



**TOWNHOUSE**



**Pre - School**



*Parent Handbook*

Dear Parents,

Welcome to Townhouse Country Place Preschool. As you may know, we have been privately owned and operated since 1966. We are licensed to operate by the State of Louisiana Department of Education, which means that we meet all the stringent requirements of the Department of Social Services, the Department of Health and Hospitals and the State Fire Marshal for a Type III day care center.

But Townhouse is **more** than a day care center. We are a school! We are not a Montessori school per se, but employ the Montessori Method of “*Treating the child with respect and reverence...allowing him to do things for himself.*” Our learning experiences unfold in an atmosphere of acceptance and warmth. Each child is accepted on his or her own levels of abilities. We feel that this is the best way to help your child develop a positive self-image and cognitive development.

Our aim is to provide a safe environment, enriching experiences and warm, loving care for your child during their stay with us. We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with you and help us provide optimum learning experiences for your child.

We value the freedom to be one’s self for both children and adults. Our center offers a relaxed setting and is geared to the needs and interests of the children and families we serve. Our programs take into consideration the individual differences and special abilities of the child, as well as the cultural value and customs of their families.

Our teachers have an efficient routine which they feel benefits each child in their care. We are aware that it will take your child a reasonable amount of time to adjust to this routine. In order for our

day to move smoothly, we cannot have different routines for different children. We need your patience and trust in allowing us to help your child to adjust to our routine.

Contained in this handbook are the philosophies, rules and regulations of Townhouse Preschool LLC. We ask that you read it carefully and thoughtfully so that you may understand our goals. If we feel that your child can not adjust to our routine and needs more specialized care (one on one), we reserve the right to ask you to make other arrangements for your child.

The Townhouse environment encourages positive behavior. It is our responsibility to reinforce this positive behavior and to develop a healthy self-image. Immediate rewards such as a hug, a pat or a kiss are powerful encouragements for good behavior. Our approach also involves systematically looking for positive behavior in each of our children. If we expect to find positive behavior, we will.

Occasionally negative behavior may occur. When it does, it must be managed. Behavior management begins with simple, positively stated guidelines. In addition, when children know that the best is expected of them, they tend to live up to those expectations.

The behavior management strategies that we use are:

1. Distraction for the very young children.
2. Townhouse uses no corporal punishment. However, we believe that children need to discover that there are natural consequences to their actions. We use the “Time Out Chair” as the only means of discipline. “Time Out” punishment is limited to one minute per year of age. “Time Out” is prohibited for children under the age of two. “Time Out” means that the child must sit quietly where there are no toys, children or anything to play with. However, while in “Time Out”, the children are

constantly supervised by a staff member. Our stress is on teaching. We want to correct the child without nagging them or diminishing their self-esteem by communicating with them respectfully.

3. Use of natural and logical consequences. Example: Painting privileges denied if paint is thrown on floor.
4. Care is taken to assure the child that it is the **behavior** which is unacceptable, not the child.

**Cruel, severe, unusual or unnecessary punishment will never be inflicted in children. Derogatory remarks will never be made in the presence of children about family members of children or the children themselves. No child or group of children shall be allowed to discipline another child. No child will be deprived of meals or any part of a meal for disciplinary reasons. No child shall be physically restrained in any way shape or form. Play time will not be deprived as a disciplinary action.**

We ask parents to be supportive of our rules. It is important that the children see that teachers and parents are consistent. This is especially true regarding hitting or biting others. Remind your children, “Use words, not hands.” “Never bite your friends.” These are new concepts for many children and must be reinforced at home to be learned.

We begin every day at 9:00 a.m. with the Pledge of Allegiance, the singing of the Star-Spangled Banner and a nondenominational prayer and fun songs. Our pre-kindergarten curriculum consists of Reading Readiness, Handwriting Without Tears, Phonovisual Phonics and a French Program. Additionally, we provide interesting and stimulating activities such as language building, number games, music, dancing, stories, drama, discovery, science, expressive art, cooking, social studies, etiquette (manners), safety, good health and a choice in guided play.

