

Life Discovery Center
11799 Mansfield Rd.
Keithville, LA 71047
(318) 925-0100
Fax (318) 775-4151



If you have any questions or concerns
please contact
Barbara Lewis @ (318) 272-5435

Parent Hand Book

2022-2023

Welcome

Thank you for choosing to partner with Life Discover Center for your child's education. We seek to partner with you to create a happy healthy child; full of confidence and self assurance. We look forward to caring for you and your child's needs. We are Christian based school with Christian values that will be taught to your child.

Our Mission Statement

Partnering with parents to create a masterpiece. We believe that it takes a partnership of family and caregiver to build a healthy child. We will do our part to ensure your child receives the care he/she needs. LDC does not discriminate and is an equal opportunity center.

Philosophy...

The importance of play cannot be overestimated in the development of young children. Learning basic skills will be accomplished through both structured activity and play experience in a fun environment.

Registration Check List

- ◆ Completed Registration packet
- ◆ Keep updated contact #'s
- ◆ Must have a current shot record for admission.

DROP OFF

10:00 AM is the latest Drop off time; unless you have an excuse from your child physician or dentist. Please call and notify center if your child will be arriving later than 10AM

318-925-0100

PICK UP

LDC is open from 7:00 am to 6:00 pm. Monday– Friday. In the event that a child is picked up after 6:00 pm a late fee of \$1.00 per min. is charged.

LABEL * LABEL* LABEL

Due to limited storage space we do not allow extra belongings at the center. LDC is NOT responsible for lost, broken or stolen items.

Keep valuables at home.

If your child brings a lunch, please label it.

Tuition & Fees Policy

The registration fee of \$50.00 is due and nonrefundable upon enrollment. . All tuition fees are posted on Monday of every week. The total payment MUST be received Tuesday of the SAME week or a late fee will be applied. A **\$10.00 late fee** will be applied to your account if it isn't in the **payment** box by **Thursday EVENING.**

After school pick up only (posted on Monday)	\$70.00
Surcharge for days in attendance due to school closures	\$12.50
Full weekly fees (Summer Care)	\$120.00

Annual Fees

\$50.00 Registration/Software Fee (Due in August)

If you have been enrolled more than 3 months this will be automatically applied to your child's account every August. This is for our pro-care software system....* 50.00 per family
Pick-up North Desoto & Keithville, Summerfield & Walnut Hill.

Holidays (center will be closed)

January	1st	New Years Day
January	17th	MLK Day
February	21st	Presidents Day
May	30th	Memorial Day
July	4th	Independence Day
September	5th	Labor Day
November	11th	Veterans Day
November	23rd,24th,25th	Thanksgiving Break
December	23, 26th	Christmas

Weather Days Only - We will closed the center if Caddo Schools are closed due to bad weather.

LDC does not give discounts for holidays or missed days.

Behavior & Discipline Policy

LDC encourages and expects appropriate behavior from the children and parents in the center. We will be a source or encouragement for your child. We want positive moments to mold your child's life not negative. When a child's behavior exhibited is not acceptable, we will explain to the child what is expected and then redirect the child in a positive way. If the unacceptable behavior persists we will ask the child to sit in time out or refrain from the activity. This time is generally one minute per age of child. Parent's will be notified if child's behavior affects the safety of other children or staff in the center. LDC reserves the right to dismiss a child if behavior continues to put others or self in danger. We do not have corporal punishment at LDC.

Respect

Parent's are not allowed to belittle or talk disrespectful to staff at LDC. If a respectful relationship is not maintained we reserved the right to dismiss your child from LDC. I know if we work together you and your child will benefit from all corrective procedures.

Electronic Devices

Time allowed for electronic device activities for children shall not exceed two hours per day. If we have a special movie day we will let you know ahead of time.

We do monitor the center by video surveillance, to assure the safety of our staff and children. It is a live feed only, and will not be used in any other capacity.

Lost or Stolen Items

LDC will not be responsible to replace or reimburse broken, lost or stolen items. Please do not bring toys or jewelry to center. Your child will be allowed to bring an item or toy to the center only on Show-N-Tell days.

