

# BYRAM LEARNING CENTER, INC.

## KINDERGARTEN AND DAYCARE POLICIES

### GENERAL INFORMATION

Owner/Director: Kim C. Chandler  
Office Manager/Director Designee: Cindy S. Fuqua

Telephone: 601-502-0012  
Kim cell: 601-331-7439  
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E-Mail: kcc317@gmail.com  
Address: 6753 S. Siwell Road Byram, MS 39272  
Hours: 6:45 A.M. - 6:00 P.M.  
Days Open: Monday through Friday  
Web Site: www.byramlearningcenter.com

- Be sure to accept the invitation from ProCare. Parents can sign children in and out from the app. Parents can message the administration and teachers. Monthly calendars and memos will be sent via ProCare. **Upon registration, each family must place a credit card, debit card, or ACH on file with ProCare.**

We are closed for nine holidays during the year. If the holiday falls on a Saturday, we will close on Friday. If it falls on a Sunday, we will close on Monday. A notice stating which day the center will be closed will always be posted.

Labor Day  
Thanksgiving Day and the day after  
Christmas Eve  
Christmas Day  
New Year's Day  
Good Friday  
Memorial Day  
July 4

Byram Learning Center, Inc. participates in the USDA Child and Adult Care Food Program.

Byram Learning Center, Inc. has membership in each of the following organizations:

- Byram Chamber of Commerce
- National Association of Child Care Providers
- Rankin County Directors Association
- Mississippi Early Childhood Association
- Byram Directors' Association

Byram Learning Center, Inc. supports local charities.

- St. Jude Children's Hospital- Each spring, BLC holds a Trike-A-Thon, where our toddlers and preschool children collect donations. The children have a weekly study on bicycle safety, and they bring their bikes and ride-on toys. Collectively we have raised over \$18,000 for St. Jude.
- We choose a charity to support during the Christmas season. In the past, we have collected toys for Toys for Tots and collected needed items for Batson Children's Hospital.

## ARRIVAL AND DEPARTURE

When dropping off children, be sure that your child is with a staff member. Parents are encouraged to remain at the front office and not walk down the hallway to the classrooms. We started this policy during Covid-19 and found it to be very successful. It teaches independence, lessens separation anxiety, decreases congestion in the parking lot, and keeps fewer germs from spreading throughout the building. Do not drop children off and allow them to enter the building by themselves.

Each child must be signed in and signed out by the parent/guardian each morning and each afternoon. A tablet is located by the front office that is used to sign children in and out. With the Pro-Care App, a QR code can be scanned to sign in/sign out. The app can also be used from your vehicle while on location to sign your child in or out.

If someone other than the parent picks up the child, proper identification **MUST** be shown. Please notify the center if you will not be picking up your child.

We will release your children from BLC only to responsible adults for whom the facility has written permission (a message on the PC (Pro-Care) app is acceptable) and/or the contact people on the enrollment application. Parents can edit/update the PC information about their child as needed. It is always a good idea to tell the administration of any changes. We do not always get a notification when parents message us or update information on PC.

The daycare center opens at 6:45 a.m. and closes promptly at 6:00 p.m. Be prompt in picking up your child by 6:00 P.M. **Failure to do so will place you responsible for paying \$2.00 for each minute that you are late.** Children may not be dropped off prior to the facility opening its doors at 6:45. For insurance and Health Department reasons, opening and closing times must be followed exactly. If a parent is late, an invoice will be placed on the front office door the following day and payment must be received by 6:00 that afternoon. No child will be allowed to remain enrolled at the daycare center whose parents fail to observe these policies.

**It is not our policy to call the parents if a child is absent.**



Children must be in their classroom by 8:50 a.m. Parents must be out of the building by 8:55 a.m. so that we can promptly start learning time at 9:00 a.m. The times between 9:00 a.m. and 2:00 p.m. are reserved for preparing lunch, lunchtime, nap time, learning time, and scheduling staff. Only during emergency situations and when the office is contacted will this policy be lifted. We have our staff schedule set by 9:00 a.m. each day. Therefore, it is imperative that we know if you will be bringing in your child/children late because of a doctor's appointment or emergency. This policy includes ALL children and ALL ages! No child can be dropped off between 12:00-2:00 p.m. since this is nap time.

#### **RATES**

A non-refundable yearly registration fee is paid to hold your child's place. A yearly non-refundable supply fee is used to purchase workbooks and supplies. A mid-year non-refundable supply fee is used to replenish our classroom supplies.

#### **The fees are as follows:**

\$60.00 Registration fee for all children- Due in April

\$75.00 Rate for Registration paid past the due date.

#### **Supply Fees: Due in August:**

\$50.00- Infant Room

\$50.00- One-Year-Old Class

\$60.00- 2K Class

\$75.00- 3K and 4K

\$20.00- School age

#### **Mid-year fees: Due in February:**

\$20.00- Infant Room

\$20.00- One-Year-Old Class

\$25.00- 2K Class

\$30.00- 3K and 4K

\$10.00- School age

#### **TUITION:**

\$150.00 weekly for the infant room through 4K.

\*See chart on next page for school age care tuition prices.

\$5.00 discount for the second child in daycare

\$10.00 discount for the third child in daycare

\$25.00 discount for single-child families paying by the month- see policy

\$30.00 discount for multiple-child families paying by the month-see policy

#### **KINDERGARTEN ONLY**

\$110 weekly – Children in the 2K room must be picked up by 11:45. Children in the 3K and 4K classes must be picked up by 12:00. Breakfast and lunch will be served. Full weekly tuition will be charged if the children are not picked up on time.

