



**Alfred G. Rayner
Learning Center**

Parent Handbook

ALFRED G. RAYNER LEARNING CENTER
9111 Jefferson Highway Baton Rouge, LA 70809
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Type I

INTRODUCTION

STANDARDS AND POLICIES

ADMISSION: In accordance to 5357B.C. of the Louisiana State Licensing Manual, the Alfred G. Rayner Learning Center makes every effort to accept all children under the age of six, regardless of race, color, creed, sex, national origin, disability or ancestry. If a space becomes available at the center, the parents have three days to accept the position for that age group. If the parents choose not to accept the position at that time, the child's name will go to the bottom of the waiting list for that age group.

The Alfred G. Rayner Learning Center Order of Admissions:

1. Students who are affiliated members in good standing of a temple in Baton Rouge or surrounding areas.
2. Siblings
3. The remainder of the wait list, as is, in order in which they applied.
4. If invitation to attend is declined, the student will go to bottom of the waiting list.

PARENTAL INTEREST: Parents are strongly urged to become involved. You may do this by volunteering to help with school parties, holiday celebrations, or special activities planned for your child's class. Parents are always welcome to visit classes. Two conference weeks will be held each school year. Consultations with teachers or the Director are available by appointment. Newsletters are sent home each month to keep parents informed of the school activities, closures, functions, upcoming events, etc.

BEHAVIOR: The Center makes every effort to deal responsibly with its students and parents. Corporal punishment will not be used as a method of discipline. Discussion with parents will be initiated to develop a plan to correct misbehavior. The school reserves the right to suspend a child in whom acceptable behavior cannot be maintained by reasonable methods. Teachers determine the behavior acceptable in their classrooms guided by the following:

1. Discipline will include positive guidance, redirection, and the setting of clear cut limits that foster the child's ability to become self-disciplined. Disciplinary measures will be clear and understandable to the child, consistent, and explained to the child before and at the time of any disciplinary action. Discipline should be an ongoing process to help children develop inner control so that they can manage their own behavior in a socially approved manner. Positive discipline includes brief, supervised separation from the group, or withdrawal of special privileges, such as play time with other children. Logical consequences of an action (e.g., not being able to play in the sandbox for a time if one throws sand) are effective methods of positive discipline.
2. Cruel, severe, unusual, or unnecessary punishment will not be inflicted on children. This includes but is not limited to yelling, slapping, shaking, pinching, exposure to extreme temperatures or 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.

3. Derogatory remarks will not be made in the presence of children about family members of children in care or about the children themselves.
4. No child or group of children will be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he/she should never be out of sight of a staff member.
5. No child will be deprived of meals or part of a meal for disciplinary reasons.
6. The center does not discriminate against breast-fed babies.

ARRIVAL/DISMISSAL: A teacher, teacher's assistant, or the Director will see that each child or infant is discharged to his or her parent or guardian. It is required that an approved list of individuals that will pick-up your child on a regular basis be submitted to the Director. Identification will be required. If a child arrives before 8:55 a.m. for early morning care, the parent is expected to bring the child into the building. Please do not park your car by the curb at the back door. This is a drop-off and pick-up area. Should you choose to escort your child into the building, please park in a regular space. Parking spaces marked "Handicapped" are to be used solely by those with appropriate license plates. Drivers in the carpool line should exercise caution, as should pedestrians. During inclement weather, a sign will be posted at the portico giving instructions.

CAR POOL TIMES: *8:55 a.m. - 9:10 a.m.*

DRESS: Dress should be appropriate for age and weather conditions. Activities at times may be messy. Clothing should be comfortable and easily managed by the child in order to encourage independence and self-help skills. An extra set of clothing, including socks, should be brought to the classroom at the beginning of the year and changed on a seasonal basis.

LOST AND FOUND: Please label all clothing and personal items so that they may be returned if lost. If you are unable to locate an item, check in the office.

FIRE DRILLS: Fire drills are conducted periodically to make sure our children are prepared for an emergency and can vacate the building in a minimal amount of time. The importance of fire and playground safety, as well as traffic and parking lot safety, is taught to the children through specific classroom units.

BIRTHDAY PARTIES: You are welcome to celebrate your child's birthday at school by providing a special snack for the class. This may be arranged with your child's teacher. Please do not send gifts or games. When planning a party outside school, party invitations should be mailed. They may not be distributed at school. Addresses may be obtained from the Director.