Schedule

7:00-8:00	Open center & welcome students
8:00-8:15	Clean up for breakfast
8:30-9:00	BREAKFAST
9:00-9:30	Themed rotations-(Imagination Station)
9:00-9:30	Themed rotations-(Information Station)
9:30-10:00	Themed rotations-(Demonstration Station)
10:00-10:30	Themed rotations-(Activation Station)
11:00-11:30	Clean up for lunch
11:30-12:00	Lunch
12:00-2:00	Field Trips & Quiet Time
2:00-2:30	Clean up for snack
2:30-3:00	SNACK *After school children arriving (when school is in)
3:30-4:00	Student choice in play areas & outside play
4:00-4:30	Outside play & student choice (Outside play is given when weather permitting)
4:30-5:00	Clean up
5:00-6:00	Student departure
6:00	Close

Check In and Out

Parents/Guardians **are required** to check CCA student's In/Out every time a child is being dropped off or picked up.

You will dial tot's

- 1st Call 1-888-281-1093
- 2nd Select language preference
- 3rd Enter your 11 digit time and attendance #
- 4th Enter the 3 digit person's # of the household designee checking in/out. If head of the child care case is checking the child in/out, the person's # is 100. If one of the other 3 designees are checking the child in/out, the head of the child care case needs to contact LDOE @ 1-877-453-2721 to obtain a 3 digit code.
- 5th Enter child's code :look at your CCA letter of acceptance .
- 6th If you child currently has more than one authorized provider. You will be prompted to select provider.
- 7th Select one of the 4 options
Check in- Check out- Previous Check-in-Previous Check-out
- 8th Repeat steps 6-8 for each child
- 9th Follow the prompts in phone system

Release of children

Children will not be released to any one other than parents or those designated on child's registration form "Emergency Contact" form. Photo ID is required for anyone picking up a child that center employee has not seen before. That means **NO ID; NO PICK UP**. A parent of a child shall be permitted free access to a child unless a court has ruled other wise. Center **must have** copy of court order on file to restrict parent from pick up. We as a center do not have the legal right to with hold a child from the parent if court order has not been obtained.

Meals

We will provide a balanced healthy meal for your child. We provide breakfast, lunch, and two snacks to our full time children. Our menus are located on bulletin board by office, upon request you may have a copy. After school children will receive a snack and drink upon arrival of center.

*If your child has allergies or has special diet please contact director. * We must have a note from DR. about food restrictions.

Parent Involvement

We give parents the opportunity to patriciate. We have teacher appreciation week in May. We would love for your to sign up and help. See Director if you are interested.

Open Door Policy

Our Center has an open door policy for parents. You may call the center at anytime. If the director does not answer, please leave a message. We are here for you, and encourage that you openly share any questions or concerns that may arise, we welcome all feedback.

Potty Trained

Children enrolling or going into the 4 year old preschool classes must be completely potty trained. If your child tends to get busy playing and forgets to potty please let us know. We will also need an extra change of clothing for these instances.

Medication Policy

If your child needs to be given medication while at center it must be **signed in daily** in the directors office. Do not give medication to teachers or leave medication in child's belongings. If medication can be given at home, please do so. **We can not give over the counter medications, with out doc. orders**

Sick Policy

DO NOT bring your child to the center knowing he/she is ill. If your child has or develop the following symptoms; a fever with a temperature of 100 degrees or above, vomiting, and diarrhea, you will be notified for pick up immediately. Please keep your child home until he/she is 24 hours free of contagious symptoms. If your child visits the doctor & doctor states your child is not contagious your child may return to facility with written doctor's excuse.

Vomiting: Do not bring your child to center if he/she has vomited 24 hours prior to arrival.

Diarrhea: Do not bring your child to the center if he/she has had diarrheas with in 24 hours prior to arrival.

*LDC does not give discounts for sick days; you will be charged full enrollment fees.

Incident / Accident

Your child will be in a group setting with other children and we can NOT guarantee your child will not get boo boo's from time to time. If you enroll your child at our center you must understand that children do fall, or on occasion do lash out to one another. If this occurs you will receive a report about incident or a phone call.

Concerns and Issues

If you have any concerns or issues we want to partner with you to peacefully resolve any issues. You may contact the office and speak Barbara Lewis

318- 925-0100 or 318-272-5435.