**PART TIME CARE:** 2 days a week: \$85.00 weekly; 3 days a week: \$105.00 weekly

### **Required Insert from the Health Department**

There is a first time for everything. I never imagined this “insert” would be required in our handbook. However, 2020 brought us a lot of things we never imagined. Unfortunately, BLC’s insurance policy does not cover loss of income due to a pandemic. So, this is the policy we will follow for Covid-19 or any future pandemic we may face. Hopefully and prayerfully, Covid-19 is the first and last one we must “deal with”.

#### **Pandemic:**

Adjective: (of a disease) prevalent over a whole country or the world.

Noun: an outbreak of a disease.

In the event of a pandemic, BLC will follow the guidelines issued by the CDC (Center for Disease Control) and the MSDH (MS State Department of Health). We will comply with the guidelines to remain open. If we are forced to close the entire building, tuition will be reduced to the vacation rate of \$70.00. If we are forced to close down an individual classroom, the families in that particular classroom(s) will pay the vacation rate of \$70.00.

If school-age children are in attendance during the pandemic (public and private schools are closed), the weekly rate will increase to the summer rate of \$110.00 per child. If we are forced to close, the regular school rate will apply (not to exceed \$75.00 per child).

If BLC is open and operating during the pandemic and your child is absent, for the first 2 weeks he/she is absent the full tuition rate will apply. After the 2 full weeks are paid, the vacation rate will apply for the remaining missed weeks. If a family chooses to withdraw their child during a pandemic, a 2- week notice will still be required.

\*\*\*We have been following this policy since March 2020. The MSDH asked us to insert a “plan of action” into our handbook. This is nothing new. We are just following through with their request.

### **AFTERSCHOOL CARE**

**Children must be at BLC by 7:15 each morning to ride our vans.**

Name of School:	Drop off and pick up fee:
Central Hinds Academy	\$85.00
Gary Road Elementary	\$85.00
Gary Road Intermediate	\$85.00
Raymond Elementary School	\$85.00

\$125.00 weekly- for school children during the summer months. During the school year, the weekly rate does not change. This includes holidays, “no school days”, early



dismissal days, etc. during the school year. Summer care for school-age children requires an activity fee due at the beginning of each summer month. The fee is approximately \$85 for June and roughly \$85 for July. The August activity fee is around \$20. This fee covers field trips and special activities. The activity fee is in addition to the weekly tuition. If your child's activity fee is not paid by the due date, he/she will not be able to participate in the planned activities.

#### DISCOUNTED RATE

A one-week vacation rate will be given **once** a year to all families. The vacation rate is \$85.00. The \$5.00 discount will apply for the second and \$10.00 for the third child. Example: A family of two enrolled children will pay \$135.00 for a vacation rate. A family of three enrolled children will pay \$195.00 for a vacation rate. Children may be present during the discounted week.

**There is only one vacation/sick week per year. The remaining 51 weeks of tuition will be paid in full. We pay our staff for holidays; therefore, the full tuition rate will apply, except for the vacation week. The vacation week will run from April of the current year to March of the following year.**

Tuition rates are subject to change at any time during the year. A thirty-day advance notice will be given. Parents should anticipate a nominal weekly tuition increase each year beginning in September.

**Payment for the week must be made in advance or on Monday morning. If you fail to pay by 6:00 p.m. Friday, your account will be charged a \$10 late fee. No exceptions.** No child will be allowed to attend BLC if the tuition account is past due. For your child to return to BLC, the balance (including late fees) must be paid. Please do not ask us to make exceptions. Since this is a privately owned center, this policy will be strictly enforced. **All unpaid balances will be turned over to collections.**

Families that choose to pay by the month for one child will receive a \$25.00 discount. Families with two or more children enrolled receive a \$30.00 monthly discount. Payment for the month must be received by the 5<sup>th</sup> of the current month to receive the discount.

If the month has 4 Mondays, the amount due will be:

$\$150.00 \times 4 = \$600.00 - \$25.00 \text{ discount} = \$575.00.$

If the month has 5 Mondays:

$\$150.00 \times 5 = \$750.00 - \$25.00 \text{ discount} = \$725.00.$

Families that have 2 or more full-time children enrolled and wish to pay by the month, please see Kim or Cindy for a special discounted rate.

#### PAYMENT METHODS

We accept checks and cash. A receipt will be given for cash payments. With a 3% service fee, payment can be made with major credit cards, Venmo (@BLC6753), and on the ProCare app. Over-the-phone payments have a 4% service charge fee. BLC is

charged these fees, therefore we must add them to the tuition fee. There is a \$30.00 Return Check Fee. If our service charges are increased, we will let you know.

3% service charge examples: 1 week: \$154.50 2 full-time children: \$283.25

**We require a two-week notice in writing if you decide to withdraw your child from our center. If the two-week notice is not given, tuition for the two weeks will be due. Please know that all unpaid balances will be turned over to collections.**

#### FUNDRAISERS

The daycare will hold fundraisers each year. The fundraisers help us purchase large items for the children and make major improvements or repairs. Past fundraisers have helped make improvements to our playground, pave our parking lot and driveway, update the floors and walls throughout the building, and add an additional air conditioning unit, among other things. Families may choose to pay a \$50.00 fee instead of participating in the fundraisers.