We offer several options to parents with respect to hours and days of attendance. We want to be as flexible as possible in order to meet today's busy lifestyles. On the other hand, we would appreciate your cooperation in communicating any schedule changes to us far enough in advance for us to make the necessary staff, meal and enrollment changes. **Townhouse adheres to Louisiana Department of Education licensing ratios. If you add an extra day, payment is due on that same day.** Our teachers are highly qualified. Their time is valuable and therefore we have found it necessary to adopt a strict policy of "late fee" enforcement when scheduled pick up times are not met. **Late fees are due the same day that your child is picked up late. Late fees are \$10 for every 15 minutes past 6:00 p.m.**

#### **PLEASE DO:**

Listen each day for your child's achievements and encourage him or her.

Allow at least two weeks before formulating any opinion about your child's ability to adjust to school.

Dress your child in simple and comfortable clothing. All sweaters, coats, hats, and rainwear should be marked with the child's first and last name. Keep a change of clothing at school similarly labeled at all times.

#### **PLEASE DO NOT:**

Send your child to school with gum, candy, soft drinks, pens, toys, stuffed animals, money or other valuables. Cowboy boots of any kind and backless sandals are not allowed at school.

#### **GENERAL INFORMATION**

The Townhouse school year runs from September through May. We also offer a summer camp in June, July and August. We serve nutritious, hot meals and snacks year around. Summer camp

activities include arts and crafts, in-house field trips, indoor/outdoor games, snowballs, picnics, water play, music, watermelon parties, water slides and much more.

Our hours are 7:00 a.m. to 6:00p.m. Please ensure that your children arrive no later than 9:00 a.m. Late arrivals are very disruptive. Children may not be dropped off at lunch time or nap time. We ask that the parents not linger on the first day as this seems to cause tears.

We ask that you submit your child's health records with the registration form and registration fee. The State inspectors are very strict about health records being on file from the very first day of attendance, and we are subject to penalty if they are not. We must receive your child's medical records no later than the first day of school. Please mail these to the attention of Robin Rougelot at 200 Chestnut St. Mandeville, LA. 70471 or bring them with you on the first day of school. Many physicians will mail them directly to us if you ask them.

## **DISCRIMINATION**

Townhouse does not discriminate based on race, religion, color, nationality or sex.

## **SPECIAL OCCASIONS**

Refreshments for special occasions such as birthday parties and holidays may be brought to school with prior approval of the director.

## **PAYMENT**

We do not receive assistance from any federal or state agency or church organization. Tuition is our only source of revenue, and we would appreciate your cooperation in making timely payment.

**Tuition is always due in advance.** Tuition is payable monthly and is due on the first of the month. If tuition is not paid by the fifth of the month, a \$25.00 per week late fee must also be paid. If full tuition can not be afforded on the first, then half may be submitted in advance on the first and the second half may be submitted before the 15<sup>th</sup>. Registration fees are due prior to admission and as always are **non-refundable**. The registration fee must be paid before September or it will be added to your September tuition. Please make all checks payable to “Townhouse.” Please pay on time to avoid late fees!

If your check is returned due to **insufficient funds** or **account closure** you will be charged an additional **\$35.00**. You will be expected to pay this fee and the tuition amount involved **in cash** before we can accept any further checks drawn on that account.

**Please let us know in advance if you know your child will be absent. Tuition is due whether your child attends school on his or her scheduled days or not, regardless of the reason for the absence.** Additionally, please note that tuition is determined with due consideration to the holidays. **No deductions will be allowed from scheduled tuition payments due to holidays or emergency school closures.** For your guidance, Townhouse follows the lead of the St. Tammany public schools regarding emergency closures. Stay tuned to radio and TV broadcasts for announcements. If you are uncertain, feel free to call Robin’s cell. (504) 577-1241.

