

EASTWOOD CHILDCARE CENTER

# PARENT HANDBOOK



2024-2025

Eastwood Baptist Church, Eastwood Childcare Center, and the staff are committed to excellence in early childhood development. Our goal is to provide for the emotional, developmental, and spiritual needs of every child in our care. We are honored that you have chosen our center to meet your childcare needs.

As parents, you are always welcome to call, visit, ask questions, and make suggestions concerning the care of your child. The best assurance for the success of your child's experience, while in our center, is the close cooperation, communication, and understanding between parents and staff.

Eastwood Childcare Center is licensed by the State of Louisiana Department of Education. We are developed for ages six weeks through 13 years of age, with additional after school care. Our staff receives continuous training to provide the best in care and learning for your child's development. Our staff is here to serve you and your family.

Our church would like you to know that we care about you. Feel free to call on us for any assistance you may need. We welcome you to attend any of our Bible studies, Family Life Groups, and worship services.

Again, thank you for giving us the privilege of ministering to your family.

Please visit our website at [eastwoodbaptist.com](http://eastwoodbaptist.com) for upcoming activities and information.

In His name,  
Eastwood Baptist Church Daycare Team

Leaonda Palmer.....Director

Tracy Nations.....Assistant Director

Emily Pierce .....Administrative Assistant

2810 Hwy 80 East, Haughton, LA 71037  
Childcare Center (318) 949-6363 | Church Office (318) 949-9433  
Brad Kirby, Pastor  
Allen Goodwin, Youth Pastor | Leaonda Palmer, Children's Minister  
Doug Baggett, Church Administrator

## **EASTWOOD CHILDCARE CENTER BELIEVES...**

As a ministry of Eastwood Baptist Church, we believe in teaching children to, “Love the Lord your God with all your heart, with all your soul, and with all your strength.” (Deuteronomy 6:5) It is our goal to provide a warm and loving Christ-centered environment where each child can develop to their fullest potential spiritually, physically, emotionally, socially, and intellectually. We are dedicated to the principles stated in the Bible on how children should be valued and commit to provide a clean, safe, nurturing atmosphere and to treat every child with love and respect. It is the goal of Eastwood Childcare Center that children hear and experience the love of Jesus on a daily basis as they learn through play and developmentally appropriate activities.

*Train up a child in the way he should go, and when he is old, he will not turn from it.  
- Proverbs 22:6*

## **CURRICULUM/LEARNING**

**Eastwood Childcare uses faith-based Wee Learn curriculum for Infants - Preschool. Tara West curriculum for Kindergarten readiness is also supplemented for three and four-year-old classes.**

## **HOURS OF OPERATION & HOLIDAYS**

**Hours of operation are Monday through Friday from 6:30 a.m. to 6:00 p.m. Key fobs will only work during operation hours.**

The following is a list of 2024-2025 holidays for which the center will be closed. You are charged for these days unless otherwise noted:

Labor Day (September 2)	Good Friday/Easter Monday (April 18-21)
Thanksgiving (November 28-29)	Memorial Day (May 26)
Christmas (December 23-27)	Independence Day (July 4)
New Year's (December 31-January 1)	

We may also close for the Early Childhood Development Workshop up to twice a year. This allows our workers to complete their yearly credits required by the Department of Education.

If Bossier Parish Schools are closed due to inclement weather, we will also close.

## **ENROLLMENT POLICY**

There are several forms that must be completed and, in our possession, before we can assume the responsibility of caring for your child. There are NO EXCEPTIONS. All forms must be updated as necessary. For example: if your address or phone number changes it is your responsibility to get these changes to us. We also look to you to keep us updated on any emergency contact information or medical changes of your child. If you have any questions regarding the completion of these forms, please feel free to ask.

## **REGISTRATION/ENROLLMENT**

Children are accepted from six weeks of age through 13 years of age. September 30<sup>th</sup> of each year is used as the dividing line for grouping the various ages during the regular school session.

