**Cobblestones**

**Childhood**

**Development**

**Center**

Karis Cobb, Director

Kim Goodwin, Asst. Director

318-357-1497

**Cobblestones Preschool Center**

**Mission:**

Our mission is to provide a safe, nurturing learning environment where every child succeeds and is ready to enter school.

**Hours of Operation:**

7:00am-5:30pm Monday through Friday

**Open Door Policy:**

Parents are always welcome and encouraged to visit the center. We only ask that you be aware of your child’s naptime. You are welcome to call us or ask questions about your child at any time.

**Parental Involvement:**

Parents are welcome and encouraged to participate in activities at the center. You will be notified of special events through our newsletters that are sent home. Each parent is encouraged to participate in at least two activities at the center each year. This could be a birthday party, holiday party, field trip, etc.

**Alcohol, Tobacco Prohibitions:**

The use of alcohol, tobacco, and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, or pellet or BB guns (loaded or unloaded) on the child care premises is prohibited.

**Privacy:**

Cobblestones respects your privacy and will not disclose any personal information to any other person or agency.

**Non-Discrimination Policy**:

This center does not discriminate against any person because of race, age, gender, disability, or breast-fed children.

**Movies and Video Games:**

Computers and other electronic devices are used for the sole purpose of education. The use of these devices for other activities while at Cobblestones is prohibited. Rated G (general admission) or E (Everyone) movies are the only ones that will be viewed at the center. Video games are not allowed.

**Curriculum**

We offer the Frogstreet curriculum that is developmentally appropriate for each child, and that is aligned with the content standards set forth by the Louisiana Department of Education.

Play is very important in the development of a young child. It is the way children learn. Play is the way children learn to make choices, decisions, and share. Play is essential in an infant/preschool program.

**Child Abuse and neglect policy**

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS [[(855) 452-5437](tel:(855)%20452-5437)];

An early learning 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; and

An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline;

**Payment Policy**

There are three payment options:

1. Weekly-due on Monday
2. Bi-Monthly-due the first and third Monday of each month
3. Monthly-due on the first Monday of each month
4. Automatic Draft (ask for information)

You will be charged a $25.00 late fee if your payment has not been received by Wednesday of the week it was due, unless prior arrangements have been made. If your child receives assistance from the state, you are responsible for the amount that the state does not pay.

You are responsible for paying your child tuition during vacations, holidays, sick days, and days the center is closed due to weather. This includes afterschool students.

**Tuition Rates**

$125 per week

$30 per day drop-off rate

$90 part time rate 5 hours a day

$60 afterschool rate ($13 per day extra if the child is here during holidays)

There is a one- time registration of $50.00 due when the enrollment paperwork is turned in.

There will be an annual supply fee of $60 per child due September 15th of each year. This helps cover the cost of supplies throughout the year.

**NSF Checks**

If we receive an NSF check, you will be charged $30.00 for processing fees.

**Admission Requirements**

To enroll in Cobblestones CDC, a parent must”

1. Complete an application
2. Complete the registration packet
3. Complete orientation with the Director
4. Turn in immunization record
5. Sign a contract

**Sign in and Release of Students:**

We suggest consistent attendance and promote prompt arrival at school. Children are not allowed to come to school after 10:00am unless prior arrangements have been made. Please escort your child to their classroom, and make sure you sign them in. Other children are not allowed to sign another child in. It must be an adult.

You are expected to pick up your child on time. Your account will be charged $5.00 for every 5 minutes you are late.

Your child will not be released to anyone other than the ones listed on the application.

**Physical Activity**

Children will be offered 60 minutes of physical activity each day. This will be offered in two thirty-minute time frames for younger children.

**Illness Policy, Medication,**

Children will not be admitted or will be sent home with fever 100 degrees or above.

Children will not be allowed to come back until they have been free from fever for 24 hours.

Children with diarrhea or vomiting will not be allowed back in the center until they are free from the illness for 24 hours.

Children with skin rashes, pink eye, chicken pox, or colored drainage from their nose or eyes will not be admitted.

Children with strep or bacterial infections will not be admitted until they have been on an antibiotic for 24 hours and have a note from their doctor.

Children will be sent home if an illness or symptom of an illness keeps them from participating in class.

Parents will be notified immediately for the following:

1. Blood not contained in an adhesive strip
2. Head, neck, or eye injury
3. A human bite that breaks the skin
4. An animal bite
5. An impaled object
6. Broken or dislodged tooth or teeth
7. Allergic reaction (skin change, spots, swollen)
8. Unusual breathing
9. Symptoms of dehydration

**Refer to attached chart of Illness/Symptoms and Exclusions.**

Medication can be given at the facility only if the medicine is in the original container from the doctor, with the child’s name and dosage instructions on the bottle, a consent form is signed by the parent to give the medicine, and a note from the doctor for over the counter medicines. The consent form can be obtained from the director.

**Biting Policy**

If your child bites, the staff will try to determine the reason for biting and separate the biter from the one being bitten. If the child continues to bite, and a solution cannot be reached, the biting child may be asked to leave the center.

If a child is biting, the parent will be notified, and the bite will be treated with ice/cold water as deemed necessary.

**Harmful Behavior Policy**

If a child continually exhibits behaviors that does/or could cause harm to another child such as hitting, scratching, kicking, pushing, etc The parent will be notified and the child could be asked to leave the center.

**Emergencies**

In the event of an emergency, parents will be notified by phone. If it is a medical emergency, and parents cannot be reached, your child will be taken to the nearest emergency room. A staff member will accompany any child taken in an ambulance and will remain with that child until a parent arrives.

**Bad Weather Days**

If the Natchitoches Parish Schools close for bad weather, Cobblestones will close, also. If the NPSB delays opening of schools, Cobblestones will delay opening, also. Please like our Facebook page, and updates will be posted there. If the electricity is off for more than one hour, you will be notified to come pick up your child.

**Behavior Management**

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center;

The behavior management policy shall prohibit children from being subject to any of the following:

1. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position;

2. 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;

3. the threat of a prohibited action even if there is no intent to follow through with the threat

4. being disciplined by another child;

5. being bullied by another child;

6. being deprived of food or beverages;

7. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and

8. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime

**Meals/Snacks**

Children will be provided breakfast, lunch and an afternoon snack. Children are not allowed to bring lunches or other outside foods unless there is a note from a doctor.

If you ever have any questions or concerns, please do not hesitate to ask. We will do our best to help you any way we can. We look forward to working with your family!

Karis Cobb Kim Goodwin

Owner/Director Assistant Director