. Rules that are developed will focus on health/safety, consideration of others and their feelings, and care of materials and equipment.
6. Limits and rules will reflect the children's stage of development, and they will be constantly regulated.
7. We will handle disagreements between children fairly. We will avoid taking sides or the word of one child.
8. We will encourage children to handle non-dangerous situations for themselves.
9. We will step in and take control of the situation when other children or adults are being hurt, when children are hurting themselves, and when property is being destroyed.
10. We will remember that it is the misbehavior that we dislike and not the child.
11. In some instances, a brief, supervised separation from the distressing situation may be used to allow the child to refocus before rejoining the group. The amount of time which a child may be separated from the group is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal Punishment or threats of corporal punishment
- Punishment associated with food, naps, potty training or outside play
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on the child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- No child may be physically restrained in any way unless required to protect the safety of others.

All staff are informed that failure to follow these guidelines will result in termination of employment.

The Director or office personnel may become involved if the child is not responding to the teacher's efforts. At this point, the parents may be contacted and suspension or expulsion may occur. If positive forms of encouragement and redirection of activities fail, a meeting will be set up with the parents to determine a positive Individualized Discipline Plan.

### **Individualized Discipline Plan**

Upon request of a parent or the Center Director (with the consent of the parent) a meeting can be held to develop an individualized discipline plan for any student. The plan will specifically cite a behavior that should stop or increase and will use incentives that are designed specifically to motivate the child for whom it was designed.

## **Biting**

While there are many different causes of this behavior, biting most often is the result of a child's frustration or the result of oral pain due to teething. We understand that biting is developmentally appropriate for some ages; however, it must be stopped for the safety of other children.

Every effort is made by our Little Life's staff to minimize the number of biting occurrences in our infant and toddler classrooms. Our procedure for handling biting is as follows:

- The child who bit will be removed from the situation.
- The bitten child will be comforted.
- The bitten area will be cleaned.
- Reports will be filled out for the child who bit and for the child who was bitten.
- The parents of both children will be notified.
- The classroom environment will be assessed
- The biting child will be closely supervised.
- The identity of the biting child will be kept confidential.

Most children stop biting after these steps have been taken. When a child has bitten more than three times, a conference with the parent(s) will be scheduled, and an Individualized Discipline Plan that is agreed upon by the parent and Director or Assistant Director will be completed and implemented. It may become necessary to remove children from the Center who continue to bite.

## **Dismissal Due to Behavioral Issues**

If implementation of the Individualized Discipline Plan is not successful in correcting the behavioral issue, or if a child exhibits behavior that threatens the safety of the child or others, we may no longer be able to provide care for that child.

A child may be temporarily or permanently dis-enrolled from the Center at the discretion of the Director. No refund will be given.

## **General Information**

## **Abuse and Neglect**

Childcare professionals are required by law to report any suspected child abuse and/or neglect. Little Life's Learning Center trains all staff in the recognition and prevention of child abuse and requires staff to immediately report and document every situation that could be detrimental to a child's well-being.

## **Nap Time**

All Children in care for five or more consecutive hours will have a supervised sleep or rest period. We recommend that each child bring a small blanket and travel-size pillow for nap time. These items will be kept at the Center in the child's cubby during the week and are to be taken home on Friday each week. Please wash the items and return them on Monday. Soiled items will be sent home during the week and should be replaced the following day.

## **Little Life's Staff**

We take great pride in the competency of our staff. Each member of our team strives to maintain the highest integrity and professionalism, while making every child and family feel loved. Our teachers come to us with high recommendations, and we make our final selection based on education and experience. We seek employees who value working as a team with parents, children and colleagues.

Every member of our Little Life's team is required to complete pre-service training before being placed in a classroom. All classroom staff are required to have at least twelve clock hours of training per year in topics such as child development, communication, and curriculum activities. In addition to this, all staff must be First Aid and CPR certified and must be trained in SIDS and Shaken Baby prevention, as well as Infant Brain Development. A background check is completed for each employee prior to the first day of employment.

## **Pictures**

Upon enrollment, we ask permission to take pictures of your child. We take many pictures through out the year which will be used in classrooms or during our special programs. Parents will be asked to sign a photo release before we use a child's picture on our web page or Facebook page.

## **Severe Weather and Fire Preparedness**

We conduct monthly drills to be sure that all of us are prepared in case of an emergency. Parents and families are encouraged to learn our routines and reinforce them at home. Should you enter the Center while a drill is in progress, we invite you to join in with the procedures that we are following.

## **Birthdays**

Birthdays are special days for children. If you wish to celebrate your child's birthday at the Center, please make early arrangements with your child's teacher. Please bring items that are store-bought and pre-packaged. No food with peanuts or any trace of peanuts will be allowed on the premises. Any toy or gifts that will be given out as prizes/ treats must be approved through the Director or Assistant Director.

### **Americans With Disabilities Act**

Little Life's Learning Center's programs are available to people of all abilities. Please let us know if there is any reasonable accommodation that would make our program more easily accessible to your family.

### **Hiring Staff to Baby Sit**

At times, parents ask our teachers to babysit children away from the Center. Please understand that Little Life's Learning Center DOES NOT take responsibility for any services rendered by staff beyond the daily operation of the center.

### **Office Phones**

Please do not ask to use office phones unless it is an emergency. Also, please do not enter the office unless a member of the management is present.

### **Resources for Parents**

We try to support our Little Life's families in every way we can. We are happy to answer any questions on topics related to our scope of practice (ie.: discipline, potty training, etc); many times we are able to suggest additional resources on the topic. If you are interested in reading materials, please ask. From time to time, we place interesting articles in the foyer for parents and staff; feel free to take one if you wish.

### **Complaint Procedure and Disclosure of Information Policy**

Parents will be advised of the licensing authority of the LDOE Licensing Section. Parents will also be advised that they may call or write the Licensing Section should they have significant, unresolved licensing complaints. This written policy as well as the current telephone number and address of the Licensing Section will be posted. Louisiana Department of Education Division of Licensing P.O. Box 4249 Baton Rouge, LA 70821 Telephone: 225-342-9905 Fax: 225-342-2498 [www.louisianabelieves.com](http://www.louisianabelieves.com) Providers will post information advising parents that licensing inspections, regulations, and information regarding licensed childcare facilities are available online at the LDOE website. In addition, parents will be advised that licensing inspections are also available upon request to LDOE.





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**learning center**

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**littlelifehouma.com**  
**985.851.0044**