SCHOOL CLOSURES: In case of inclement weather, please listen to your local radio station and/or television stations. When EBR Parish Schools are closed, the Learning Center will also be closed, including Day Care. The school will close for Jewish Holidays that we are forbidden to work. There is a calendar online at bethshalomsynagogue.org which displays all the dates that the Center is closed.

FOOD: All food, beverages, formulas, and snacks must be supplied by the parents in sufficient quantities. In accordance with Jewish dietary laws, we ask that you do not send pork products, including: ham, bacon, sausage, pork hot dogs, or pepperoni; catfish, or shellfish, including: crawfish, shrimp, or crabmeat. Due to state guidelines, parents are asked to provide snacks for the class at the beginning of each month. We ask that you do not send: any form of chips (including Cheez Its), candy, raw peas, gum, carbonated drinks (in a can or thermos), nuts, seeds, pretzels, popcorn with the kernel, marshmallows, small carrots, raw carrot

rounds, hot dogs sliced in rounds, whole hot dogs, whole fruit, anything in glass, items contained in a pop top lid (contents must be emptied in a separate container), or anything that your child cannot chew or handle easily. Hot dogs must be sliced lengthwise and cross way. Grapes must be cut in half lengthwise.

If your child naps, please bring two snacks each month (one for morning and afternoon). Should you like to bring something special in addition during the month, please contact your child's teacher (NO candy please).

BREAKFAST: Children two and older should arrive to Rayner having eaten breakfast.

HEALTH: Pre-school children are very susceptible to illness, and it is therefore necessary to enforce the following:

1. All children must have a current medical form on file, and immunizations must be current for the child to begin school.
2. Emergency cards must be updated before each school year.
3. Please keep your child at home if he/she has a severe cold, flu, fever, diarrhea, chicken pox, etc. Children must be free of fever for 24 hours before returning to school. Children who vomit or have diarrhea must be free of those symptoms for 24 hours before returning to school.
4. Please inform the office if your child has a contagious disease such as, conjunctivitis (pink eye), chicken pox, strep throat, etc. Admittance to school will not be allowed until the child is no longer contagious as determined by a physician.
5. Children who are well enough to come to school are generally well enough to play outdoors. Parents are asked to avoid having their child kept inside. It is possible however, to be seated outdoors to avoid strenuous activity following an illness.
6. Children who become ill at school will be kept in the office until a parent/guardian can be contacted. When you are called, please come to the school immediately.

EMERGENCY & FIRSTAID: In case of an emergency, parents will be notified immediately. The emergency card kept on file must reflect current information. Should the school be unable to reach a parent, the child will be taken to the nearest hospital. The Pediatrics Group of the Baton Rouge Clinic is the pediatricians on record for the school.

MEDICATION: Rayner Center will only administer medication which is in its original labeled prescription container. A permission slip signed by a parent must accompany the medication. Parents are responsible for picking up all medication at the end of the day. Medicine cannot be placed in your child's lunch box or diaper bag.

GOALS AND PHILOSOPHY

The educational philosophy of the Alfred G. Rayner Learning Center is based on meeting the developmental needs of children. This developmental program is based on the assumption that children pass through stages of development in a predictable sequence. The teacher's responsibility in a developmental program is to assist the child in growing to his/her potential by recognizing each stage of development and fashioning a curriculum that provides appropriate variation, flexibility, and adaptability to individual differences.

PHYSICAL GOALS

Appropriate activities will enable each child to develop:

- an awareness of body parts;
- gross motor skills through gross motor activities;
- fine motor skills through fine motor activities;
- self-help skills.

SOCIAL/EMOTIONAL GOALS

Each child will develop self-control and an awareness of his/her emotions and interactions with other people. Based on developmental ages and stages of young children, appropriate activities will enable each child to:

- establish trust in him/her and others;
- recognize and identify own emotions;
- become aware of feelings for others;
- become an active member of the group;
- be aware of his/her gender as a source of self-identification;
- develop a higher degree of autonomy and independence.

COGNITIVE GOALS

Each child will have opportunities to develop the ability to store, process and comprehend information about his/her environment. Appropriate activities will enable each child to develop:

- social knowledge - expanding the child's world and his/her role in it;
- logical knowledge - extending the child's concept of reason and order;
- visual perception - the ability to obtain meaning for visual stimuli;
- auditory perception - the ability to discriminate auditory stimuli in the environment, or to organize sensory data which is received through the ear;
- language development - skills in listening and speaking which build a foundation for later reading and writing.