#### ENROLLMENT APPLICATION

Our application is updated on an as-needed basis. If changes are needed, please let the administration know as soon as possible. Please be sure to complete **EACH** line, including the name, number, and complete address of the contact people. **Please update ProCare as well when changes occur.**

E-mail address- We must have this in order to sign families up for ProCare.

Court papers must be on file in order to deny the right for a parent or guardian to see a child. The papers must include the custody of the child.

People listed on the application to pick up your child must be 18 years old or older. We will not release any child enrolled at BLC to a minor.

Transportation of preschool and school-age children: A signed agreement on the application gives BLC permission to transport children to and from school and on scheduled field trips.

Photographs: BLC cannot photograph your child or allow a professional photographer to photograph your child without your written permission. We have a professional photographer that comes to the center throughout the year. We also take snapshots of the children and sometimes send pictures to the Hinds County News. Pictures are also put on BLC's Facebook page and Web site.

Release of Liability: This statement releases BLC, its staff, employees, parents of enrolled children of BLC, enrolled children of BLC, Board of Directors, Advisory Board, etc. from any legal responsibility for any injuries or damages sustained to your child/children because of or in any way connected with his/her attendance and/or



participation in activities of BLC unless the childcare facility has acted willfully or has been grossly negligent.

A statement must be signed stating that you have received a copy of the Child Care Regulation Summary as required by the Mississippi State Department of Health and a copy of the facility's policies and procedures which are both included in this handbook. Your signature shows your acceptance of the policies, procedures, and regulations of the Board of Directors, Advisory Board, and Administration, set forth in this handbook.

An age-appropriate car seat or booster seat must be in the vehicle for children when picked up. We have extra booster seats for parents to borrow if needed.

### IMMUNIZATION RECORDS

An Immunization 121 Form is required from the doctor or county health department, which states that your child has had all of the required immunizations and boosters, listing the next date an immunization is due. The Health Department recognizes the Certificate of Medical Religious Exemption.

The daycare center will need a new Form 121 each time he/she receives boosters and other immunizations. The following immunizations are required; whooping cough, Varicella (chicken pox), Prevnar (recommended, not required), tetanus, diphtheria, polio, mumps, measles- both rubella and red measles, HIB, and Hep B.

If the child has had chicken pox and did not receive the Varicella (chicken pox) shot, a form must be signed stating that the child had the disease. The form will be kept in the child's permanent record.

**Children with an expired 121 form will not be allowed to attend the center.**

### MEDICATION

**STAFF WILL NOT GIVE MEDICATION OR BREATHING TREATMENTS.**

Parents are welcome to come to the center and give medicine.

We must have written consent to put diaper ointment on children. We must also have written consent to administer First-Aid to minor cuts, scrapes, and bruises (Band-Aid, ointment, ice pack, etc.)

### SICK CHILDREN

BLC does not have a "sick room"; therefore, if your child becomes ill while at daycare, the parent will be contacted and expected to plan for the child to be picked up. Please know that if your child is too sick to go outside, he/she is too sick to be at daycare. We

simply do not have the staff or the room to keep children indoors while their class is outside.

Please do not bring your child to daycare when he/she has a fever, vomiting, diarrhea, impetigo, "pink-eye" or other contagious eye infections, rash, red or strep throat, or any other sign of illness. If your child has been sick, he/she must be free of all symptoms, including fever without the use of medication, for 24 hours before returning to daycare.

WE CAN ONLY ACCEPT WELL CHILDREN. YOU WILL BE EXPECTED TO COME FOR HIM/HER IMMEDIATELY IF HE/SHE BECOMES ILL AT THE CENTER. We do not have a nurse on staff and cannot care for sick children. If your child has a communicable disease, the daycare office should be notified as soon as you know it. **Upon recovery from a communicable disease or contagious illness, the center must have a statement from the doctor stating that he/she is no longer contagious and can return to daycare.**

#### MEDICAL EMERGENCY

If a child becomes ill or injured, we will contact the parents. If necessary, we will transport the child to the MEA Medical Clinic on Siwell Road in Byram. If the child becomes seriously ill or seriously injured, we will call 911. The child will be transported to the nearest medical facility, or the facility recommended by the medical personnel who responded to the 911 call, or a refusal form must be signed by the parent or contact person listed on the application at the time of the emergency. If a refusal form is signed, the child must be seen by a physician before he/she can return to daycare. A doctor's excuse is required and will be kept in the child's file.

**Health Department Law:** If a child has two (2) loose bowel movements, the parents will be contacted. After three (3), the law states that the child must be picked up regardless of the cause. This policy will be enforced even if the child is teething, taking antibiotics, etc. This also includes vomiting and fever.

Byram Learning Center, Inc. uses the following exclusion criteria taken from the Mississippi State Department of Health. Parents will be notified and expected to pick their child up immediately if any of the following conditions are observed:

#### EXCLUSION CRITERIA:

Small children can become ill very quickly. The childcare provider should observe each child's health throughout the time the child is in their care. If the childcare provider observes signs and symptoms of illness that would require removal from the facility, he/she should contact the parents/guardians to have the child picked up and continue to observe the child for other signs and symptoms. If the child is not responding to you, is having trouble breathing, or is having a seizure or convulsion, call 911.