**NOTE: CHILDREN ARE ACCEPTED ACCORDING TO THE DATE OF APPLICATION, their space being reserved when the registration fee is paid. This is a NON-REFUNDABLE FEE except in the event that a family is moving from the area BEFORE the child starts attending our center. This fee must be paid once per year.**

We will call applicants that are on our waiting list in early spring to fill vacancies and pick up their paperwork for the fall preschool year. In order for a spot to be reserved, the following items must be turned in to the office: a non-refundable registration fee, completed paperwork packet, and current immunization record. The first supply fee must be paid in September.

Eastwood Childcare Center reserves the right to refuse any application. ECC prohibits discrimination on the basis of race, creed, sex, national origin, handicapped conditions, religion, or ancestry. ECC will accept a child with special needs, however, if after observation it is realized that we do not have the proper training, equipment and/or facilities to care for a child, the child may be disenrolled. The center welcomes breastfeeding moms of children enrolled at ECC to nurse their child at any time.

## **DISMISSAL**

Eastwood Childcare Center holds the right to dismiss any child at any time without notice. Grounds for dismissal include, but are not limited to, failure to pay tuition, behavioral issues of any kind, and misbehavior of parents to a child or any staff member. However, if at any other time, issues arise that ECC feels cannot be resolved, then the child may be removed from the center.

Participation in slander or negative representation of ECC or EBC on any social media platform may result in immediate dismissal from the center.

## **REMOVING YOUR CHILD FROM DAYCARE**

**A two week written notice is required when removing your child from our center. Please submit the Drop Form to the childcare office two full weeks in advance. You will be charged for those two weeks.**

## CLASS PLACEMENT

Class placement is based on the age of your child and their developmental stage of readiness. We offer the following classes:

Infants (6 weeks – 6 months)	Young Twos
Crawlers (6 months – 12 months)	Older Twos
Young Ones	Threes 1 & 2
Older Ones	Fours 1, 2

Although parents may make requests, the director makes the final decision based on age and needs of the child.

## REGISTRATION & WEEKLY FEES

(Effective Fall 2024)

1. Registration Fee (This non-refundable fee is paid yearly for each child)  
\$65 per child
2. Supply Fees  
Infants to Pre-K 4  
\$130 due September 1st
3. Weekly Fees
  - a. 6 weeks to 4 years old all day care: \$245/week
  - b. School Age (Public Pre-K to 3<sup>rd</sup> Grade): \$175/week

### Discounts:

\*\*If your school-age child attends ECC on a Bossier Parish school holiday, there will be an additional \$25 charge for the day(s) they are here. If they attend 3 or more days, you will be charged the full \$170 for the week.

\*\*During the summer you will pay Summer Camp tuition.

**Payments must be made weekly.** If accounts are not kept current, your child may be dismissed. Payments can be made via check, cash, card, ProCare App, or Auto draft. Auto Draft can be set up in the office.

## **PAYMENT PROCEDURES/LATE FEES**

Business hours are from 6:30 a.m. until 6:00 p.m., Monday through Friday. A late fee of \$5 per minute is charged when a child is not picked up by 6:00 p.m. This is to be paid within one week. *Accounts are charged each Monday. All payments are due by Monday of each week.*

**However, accounts may be paid in advance.** We do not accept post-dated checks. There is a \$20 service charge on all returned checks. After the second returned check on any one family's account, personal checks from that family will no longer be accepted. If after two weeks your account is not paid and no notification has been given to the director/assistant director, your child will automatically be dropped from the roll and your space will not be held.

If payments are not received as agreed upon, a late fee will be charged. A \$25 initial late fee will be charged, with an additional late fee of \$10 per day until the payment is paid in full. Should there be an unusual family situation that will disrupt your normal payment plan, please come by and talk to someone in the office. On the Friday before school is out in May and the 23<sup>rd</sup> of December each year, each account must have a zero balance in order for your child/children to continue attending the preschool.