Infants: Three to Twelve months of age

Our infant program supports the baby's development and takes care of his/her daily needs in a loving and nurturing environment. Children are offered developmentally appropriate toys to observe and manipulate, books to look at and listen to and music in various forms. They are surrounded by verbal communication from their teachers and are able to interact with their peers. We communicate to individual parents about the important parts of the baby's day such as diapering, feeding and sleeping.

Toddlers: One to two years of age

Toddlers learn by experiencing the environment through their senses (sight, hearing, taste, smell, and touch) through physical movement and social interaction. Non-mobile infants absorb information about the world around them as adults read, talk, and sing with them. They are offered developmentally appropriate toys to observe and manipulate. These children are surrounded by a nurturing, stimulating environment throughout the day.

Two to Three Years of age

This program emphasizes communication, problem solving, gross and fine motor and play skills. There is a major emphasis on indoor and outdoor motor activities and pretend, imaginary, dramatic and creative play. These children are immersed in a “whole language” environment and are guided through all activities through interaction with adults and peers.

Four and Five Years of age

Children develop an understanding of the concept of self, others, and the world around them through observation and interaction with adults and peers. Through the use of educational materials, the children seek solutions to concrete problems. The areas of math, science, social studies, and health are integrated into meaningful activities. Some of our activities include: building with blocks; measuring various substances (sand, water, or cooking ingredients); observing changes in the environment; working with tools; sorting various objects for a purpose; exploring animals, plants, water, wheels and gears; singing and listening to music from various cultures; and art (drawing, painting and working with various media). This class follows a variety of routines that enhance their cognitive abilities and broaden their knowledge base.

Outdoor experiences will be provided for children of all ages.

Curriculum based guidelines established by the National Association for the Education of Young Children (NAEYC).

POLICIES AND FEES

POLICY: The Rayner Center is staffed according to the number of children registered for each of our programs. In order to provide adequate staffing for our day-care program, children must be registered for that program, specifying the days on which they will stay beyond the school day for day care.

As of September 11, 2014, Rayner will now implement a policy where you will not be allowed to attend for the day if you arrive after 10AM. If your child has an early morning doctor’s appointment, please bring your doctor’s note and you may attend that day after 10AM.

Non-Vehicular Excursion Policy: As per Louisiana Department of Social Services policy 5329 all parents will sign a written parental authorization which shall include the name of child, type and location of activity, date and signature of parent. This policy is for children to be able to take nature walks around campus, children going in parking lot to look at fire trucks, police cars, etc. Any field trip that we can do using our walking feet is included in this policy.

At the beginning of each month, you will be billed for tuition, day care, and, when applicable, before and after care. Should an account become past due without a documented payment plan negotiated with the Director, the child will no longer be able to attend the school.

FEES:

Registration- A non-refundable supply/registration fee of \$250.00 is due at the time of your child's enrollment, and each year thereafter.

****Upon enrollment at the Alfred G. Rayner Learning Center, an immunization record must be provided for each child who accepts admission.****

3 MONTHS-2 YEARS OLD

MONTHLY	YEARLY (9 Months)
\$750	\$6,750

3 THREE YEARS OLD-5 YEARS OLD

MONTHLY	YEARLY (9 Months)
\$700	\$6,300

THE ALFRED G. RAYNER LEARNING CENTER ONLY OFFERS A FULL TIME, MONDAY-FRIDAY (5 DAY) PROGRAM.

Fees are due by the 10th of each month

- A 10% discount will be available for a 9-month school year paid in full by Sept.1.
- A 5% discount is available for each additional child in a family.
- A late charge of \$15.00 will be added to tuition received by us after the 15th of the month.
- A \$27.00 fee will be charged for any NSF checks.
- A \$12.00 late fee will be assessed after 1:15 p.m. if not enrolled in day care for that day.
- A \$1.00 per-minute late fee will be assessed after 6:00 p.m.

Holiday Care- Holiday care is a service we provide for all of our parents. In order for us to provide this service, we must have 12 or more children signed-up per day. Children who are scheduled for Holiday Care will be charged \$17.50 from 7:30 to 6:00. You will be billed for all days scheduled to attend, whether your children do so or not.

Class Pictures-You will be charged \$10 for their class photo at the beginning of the school year.

TIME-CLOCK POLICY: It is the responsibility of the parent to make sure his or her child is clocked in and out each time the child enters or leaves the Rayner Center. If you participate in carpool, an employee of Rayner will clock your child in and out at the appropriate time.

INCLEMENT WEATHER POLICY: Prior to and during a storm, the Center will follow the East Baton Rouge School closure schedule. After a storm, depending on damage and/or power outages, watch your local news channels, or call the Center's voice mail for further information.