The following conditions require exclusion from childcare:

**Fever:** Defined as 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, a rectal temperature of 101°F is considered a fever threshold.



**Diarrhea:** Frequent (3 or more episodes in a 24-hour period) runny, watery, or bloody stools. **According to CDC recommendations, a child who is not toilet trained and has diarrhea should be excluded from childcare settings regardless of the cause.**

**Vomiting:** Two or more times in a 24-hour period. **Rash:** Body rash with a fever.

**Sore throat:** Sore throat with fever and swollen glands. **Eye Discharge:** Drainage from the eye.

**Severe coughing:** The child gets red or blue in the face or makes a high-pitched whooping sound after coughing.

**Jaundice:** Yellow eyes and skin. **Irritability:** Continuous irritability and crying.

## FOOD

For infants and very young children:

We are enrolled in the USDA Food Program. Under this program, parents are responsible for bringing bottles of formula/breast milk each day (no glass bottles). BLC will provide baby food. **Please label bottles with your child's name and date.** Parents are also responsible for bringing their child's diapers, wipes, extra clothes, and any other needed items. **All bottles must be ready to feed.** By state law, our staff cannot mix powdered formula or concentrated formula. Pacifiers must be attached to the child's clothing. Upon entering for the first day, bring written instructions concerning your child's feeding and eating habits. Also, please write a statement giving BLC permission to apply diaper ointment/cream as needed to your child.

**Infants shall be held while being bottle-fed. Bottles shall not be propped at any time.**

With parental consent and when infants are old enough to hold their own bottle, they may feed themselves without being held. The bottle shall be removed at once when empty or when the child has fallen asleep. Bottles will not be given to children once they leave the infant room.

**We ask that the babies are fed their first bottle at home each morning prior to coming to BLC.** It is very difficult and sometimes impossible for our infant room staff to feed the babies when they are all "starving" first thing in the morning. With each baby on his/her own schedule, this will assist our staff in making sure your baby stays on the schedule you have provided for us to follow. Our infant room staff does an outstanding job with the babies and keeping them on their schedule.

The babies are checked each hour and changed if needed. If you wish for this time to be increased or decreased, please put it in writing and we will post it by your child's schedule.

For the older children:

**Do not allow children to bring food into the building;** this includes gum and other candy. **This is health department policy!** Food in the building causes ants and stains, not to mention upset children. Breakfast with milk will be served each morning around 7:05 for the school-age children (during the school year); 8:00 for the ones and twos and

8:30 for the threes and fours. A hot plate lunch with milk will be served around 10:45 for one-year-olds and around 11:00 for the 2K class, and at 11:30 for 3K and 4K. Menus will be posted on the bulletin board at the beginning of each month. A snack will be served between 2:00 and 3:00 each afternoon. An additional snack will be served between 4:45 and 5:30. Water is available to drink as needed and at all mealtimes and snacks.

Each child will be served what is on the menu each day. A doctor's excuse must be on file if your child has food allergies and therefore must bring his/her own food into the facility. If this is the case, the food brought into the facility must meet the state's nutritional guidelines.

**If your child comes in after 8:30, BLC is not responsible for serving him/her breakfast.**

**All children need to be in their classroom by 8:50 am. Parents must be out of the building by 8:55 am. We start our learning time at 9:00 sharp each morning. The front door will be locked at this time. Parents and children entering the building late create a disturbance. We have our lunch numbers and staff schedule set by 9:00 each morning. The office must be contacted in order for exceptions to be considered.**

#### BIRTHDAY PARTIES

For birthdays or special events, it is permissible to send cupcakes, cookies, birthday cake, etc; if there is enough to share with each child in the class. The health department suggests store-bought items, not homemade ones. Please contact the teacher before bringing the food. Please do not pass out invitations for birthday parties to be held at BLC. Please let the teacher know if you would like us to take pictures. Off-site party invitations may be passed out only if every child in the class is invited.

#### SIPPY CUPS

**Please only bring plastic, spill-proof cups.** We ask that the one-year-olds bring two (2) cups of juice/water each day. We ask that you do not bring red juice. **Please make sure your child's name is labeled on his/her cup.** Water is available for all children after playtime and as needed.

#### CLOTHING

Please do not put belts on your children. It makes pottyng difficult for all children and the older children tend to use them as "weapons." Please dress your child in comfortable play clothes. We recommend tennis shoes. We try to send your child home clean, but with our busy schedule throughout the day with arts/crafts, feeding times, and outside play, they all seem to get messy from time to time.

#### For young children:

Please bring whatever clothes and disposable diapers that are needed. **You must label all your child's clothing.** Send at least one extra change of labeled clothes in a zip-lock bag to stay in his/her cubby. Be sure the extra clothes are seasonal appropriate. If your child brings a bag, it must be made of plastic or vinyl, not cloth!



### **Very Important:**

It is Health Department Law that children always keep their shoes on their feet. Sandals and backless shoes are easily taken off by the children. We ask that our 1K and 2K children not wear these types of shoes. Please send your one- and two-year-old children in tennis shoes to daycare each day. If your child is in the infant room and is beginning to walk, please send him/her in tennis shoes as well.

For the older children:

**Please label all removable clothing that he/she may wear, such as coats, sweaters, raincoats, etc.** This is necessary in order that your child's clothing is not misplaced or lost. Hats or caps are not allowed. Send an extra change of labeled seasonal clothing in a zip-lock bag to be kept in your child's cubby.