## **KEY FOBS**

For security purposes, the doors remain locked throughout the day with access granted to the center through our key fob system. Limit 2 fobs per family. The first 2 fobs are free while replacement fobs will cost \$3 each. Key fobs grant access Monday through Friday, 6:30 a.m. to 6:00 p.m. and are only available to those who drop off and/or pick up on a regular basis.

## **SUMMER ONLY ENROLLMENT**

We will have summer enrollment in the spring, you will be required to pay a summer only enrollment and registration fee.

## **DROPPING OUT FOR THE SUMMER**

*No vacation time granted during the year with this option*

Children who drop out for the summer are required to pay the Fall Registration and have a zero balance *before* dropping out for the summer. You may drop-in during the summer if space allows.

*See the drop-in policy.*

## DROP-IN POLICY

Drop-in care will be provided only if space is available in that age group. First priority will be given to those children who are enrolled. The drop-in fee is \$35 per day, regardless of time spent and includes lunch. Drop-ins for three or more days in any one week will be charged a full weekly rate. Fees are due on the day services are rendered and arrangements must be made in advance. Drop-ins are not accepted during naptime, between the hours of noon and 2:00 p.m. Please call the day before you plan to drop in to see if space is available in your child's age group.

## ATTENDANCE/ABSENCES

In case of absence, please notify the office by 9:00 a.m.

All children must arrive at the center no later than 8:00 a.m. in order to maintain a regular schedule and daily routine. For your child's safety, please bring him/her inside the building. **DO NOT DROP OFF YOUR CHILD OUTSIDE. YOU ARE REQUIRED TO SIGN YOUR CHILD IN AND OUT WITH PRINTED FIRST AND LAST NAME, NOT INITIALS OR SIGNATURE.** Be sure you know your child's teacher by name and communicate with them.

## VACATION

All children enrolled full time will be allowed two weeks of vacation each year without paying tuition. One of these weeks will be the week of Christmas Day observance. Full time childcare consists of child/children who are enrolled 12 months a year and paying full tuition. Vacation will be gained after attendance of 30 days. Vacation may be taken any time between January 1 and December 31. Vacations are granted in periods of one full week, Monday through Friday. Your child cannot attend the week that you take vacation.

**The office staff must receive written notice of vacation at least one week in advance. Parents are responsible for checking account balance and ensuring that it is paid in full. Vacation will not be granted if account balance is greater than zero.**

**\*Children who drop out for the summer are not eligible for vacation.**

## WEATHER EMERGENCIES/CLOSINGS

In the event of severe weather conditions ECC reserves the right to close or have a delayed opening. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., electrical outage, no water service, inclement weather). Every attempt will be made to inform parents of an emergency closing. Watch for notifications on our Facebook page and/or Remind app. In cases where ECC must close temporarily, and it is beyond our control, tuition is still due.

## EMERGENCY SITUATIONS

If at any time during business hours we have trouble with flooding, loss of electricity, or any other emergency that would cause the center to be unable to care for your child safely you will be notified immediately to pick up your child. If we must evacuate, we will use the following locations: T.L. Rodes, Platt, FBC Haughton, Central Assembly, and Stockwell Elementary. In this event, you will be contacted and given further instructions. Information will also be posted to our Facebook page and/or Remind app.

## TRANSPORTATION SERVICES

Transportation is provided to and from T.L. Rodes, Platt, and Haughton Elementary schools. School age children must be here by 7:10 a.m. if they ride the van to school. If your child will be absent or will not be riding the van after school, please let us know so that we can account for each missing child.

The preschool children also attend several field trips throughout the year. Booster seats are provided by the center. If you do not wish to use a center-provided seat, you are welcome to bring your child's personal car seat.

## CLOTHING

A change of clothing must be kept in your child's bag at all times. Clothing should be durable, comfortable, washable, and weather appropriate. Classroom activities will use paint, clay, paste, etc. along with outdoor play. Please dress your child according to the weather for outdoor play. **All jackets, sweaters, coats, and other articles of clothing should be clearly labeled with the child's name.**

The following guidelines should also be followed by children attending the childcare center.