ALFRED G. RAYNER'S EMERGENCY EVACUATION PLAN

This memorandum is to share our revised Emergency Evacuation Plan with you in case of an emergency at Rayner. This operation is mandated by the State of Louisiana as follows:

I. Building Damages (Fire, Flood/Water)

- a. We would safely clear the building and evacuate far north of the parking lot;
- b. Proper authorities will be called at the first sight of damages;
- c. Every child and staff, will be accounted for by a current rollbook which is carried by their teacher at all times;
- d. Parents will be notified only if the building is beyond use;
- e. Emergency telephone numbers, water, diapers, snacks, wipes, and all other necessary items are always stocked in a ready-to-go Insulated Evacuation Bag;
- f. During a Flood, we will transport the children next door to the Jefferson Baptist Church (9135 Jefferson Hwy, Baton Rouge, LA 70809), 2nd Floor;
- g. Infants and Toddlers will be transported in E-vac Cribs or 6-Seated Buggies designed solely for infants/toddlers;

II. Hazardous/Waste Materials

- a. If indeed we discover/ notified of hazardous materials in/around the facility, we will contact proper authorities and proceed with caution as instructed;
- b. If evacuation is necessary, our designated area to relocate is Istrouma Baptist Church (10500 Sam Rushing Dr, Baton Rouge, LA 70816) (if we cannot get there due to hazardous materials). The 2nd site will be Mall of Louisiana Center food court (6401 Bluebonnet Blvd, Baton Rouge, LA 70836) which is 2 miles away from our building;

III. Severe Weather

- a. In the event of severe weather i.e. tornadoes or any other inclement conditions, we are to move to the center rooms (Rooms O, N, K and J) of our facility until all is clear;
 - b. Rayner's children and staff practices the "tornado tuck" position periodically;

IV. Criminal Acts

- a. In case of criminal acts, all employees have been trained to properly lockdown the center;
- b. To protect all children from hurt, harm and danger;
- c. Call proper authorities;

If we should move to our planned evacuation sites, we will call parents to come pick up their children from the site. Should you have questions regarding this matter, please feel free to call the Director.

SCHOOL & DAY CARE WITHDRAWAL AND CHANGE IN SCHEDULE PROCEDURE: Parents must send a letter to inform the director thirty days prior to the student's withdrawal date or change in schedule. If a thirty-day notice is not given, parents will be held responsible for the following thirty days of Tuition and Day Care fees.

TRANSFERING A CHILD INTO A NEW CLASSROOM: The decision to transfer a child from one class to another will be made by collaboration between the director and teacher according to the child's development in the following areas: social, emotional, physical and cognitive development. The director will be responsible for the final decision.

Faculty: Faculty members are selected based on their qualifications, experience, and caring attitude. They share a basic philosophy with regard to developmental education, but are not bound by any strict teaching method.

Licensing: The school is licensed by the State of Louisiana, and is inspected on a regular basis with regard to the physical plant and teacher certification. Type I

ABUSE/NEGLECT: WE ARE MANDATED REPORTERS. THE LAW REQUIRES US TO REPORT (342-9905) ALL CASES OF SUSPECTED CHILD ABUSE/NEGLECT. ANY SUSPECTED ABUSE AND/OR NEGLECT OF A CHILD MUST BE REPORTED TO THE OFFICE OF COMMUNITY SERVICE IN ACCORDANCE WITH LOUISIANA REVISED STATUTE 14.403. THE CHILD PROTECTION SERVICE WILL INVESTIGATE ALL REPORTED OR SUSPECTED CASES. LOUISIANA CHILD PROTECTION STATEWIDE HOTLINE. (1-855-452-5437)

A center may not delay the reporting of abuse or neglect of a child in order to conduct an internal investigation to verify the abuse.

A center may not require staff to report suspected abuse to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Licensing Surveys; Notice Requirements. In accordance with Act 351 of the 2009 Regular Legislative Session, providers shall prominently post information advising parents or guardians that findings from licensing surveys are available online which includes the current web address and that findings from licensing surveys are also available upon written request to the Department of Social Services www.louisianabelieves.com or by phone at 877-453-2721 (toll free)

Alfred G. Rayner Learning Center Fund: This fund is used for enrichment needs. Contributions may be made to memorialize or honor a family member or friend. This fund will enable the school to purchase enrichment materials, and we encourage and appreciate contributions. Contributions may also be made to the Alfred G. Rayner Learning Center Playground Fund.