All items must fit inside the child's vinyl/plastic bag or cubby (required by the Health Department). Items of one child cannot touch that of another child! This is state law!

### **CLOTHING FOR OUTSIDE**

We suggest that your child wears comfortable, washable play clothes that he/she can manage easily. Please put your child's name on all removable clothing. **We are not responsible for lost clothing. Cowboy boots and black-soled shoes are not permitted.** These scuff up our floors. However, soft-soled cowboy boots are allowed, but cannot be worn on the playground. We strongly recommend tennis shoes, not sandals or backless shoes for playtime. We have noticed that most accidents on the playground/patio are with children wearing shoes other than tennis shoes. Crocs do not protect children's feet. **Sandals and other open-toed shoes are NOT PERMITTED for ones and twos.**

### **POTTY TRAINING**

Potty training will begin in the two-year-old room when the parent(s) and teacher(s) decide that the child is ready. We only "potty train" the class 3 or 4 children per rotation. Parents must complete a toilet training conference sheet (required by the health department and kept in the child's file). The form can be picked up in the office. An information sheet will be given at that time.

Please bring at least two changes of clothing, including socks, and if possible, a change of shoes. Please put your child in loose-fitting clothes that are easy for them to remove during potty training. Remember that potty training can be a long process. We are blessed with staff members who are patient and willing to work hard with your child. Please be consistent and help us by taking your child to the potty at home.

**Following the MS Department of Health code, soiled items will be placed in a plastic bag and sent home to be cleaned. We are not allowed to rinse or wash soiled items.**

## PACIFIERS

Pacifiers must be attached to the child. Pacifiers are not allowed in the 3K room and older. We encourage giving pacifiers only at naptime.

## REST TIME

Infants sleep in baby beds (less than one year of age). An infant shall not be placed on its stomach for sleeping. This is state law. If the infant can roll over, then he/she may be placed on his/her stomach for sleeping. The creepers, toddlers, and other children use cots. Cloth mats are not approved by the Health Department. Each child is expected to rest and sleep, when possible, from shortly after lunch until 2:00 each afternoon.

**Children will not be accepted between 9:00 am to 2:00 pm.**

We shall always assure you of welcome access to BLC. Welcome access shall be defined as a parent having access to the areas of the facility available to your child and **non-disruptive to normal daily activities.**

Small blankets may be brought if they fit in the cubby or plastic/vinyl bag. The cots are disinfected daily. Blankets and pillows must be taken home Friday afternoons to be washed. If an accident occurs during naptime, the items will be sent home to be washed and must be returned the following day. Sleeping bags and large "pillow pets" are not allowed.

## BRINGING TOYS

Byram Learning Center, Inc. does not allow toys to be brought from home unless it is a designated "toy day" by the classroom teacher. If no name is labeled on a toy and there is a discrepancy of ownership, the toy will become the property of BLC.

**NO POWER RANGERS, GUNS, SNAKES, SWORDS, WRESTLING, OR MONSTER TOYS.**

**TOYS BROUGHT TO BLC ON NON-TOY DAYS WILL BE PLACED IN THE FRONT OFFICE WITH YOUR CHILD'S NAME TO BE PICKED UP THAT AFTERNOON.** We are not responsible for toys that may get lost or stolen.

School-age children are allowed to bring appropriate games and toys to share during the summer and holidays. Music that is played out loud will be Christian and/or administration approved. Once again, we are not responsible for any lost, stolen, or broken toys.

**Cell phones are not permitted for children. If a parent allows his/her child to carry a cell phone, it must remain in the child's backpack and not be taken out at BLC. If a parent needs to get in touch with his/her child, call the daycare. Electronics are not allowed due to children accessing inappropriate topics.**

## ADDITIONAL BELONGINGS

Luggage, car seats, sports equipment, etc; anything that you may drop off with your child for someone else to pick up must be plainly labeled with the child's name on it. We



cannot be responsible for drop off and pick up items. **Car seats may be placed on the bench outside near the front door.**

## CURRICULUM

Learning time begins at 9:00 sharp each morning. We pride ourselves in our pre-school department. We have outstanding teachers and an excellent curriculum. We begin an informal kindergarten program in the one-year-old room. Finger painting, coloring, story time, and singing time are just a few of the experiences introduced to our one-year-olds. A formal kindergarten program is introduced in the two-year-old room. In addition to the skills introduced in the one-year-old room, shapes, colors, numbers, nursery rhymes, and letters are introduced in the 2K program. The 3K and 4K programs concentrate on kindergarten readiness skills for "big school." Our main goal is to give each child a happy and wholesome learning experience. We strive to encourage spiritual growth, physical development, emotional strength, and academic achievements. All these factors combined will give each child a healthy self-concept and prepare him/her in a positive manner for his/her formal education years.

We use the A Beka Curriculum with its basic Christian teachings and high-quality standards. We supplement this curriculum with an emphasis on holidays, seasons, and special events from time to time. The kindergarten rooms have learning centers available so the children can experience nature, numbers, science, math, reading, etc. In addition, music is incorporated into the daily schedule where songs, dramatic play, and fingerplays are learned.

We also use Handwriting Without Tears. This is a handwriting curriculum that we introduce in our 3K program and intensify its use with our 4K students. This program allows the children to use the fine motor skills they will need for correct handwriting. It uses manipulatives, so it makes learning fun. As an educator, this program really excites me. I feel that young children learn best through play. This curriculum is an added benefit to the A Beka.

