



# Parent Handbook

ALFRED G. RAYNER LEARNING CENTER  
9111 Jefferson Highway Baton Rouge, LA 70809  
Office: (225) 924-6772 • Fax: (225) 924-3697  
Email: rayner@bethshalomsynagogue.org  
Type I

## INTRODUCTION

### *STANDARDS AND POLICIES*

**ADMISSION:** The Alfred G. Rayner Learning Center offers admissions to all interested parties. 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 of current Rayner students
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.

**NON DISCRIMINATION POLICY:** The Alfred G. Rayner Learning Center prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

**VACCINATION POLICY:** The Alfred G. Rayner Learning Center adheres to Jewish traditions and customs. The 1999 Central Conference of American Rabbis responsum on Compulsory Immunization (5759.10) states that "Jewish tradition would define immunization as part of the mitzvah of healing and recognize it as a required measure, since we are not entitled to endanger ourselves or the children for whom we are responsible by refusing proven medical treatment." In the interest of taking all possible measures to protect the health of all children under our care, the Alfred G. Rayner Learning Center requires complete and current proof of immunization documentation from a medical provider following the schedule recommended by the Louisiana Department of Health for all current and incoming students and will not accept waivers.

**PARENTAL ACCESS:** Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present. Parents are always welcome to visit classes.

**PARENTAL INVOLVEMENT:** 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. 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 (State of Louisiana Regulation):** 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. 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 physical or corporal punishment including: 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.

This also includes:

1. 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
2. the threat of a prohibited action even if there is no intent to follow through with the threat
3. being disciplined by another child
4. being bullied by another child
5. being restrained by devices such as high chairs or feeding tables for disciplinary purposes
6. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime

**RAYNER’S TIME OUT POLICY (State of Louisiana Regulation):**

- Time out shall not be used for children under age two
- A time out shall take place within sight of staff
- The length of each time out shall be based on the age of the child and shall not exceed one minute per year of age

**ELECTRONIC DEVICES POLICY:** Electronic device activities for children under age two are prohibited and time allowed for electronic device activities for children ages two and above shall not exceed two hours per day.

**COMPUTER PRACTICES POLICY:** Computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging.

**PROGRAMS, MOVIES AND VIDEO GAMES POLICY:**

- a. programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;
- b. all television, video, DVD, or other programming shall be suitable for the youngest child present;
- c. “PG” programming or its television equivalent shall not be shown to children under age five;
- d. “PG” programming shall only be viewed by children age five and above and shall require written parental authorization;
- e. any programming with a rating more restrictive than “PG” is prohibited;
- f. all video games shall be suitable for the youngest child with access to the games:
  - i. “E10+” rated games shall be permitted for children ages 10 years and older;
  - ii. “T” and “M” rated games are prohibited.

**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. Closed toe shoes are required. 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](http://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.

Children are required to bring two snacks each month per child (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 & FIRST AID:** 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, diaper bag, or cubby.

**POTTY LEARNING POLICY:** We are happy to assist children with potty learning after you have already begun the process at home. It is our experience that there is no "magic age" for potty learning, rather the best time is when an individual child shows signs of readiness (see Readiness Checklist below). When you feel your child is ready for potty learning, we ask that you begin teaching at home during a weekend or vacation. **PLEASE NOTE: We will only assist your child in potty learning if you have successfully begun potty learning at home for one week prior.**

In recent years, the popularity of quick, "boot camp" potty learning methods has increased. Although many parents find these methods work well in the home, and we are happy to support your choice to begin potty learning using these methods, we also must ensure the sanitary environment here at Rayner. **We find that even children who are successfully using the potty at home after a few days of these "boot camp" methods often end up having several accidents here at school.** When teachers have to clean up multiple accidents, our routines are disrupted and our classroom rugs can become damaged. Therefore, our Potty Learning Policy is designed to encourage communication between parents and Rayner staff and to allow us to maintain a healthy and clean learning environment here at school. Let your child's lead teacher or a member of the Administration Team know when you have begun potty learning. We will follow through and encourage your child here at Rayner. **The child must be kept in pull-ups at all times. We will not be able to allow the child to wear underwear at Rayner until they have gone two full weeks in pull-ups here at school with no accidents.** Please keep in mind that the activity level at school can distract your child from responding to an urge to use the potty, more so than at your home. Also, it can take several minutes to walk a child to the restroom from their classroom or the playground. It is required that parents provide pull-ups, diapers (until child is ready for pull-ups only) and two extra changes of clothing (including socks, and extra shoes if you have them).

### **Proper Clothing**

During potty learning your child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts or pants with an elastic waist. Please **DO NOT** dress your child in the following:

- No tight clothing
- No shirts that snap in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing
- No belts
- No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

## **Potty Learning Readiness Checklist**

Basic verbal skills. The child is able to speak in three to four word sentences.

Stage 1: The child tells you he/she has a wet diaper, recognizes when he/she is wet.

Stage 2: The child tells you he/she is wetting, recognizes the sensation of being wet.

Stage 3: The child tells you he/she will wet, can control him/herself and uses the potty.

## **Physical and Psychological signs of readiness**

- Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement).
- Can recognize when diaper is wet or soiled.
- Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels).
- Initiates interest in using the potty and asks to wear underwear.
- Is emotionally ready and is open to learning (is child generally cooperative?)
- Can use consistent words or gestures to communicate.
- Is able to physically get to the potty and sit on it without help.
- Must show a willingness to want to sit on the potty and understand its function.

## ***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 on guidelines established by the National Association for the Education of Young Children (NAEYC).

***POLICIES AND FEES***

**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, gym, music, and, when applicable, holiday 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 5% 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 \$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), 2<sup>nd</sup> 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 2<sup>nd</sup> 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 use School Messenger to communicate via text message, e-mail or phone call to notify parents to come pick up their children from the site. Staff will also have their cell phones on hand. If you would like to receive text messages from School Messenger, please text **YES** to 67587 to opt-in.

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

**COMPLAINT POLICY:** Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

**CHILD ABUSE & 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]; 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;

**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.**

**DISCLOSURE OF INFORMATION POLICY:** Rayner’s parents of the licensing authority of the licensing division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education’s website.

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 Education by mail at 1201 North Third Street, Baton Rouge, Louisiana 70802-5243 or by website [www.louisianabelieves.com](http://www.louisianabelieves.com) or by phone at 225-342-9905.

**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.