1. Shoes must be worn at all times. Please no sandals, slide on, slip on shoes or flip flops without a back strap.
2. Children must be clean when brought to the center.
3. School-aged girls are to wear one-piece swimsuits in the summer when going to the pool.
4. Please dress respectfully when bringing or picking up your child.

## FOOD

The childcare center will provide morning and afternoon snacks, and a hot balanced meal for lunch. **DO NOT SEND** breakfast with your child. Please have your child finish breakfast before entering the center and place all sippy cups and bottles in your child's bag. **NO OUTSIDE FOOD** is allowed in the center except for class parties, in a lunch box for lunch, or in the case of a special diet. A written statement from a health care provider is required when the child requires a special diet for medical reasons or from the parent when a modified diet is requested.



## **TOYS**

Children are NOT ALLOWED to bring money, toys, books, etc. to the center except on special occasions that are scheduled by his/her teacher. NO electronic devices are allowed. We have a designated toy day for children to bring a toy that will fit in their backpack. However, ECC is not responsible for items brought to the center.

## **SCHEDULE**

Morning activities include inside play, snack, outside play, quiet activities, and lunch. Rest time for all children will begin shortly after lunch until 2:00 p.m. Cots are provided by the center and are disinfected each day. Afternoon scheduled activities include snack, outside play, inside activities (games, puzzles, drawing, coloring, painting, music, etc) and inside play in the gym or classroom.

School-aged children are provided with snack, homework time, inside play, outside play, and other activities planned by the center.

NOTE: All children at Eastwood Childcare Center are taught Bible stories, Bible songs, Bible verses, and Biblical principles.

## **ACCIDENTS**

If at any time your child is injured, no matter how small the injury, an accident form will be completed informing the parent of the injury and the circumstances surrounding it. The form is to be signed by the parent, acknowledging that he/she was informed. The form will be kept in a monthly file in the childcare office. If ever there is a serious injury to your child, an allergic reaction, or an injury to the head, you will be contacted immediately.

The center shall have at least one trained staff member on the premises during the hours of operation to administer medication, including auto-injectable epinephrine.

Surgical gloves are always worn when caring for a bleeding child.

## **COURT ORDERS AND CUSTODY PAPERS**

Eastwood Childcare Center recognizes that both parents have a legal right to be a part of their child's life. The center denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need to have a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instruction will be accepted.

## HEALTH REGULATIONS/ILLNESSES

A child with a fever of 100.4 degrees or higher, or with signs of a contagious or infectious disease, WILL NOT be allowed in the center. If fever develops during the day, you will be notified to immediately pick up your child. If the child is sent home due to fever, **the child may not return the next day**. The child must be fever free for a full 24 hours without medication before he/she may return to the center. *(This is subject to change per Louisiana Department(s) of Health and/or Education.)* Please do not give a fever reducing medication to your child and send them to the center.

If your child is not well and cannot participate comfortably in his/her regular classroom activities, do not bring them to the center. If during the course of the day your child becomes unable to participate comfortably in his/her regular classroom activities, you will be notified to pick up your child.

**If your child received an immunization, they cannot return to the center until the following day. It is important that parents watch for reactions to immunizations at home.**

If anyone in the household is sick, keep your well child home until the sick person is symptom-free.

EVERYONE, parents and children, MUST wash their hands immediately upon entering the building and before the child enters the classroom per Louisiana State Health regulations.

Drop off and pick up from the classroom door only. Please do not enter the classroom.

An up-to-date immunization record is required for each child. This record must be a Louisiana State Seal record and on file in the childcare office. This is not required for school-age children enrolled in public school.