Color Me Healthy is also incorporated into the weekly lesson plans. This curriculum is available to licensed childcare centers through the Department of Human Services and the Miss. State Department of Health. It supports healthy eating and healthier lifestyles for children.

Scholastic brochures and activity pamphlets are used with the 3K and 4K classes. These build pre-reading skills; have science and social studies activities, as well as current events. The teachers have been very pleased with the information that is given each week. The children especially enjoy the activities that are involved with Scholastic.

For a child to have a good day and learn to his/her full potential, a good night's sleep is necessary. We ask that you bring your child to BLC each morning well-rested so that he/she is ready to learn and play.

BLC is proud to offer extra-curricular activities for the children. These activities are in addition to the regular tuition. These are offered for children ages 2 and up.

- Soccer Shots- basketball program that includes physical and academic benefits; offered during the school year and summer.

### **CHILDREN MUST BE POTTY TRAINED BEFORE ENTERING THE 3K PROGRAM!**

#### **SPECIAL DAYS**

Each month we have special days: Art Day, Science Day, Field Trips, or special visitors to our classroom. The weekly/monthly calendar will notify you of all these special times. Please keep the memos and refer to them so that you can be aware of your child's daily activities. These will be sent by e-mail.

A note with a permission slip will be sent out a few days before each field trip. Occasionally our schedules must be changed after the memos/calendars are made, so please look at your child's papers and your e-mail for updates.

#### **OUTSIDE PLAY**

All age groups (except infants) will spend at least two (2) hours outside each day unless the weather does not permit. The time outside will vary with the season of the year and weather conditions. If the weather does not permit, playtime will be spent indoors playing games, having story time, etc. Children will go outside on cold days if it is only for a few minutes, so please send a jacket. The infants enjoy taking a stroll down the side of the building and watching the older children on the playgrounds. **If your child is not well enough to spend time outdoors...he/she is not well enough to be at the daycare. We do not have a sick room to hold children in while the class goes outside. Outside time is part of our everyday schedule.**

We have two beautiful playgrounds that provide plenty of room to run and play as well as climb and slide. We have shade on each playground. We are very excited about our new playground and our upgraded one!

Sun-safe practices shall be used during outdoor activities scheduled between 10:00 am and 2:00 pm during the period of April 1<sup>st</sup> to September 15<sup>th</sup>. For example, children take water/juice breaks and can cool off before going back outside; parents may provide sunblock, bug spray, etc. We will need a written notice that we can post in your child's classroom notifying the staff to apply sunblock or bug spray. Our toddlers play on the patio where they are protected from the sun. There are "sails" that provide shade on the two playgrounds.

#### **PROGRESS REPORTS**

Progress reports are sent out for the 3K, and 4K children during the fall, winter, and spring. There will be open communication between the teacher and parents throughout the school year. We send home weekly papers, and messages on ProCare. Your child's



teacher will be in touch with you about your child's progress throughout the year. If you would like to have a conference with a teacher or the director, we will be happy to arrange a time for you. **Do not expect your child's teacher to have a discussion or conference while she is attending to the children.** Near the end of the year, the 4-year-olds will be tested to determine their readiness for "big school."

#### CONFERENCES

Please do not expect a "drop-in" conference when you bring or pick up your child. Teachers must devote their attention to all the children when on duty. Please discuss your concerns or problems with the director...not others.

#### SEVERE WEATHER

In the event of severe weather, BLC will be closed if the Hinds County Public Schools are closed. Radio and TV stations will announce if schools are closed. **In the event the school district is closed due to the buses (road closures, wind, etc.), BLC will be open if we have electricity and are able to operate efficiently.**

#### AFTERSCHOOL PROGRAM

The vans arrive back at BLC by 3:25 each afternoon (depending on which school they are coming from). We give them a snack and a brief time to unwind from their day at school. Following a snack, we have a supervised study hall. We allow approximately 30 minutes of homework time, after this time the children have playtime. If you do not wish your child to begin his/her homework at BLC, please notify us in writing. When weather permits, the children play outside. **If your child will not ride our vans, please call the office before 2:00 p.m. A \$10.00 fine will be implemented if the office is not contacted (ProCare, phone, text, etc.).** We use a daily roll to check the attendance of all van riders in the afternoons. Our drivers are instructed not to leave the school until confirmation has been made that a child is not riding. This can be very time-consuming. Therefore, please contact us and let us know!

#### TRANSPORTATION POLICY

A general permission note for field trips is included on the enrollment form. Before each field trip is made, the parents will be notified on the calendar or by a note. The parents may be required to sign an additional field trip permission form. The primary transportation for the children is the school vans, which are equipped with seat belts for either 12 or 15 passengers. Drivers for our vans are properly licensed and insured. Each vehicle is properly equipped with a fire extinguisher and a first aid kit. All seats will be checked to make sure all children have unloaded the vans.

As of July 1, 2008, Children between the ages of four (4) and six (6) must be in a booster seat. Children that are three (3) and younger must use appropriate car seats while being transported in the vans.

Byram Learning Center, Inc. is covered with an insurance policy that adequately covers the transportation of children. We take every precaution to ensure that the children are transported safely.

For children four (4) years of age and younger, the child/staff ratio will not include the driver. This means that another adult must be in the van with the driver.

If parents transport children on any field trip, a copy of his/her driver's license and a copy of his/her insurance card must be on file with the office.

We will always get a parent's verbal permission to transport his/her child in a personal vehicle.

#### WATER SAFETY POLICY

There is no swimming pool at BLC. During the summer months, the pre-schoolers have swim and water game days, with wading pools and water sprinklers.

Afterschoolers have swim days during the summer vacation months. If we can schedule to go to a pool, the children are transported to a swimming pool according to our transportation policy. Teachers and certified lifeguards supervise the children.

#### DISCIPLINE POLICIES AND PROCEDURES

We like to stress a positive approach to discipline by praising the children's good behavior and rewarding them for a job well done. Role modeling positive behavior is also used. However, there are times when a child may not respond and correct his/her unacceptable behaviors with this approach. In cases of disruptive behavior, the main choice of discipline is "time-out" or separation from the group or activity. We will use time out with our three-year-olds and older. Denying a child a special privilege may be used. Not allowing a child to participate in activities and/or field trips is also included in our policies. Parents will be contacted if a child is withheld from a field trip.

Children who habitually exhibit unacceptable behavior will be discussed with their parents. To notify the parent of unacceptable behavior in writing, we will send a discipline report via ProCare. A copy signed by the parent will be kept in the child's file. In extreme cases of continued unacceptable behavior, the directors reserve the right to ask the family to withdraw the child from the center. In such cases, the parents will be given a two-week notice before they are expected to leave the daycare facility.

The center is open for discussion with any concerns a parent may have. A conference may be scheduled with the teacher and director. Drop-in conferences are not allowed. Parents are expected to discuss whatever concerns they may have about their children. **Parents may not use abusive, profane, or vulgar language, or make physical contact or threats to anyone in this facility. In such cases, the parents and children must leave the facility immediately and permanently.**

**We ask that negative comments/remarks not be posted on social media.** We encourage parents to come to us when they have a concern. Our goal is to address and resolve any concerns and/or issues in a Christian, professional way.



We want to make our Kindergarten/Daycare program educational and enjoyable for each child who attends. These policies are for your child's protection and welfare, and we want you to be aware of them.

Corporal Punishment may not be used by parents, guardians, staff members, etc. on the property of Byram Learning Center, Inc. This is state law. Corporal Punishment is defined as jerking, yanking, slapping, hitting, yelling, etc. at a child.

#### BITING

Most children bite for one reason or another. This is a stage that all children go through. Most children will outgrow it in time. If a child becomes an aggressive biter, the parent will be contacted, and a conference will be scheduled. If needed, the child will be removed from his/her classroom. For the younger child, the child will be placed in a baby bed or highchair while the rest of the class enjoys playtime on the floor. If three (3) or more bites occur within one day, the parent must come and pick up the child. The child may return to BLC the following day, but if he/she bites three times, the parent will be contacted and expected to plan for the child to be picked up. After three (3) suspensions, the child may be asked to leave the center. A bite report will be sent via ProCare.

#### CHILDREN LEFT AT THE CENTER PAST 6:00

If no one contacts the center and/or the facility cannot get in contact with the parents or emergency contacts, the child will be taken to the Byram Police Department. This procedure will take place after the child has been left at the center for an hour or more after closing hours.

#### RETURNED CHECKS

There will be a \$30.00 service charge on all returned checks. This will be strictly enforced. The facility's account is charged for each returned check. **Cash or money order will be required for the check and the returned check fee (\$30).**

#### INSURANCE

Byram Learning Center, Inc. is covered with a liability insurance policy. If your child is involved in an accident and requires medical attention, the parent will be financially responsible for any costs. A signed medical release granting BLC permission to meet the needs of your child in an emergency is on the application for enrollment and is kept in your child's file.

#### STAFF

BLC has been blessed with an excellent, caring staff. Our staff attends various workshops throughout the year to continue learning about our field. As required by the Health Department, we have on file for every employee the following: FBI Fingerprint Checks and Child Abuse Registry Checks.

## CPR/FIRST-AID/CHILD ABUSE

There will always be at least one staff member present who is trained and certified in CPR and First Aid. We are proud that most of our staff is CPR and First Aid certified. If a minor accident should occur, treatment will be limited to ice packs, cleansing, and bandaging, and an accident report will be sent to ProCare.

Our staff is also trained to identify abused children. We will report any suspected cases of child abuse. If an employee suspects any type of abuse of a child enrolled at Byram Learning Center, Inc., it is to be reported to the director. Written documentation of the observation is placed in the child's file. If the director feels it is necessary, the parent is contacted. Observation checks are done more frequently. If another episode occurs, the director reports the information to the Mississippi Department of Human Services via the child abuse hotline.

## PARKING

Please keep in mind that our parking space is limited, and other parents need to drop off/pick up their children. If you are going to be more than a couple of minutes, please do not park in the driveway or under the portico. We ask that you observe a five-minute parking rule, so that traffic may flow smoothly during "rush-hour" each morning and each afternoon. If you park in the center, please pull up as far as possible, so others can park behind you. For your protection, never leave your children, keys, purses, or other valuables in your car even if only for a moment. Please keep your car locked and not running.

## IDENTIFICATION

We will require identification of all people picking up your child, other than the parent or guardian. Please notify the center if you will not be picking up your child.

We will release your children from BLC only to responsible adults for whom the facility has written permission and/or the people listed on the enrollment application.