## Medication Administration Guidelines

- A. Written Authorization. No medication or special procedure shall be administered to a child unless authorized in writing by the parent. Such authorization should include:
1. Name of child;
  2. Drug name and strength
  3. Date(s) to be administered;
  4. Directions for use, including the route (oral, topical), dosage, frequency, time and schedule and special instructions, if any. It is not acceptable to note “as indicated on bottle”
  5. Signature of parent and date of signature
- B. Required Container/Packaging
1. For prescription medication to be administered at the center, the center shall maintain the original pharmacy container with the complete pharmacy label.  
*All over-the-counter medication must have a doctor’s note prescribing the medication in order for it to be given at the center.*  
Such authorizations include:
    - a. Name of Child
    - b. Drug name and strength
    - c. Date(s) to be administered
    - d. Directions for use, including the route (oral, topical), Dosage, frequency, time and schedule and special instructions, if any. It is not acceptable to note “as indicated on bottle” and
    - e. Medication form filled out by parent with signature and date
- C. All medication shall be sent to the center in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.
- D. Aerosol. All aerosol medications shall be delivered to the center in pre-measured dosages.
- E. Topical. The center shall not apply topical ointments, sprays or creams without a written authorization signed and dated by the parent.
- F. Self-Administration. Children shall not administer their own medications without written authorization from the parent and such children shall administer medication the presence of a staff person.
- G. When a parent administers medication to his/her child on center premises, the medication administration shall be documented by either the parent or a staff member.
- H. Children who require emergency medications, such as an Epi Pen or Benadryl, shall have a written plan of action that shall be updated as changes occur, or at least every six months, and shall include:
- a. Method of administration
  - b. Symptoms that indicate the need for the medication

- c. Actions to take once symptoms occur;
- d. Descriptions of how to use the medication; and
- e. Signature if parent and date of signature

\*No medications, at any time, shall be put in a child's bottle, sippy cup, food, etc.

\*All medications must stay in the office at all times.

\*The center can only give medicine if it cannot be given at home.

Example: Instructions say twice a day...parents should give the medication before and after attending the childcare center.

## **SPECIAL INSTRUCTIONS**

1. **In the Infant and Crawler classes:** Label all items before bringing them to the center (Diapers, wipes, bottles, pacifiers, food jars, diaper bags, car seats, and carrier).
2. Per state regulations, pacifiers cannot have anything attached to them, including clips, ties, or stuffed animals.
3. Please bring your child's bottles pre-made or have formula in premeasured container and water premeasured in bottles.
4. Be sure that your infant has enough food. NOTE: Babies are given bottles according to their schedules.
5. Try new foods at home first. We have no other foods to offer him/her if he/she dislikes it. Also, this enables parents to watch for any possible allergic reactions to food.
6. The parent is required to supply disposable diapers and wipes for their child. Bring enough diapers at least for the day. Your child's teacher will let you know when more are needed.
7. Your child will have a daily sheet to inform you about his/her day.
8. Please do not allow older siblings into the baby room.
9. **When moving up to the One-year-old class:** No bottles. No pacifiers, except during naptime. Provide a nap mat or blanket as your child will be sleeping on a cot. Unless your child has a special diet, the child will eat daycare provided food.
10. **When moving up to the Two-year-old class:** Teachers will begin working on potty training. Bring multiple sets of extra clothes each day.

## **POLICIES**

### **Open Door Policy**

ECC has an open-door policy. All parents, guardians, and persons listed on their child's pickup list can come in at any time to visit and/or check on their child.

### **Electronic Device Policy**

Children under the age of 2 will not be allowed to participate in any electronic device activity including T.V.

Children 2 years old and up will be allowed to have no more than 2 hours per day of electronic activities including T.V., computers and/or electronic games.

Computers with internet, accessed by children, will be equipped with monitoring and/or filtering software.

### **Programs, Movies & Video Games Policy**

"PG" programming or its television equivalent shall not be shown to children under age 5.

"PG" programming shall only be viewed by children age 5 and above and shall require parental authorization.

Any programming with rating more restrictive than "PG" is prohibited.

"E10+" rated games shall be permitted for children ages 10 years and older.

All movies will be approved by management before shown.

### **Confidentiality Policy**

The center shall maintain confidentiality and security of all records of children. Center staff is prohibited from disclosing or knowingly permitting the disclosure of any information concerning the child or the family of the child either directly or indirectly to any unauthorized person.