## SIGNING CHILDREN IN AND OUT

The ProCare app is used for signing children in and out each day. Each child must be signed in and signed out by the parent/guardian. Please make sure your child has been signed in and is with a staff member before you leave the facility. If you sign your school-age child in/out from your vehicle, please talk to him/her about not leaving the building without a staff member walking him/her safely to your vehicle.

## REVISIONS

This handbook may have some revisions in it as the year progresses. Parents will be notified.

## SECURED DOORS

Thanks to the donations of our BLC family and the Child Care Strong Grant, all of our exterior doors are coded and secure. We ask that the door codes not be given to anyone except to parents, guardians, and people who regularly pick up your child/children. **If everyone knows your code, it defeats our purpose of safety.** Each family has their own code. **Our doors are extremely heavy. Please keep your feet away from the**



**bottom of the doors.** A child cut the back of her foot on one of the doors; therefore, children are not allowed to hold the doors open.

#### CRISIS MANAGEMENT PLAN

In the event of a crisis (conditions posing an immediate threat to the children), 911 will be dialed immediately. With our secure doors, entry by people other than parents is limited, thus decreasing the possibility of strangers entering the facility. Employees may use their personal cell phones only in the event of an emergency to dial for help. We have a monthly fire, tornado, or crisis management drill for the children and staff.

Weapons (guns, hunting knives, knives, archery equipment, etc.) are prohibited at Byram Learning Center, Inc.

#### USDA CHILD AND ADULT CARE FOOD PROGRAM

Healthy Centers and Healthy Kids is our sponsor for the food program. They supervise and monitor our menus and make sure we are following all of the federal guidelines required in serving the children nutritious meals and snacks. We were accepted into the program in September 2017. Each July we are required to re-enroll; meaning there is paperwork required of each family each year. The program reimburses a percentage back to BLC for food purchases. We are very excited to be a part of this program. So far, we have been able to put the money back into the center that was once budgeted for our food purchases. In December 2017 we had new floors installed throughout the building. We have since done remodeling in all of the classrooms and lunchroom. Our plans are to continue improving our facility and grounds as well as keeping our tuition rates competitive.

#### EVACUATION SITES

In the event of a major emergency here at the facility, the children will be transported to **The Byram Fire Department** located on the Parkway off Siwell Road or **Davis Road Park** on Davis Road.

Please keep this handbook in a convenient location. We may ask parents to refer to it from time to time.

MSDH licensing official Azelda Ellis– (601) 354-6400

Child Care Facility Complaint Hot Line - toll free 1-866-489-8734

***In accordance with federal law and the USDA civil rights regulations and policies, this center does not discriminate on the basis of race, color, national origin, sex, age, disability or reprisal or retaliation for prior civil rights activities.***

2022 Child Care Strong Grant Funds were used to make improvements throughout the building and property. Bonuses were given to our staff and parents were given the opportunity to receive up to 4 weeks in free tuition.

- New HVAC Units (3)
- Purchased a 12-passenger Chevy van
- Improved our existing playground with poured-in-place surfacing and shade.
- Constructed an additional playground with poured-in-place surfacing and shade.
- New cedar privacy fence.
- New black chain-linked fence for the playgrounds.
- Installed 4 secure coded exterior doors.
- Upgraded our security/alarm system.
- Installed surveillance cameras for parking lots (front and back).
- Upgraded our Wi-Fi network.
- New Computer for office
- ProCare software
- Tablets for each classroom

**Melanie Keen** (November 6, 1984-April 6, 2003)

Melanie worked at BLC as an assistant caregiver since we opened in 2000. She was tragically killed in a head on collision at no fault of her own during her senior year at Terry High School. I wanted a way for Melanie to always be remembered. We decided to let the staff vote each year and nominate an employee that exemplifies Melanie's characteristics. For those of you who knew Mel, knew that she was a Christian, loved children, athletic, loving, caring, and she always had a smile on her face. Melanie was not only my cousin, but she was also part of our BLC family. We all miss Melanie very much. I love talking to parents, children, and employees from BLC that knew Melanie. They always have a story to share about Melanie that makes me smile. She left a lasting impression on us all. The Melanie Dianne Keen Spirit of Christmas Award will be presented to an employee each year around Christmas time in loving memory of our Mel.



Recipients of the Award:

2003 - Marianna Ginn Russell  
2004 - Paula Langford  
2005 - Angie Kron Coke  
2006 - Valarie Love  
2007 - Ashley Thames Smith  
2008 - Loraine Sherbert  
2009 - Stacy Walker  
2010 - Caraleigh Paramore  
2011 - Tiffani Charfauros  
2012 - Kelly Fuqua  
2013 - Brandie McCoy  
2014 - Briana Payne  
2015 - Brittany Pigott  
2016 - Cindy Fuqua  
2017 - Madison Dunaway  
2018 - Madelyn Banks  
2019 -Jennifer Mraz  
2020 - Rebekah Weaver  
2021 - Christina Bobst  
2022 - Brandy Sponsellor  
2023 - Kirsten Truitt  
2024- Candace Robinson and Jordan Berryhill

Byram Learning Center is blessed with a wonderful staff. Our staff strives to make a positive impact on each of the children in the center. We celebrated our 25th year in January 2025. We are so grateful for all of the children, families, and staff members that have been associated with BLC over the past years and we look forward to many more.