### **Authorization of Child Release**

If your child is being picked up by someone who is not on your authorized pick up list, you must call the center at 318-949-6363 and get an email address or phone number for one of the office staff. You may give permission via email, text, or fax followed by a written letter within 24 hours. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent. A child shall never be released to anyone unless authorized in writing by the parent.

### **Parental Involvement**

Eastwood Childcare Center loves for our parents to be involved in events that we hold at the center. We have several things throughout the year that parents can be involved in such as: Open House, fall parties, Thanksgiving Feast, Christmas parties, Christmas program, Valentine's Day parties, Western/Rodeo Day, Easter parties and Easter egg hunt, field trips, preschool graduation and End of Year parties. We invite you to attend any of the events we may have.

### **Gender Identity**

It is the position at ECC that each child is uniquely created by God, in His image, and we encourage and celebrate the development of their individuality. With this in mind, we will address each child according to biological sex, including the use of pronouns, choice of restroom, etc.

## **Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive, lacking self-control. Sometimes biting occurs for no apparent reason.

The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times. The biting will be interrupted with a firm, "No! Biting hurts!" Staff will stay calm and will not overreact. Staff will remove the biter from the situation. The biter will be given something to do that is satisfying. The wound of the bitten child shall be assessed and cleansed with soap and water. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). **Confidentiality of all children involved will be maintained.** The bitten area should continue to be observed by parents and staff for signs of infection.

### **For biters over the age of 3:**

If biting occurs in ages 3 and over, after the third time the child may be sent home. If biting continues, the child may be dismissed from the center if the director sees necessary.

## **Child Abuse & Neglect Policy**

Any suspected abuse and/or neglect of a child in a childcare center must be reported in accordance with Louisiana Revised Statutes 14:403. Any suspected abuse can be reported at 855-452-5437.

## **No Smoking & Prohibition of Firearms**

The center shall prohibit the use of alcohol and tobacco and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks and firearms, and pellet and BB guns on the center premises.

### **Provisional Care**

All teachers have a Child Care Civil Background Check before being employed by ECC. Some background checks may come back as provisional care while the background check is being completed. The staff can be employed at that time but will be checked on by an ECC staff member with a full background check every 30 minutes. This is based on the guidelines set by the Louisiana Department of Education childcare licensing.

### **Disclosure of Information Policy**

Licensing Surveys/inspections, regulations and information regarding early learning centers can be obtained from the Department of Education's website.

[www.louisianabelieves.com](http://www.louisianabelieves.com)

### **Complaint Policy**

For complaints or concerns, parents shall be advised of the licensing authority of the Licensing Division. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

Louisiana Department of Education  
Licensing Division  
P.O. Box 4249  
Baton Rouge, LA 70821  
Phone: (225) 342-9905  
Fax: (225) 342- 2498

[www.louisianabelieves.com](http://www.louisianabelieves.com)

Dear Childcare Families,



We are so excited for this coming year at the Eastwood Childcare Center! Our community and our children are important to God and are certainly a priority for Eastwood. We have had the privilege of serving families in the community for many years and we remain devoted to our foundational mission of providing a Christ-centered environment where each child can develop to their fullest potential spiritually, physically, emotionally, socially, and intellectually. We truly do want to teach our students to *“Love the Lord your God with all your heart, with all your soul, and with all your strength.”* - (Deuteronomy 6:5)

I want you to know that there is a place for you and your family at Eastwood Baptist Church. It is a great place to find encouragement, peace, friendship, and most importantly, hope in Jesus Christ. This truly is an exciting time in the life of our church. We are fully expecting to see God continue using Eastwood to carry out the Great Commission mission here in Haughton, La in the days ahead.

I invite you to explore our website at [www.eastwoodbaptist.com](http://www.eastwoodbaptist.com). There are so many exciting opportunities for your family to connect and get plugged in. We would love to see you at worship on Sunday mornings at 10:30 AM.

I can't wait to get to know you, hear your story, and see you join God's work in our world.

InHIM,

Brad Kirby  
Senior Pastor