## **DISMISSAL**

**AT NO TIME WILL A CHILD BE DISMISSED TO ANYONE OTHER THAN THE PARENTS OR SOMEONE FOR WHOM WE HAVE WRITTEN AUTHORIZATION FROM THE PARENTS ON FILE.**

## **ILLNESS**

If your child has symptoms of illness such as elevated temperature, rash, vomiting, diarrhea or pink eye, parents are requested to keep them home. If your child is absent due to a contagious disease, you must notify us immediately. A child returning to school after having a contagious disease must have a written statement of health from a licensed physician.

**IF YOUR CHILD BECOMES ILL AT SCHOOL, YOU WILL BE CONTACTED IMMEDIATELY. PARENTS ARE EXPECTED TO PICK UP THEIR CHILD WITHIN ONE HOUR OF BEING NOTIFIED. WE ARE NOT SET UP TO TAKE CARE OF SICK CHILDREN, NOR DO WE WANT OTHER CHILDREN TO BE EXPOSED. YOU MUST HAVE A TRUSTED BACKUP LINED UP IN THE EVENT YOU CAN'T LEAVE WORK TO RETRIEVE YOUR CHILD. PLEASE ENSURE THAT WE HAVE YOUR **CURRENT** ADDRESS AND TELEPHONE NUMBERS IN YOUR CHILD'S FOLDER, AND KEEP US ADVISED OF ANY CHANGES. WE WILL NOT ADMINISTER ANY MEDICINE TO YOUR CHILD UNLESS WE HAVE YOUR EXPRESSED PERMISSION TO DO SO.**

In case of an emergency, a parent will be called. If one can not be reached, the doctor designated by you will be called. If necessary, the child will be taken to the emergency room at the nearest hospital. Please be sure to sign our authorization form to do so.

## **MEDICATION**

Medication will only be administered once a day either after lunch or at 3:00p.m. If you bring medication to school for your child, you must give us written instructions for the administration of said medication on the log provided for this purpose. State Licensing also requires that you indicate possible side effects of the medication on the log. When the condition requiring medication



has passed please remove any leftover medication from the medicine cabinet. Medications should be clearly marked with the child's last name. It must be in the original prescribed container expressing the doctor's name, the child's name and the amount to be taken at certain times.

## **OPEN DOOR POLICY**

At Townhouse, we have an "Open Door" policy. This means that a child's parents may visit the school at any time during hours of operation, unannounced. Otherwise, no one will be allowed to enter the school unless they have an appointment. We're sure that you will appreciate these precautions that we take for the safety of the children.

## **ADDITIONAL POLICIES AND PROCEDURES**

### **SIGNING IN AND OUT**

Parents or their authorized designee must sign their children in and out each day with their signature on the form provided for this purpose in each class.

### **PARKING**

Please exercise extreme caution in the parking area where children are being dropped off or picked up. Always escort children to and from the school by the hand. Avoid parallel parking from the parking spots as the street is narrow and the room is needed to back out. Please do not leave your motor running while picking up your child.

### **SUPPLIES**

You will be issued a supply list appropriate for your child's age group. We ask that you bring these supplies with your child on the first day of school or as soon as possible thereafter.

## **ELECTRONIC DEVICES**

Electronic device activities for children under the age of two are prohibited. Electronic device activities for children over the age of two will be limited to two hours per day.

## **COMPUTER PRACTICES POLICY**

Any computer with internet access for children shall be equipped with a monitoring device that limits access to inappropriate sites.

## **TV POLICIES**

All videos, movies (VHS or DVD), games or broadcast programming shown at Townhouse is rated for children under five years old (G rating for movies, E rating for video games). At no point will our staff show inappropriate material rated for, or aimed at, audiences other than children.

## **CALENDAR**

Please consult the school calendar for annual events such as Open House, Parent/Teacher Conferences and the End of Year Class Program.

## **ADMISSION**

We accept children on a first come first serve basis provided that there is a place available for the child in the appropriate age group and provided that registration fees and tuition are paid in advance and all the necessary documentation as required by the Department of Social Services is tendered. Children are always accepted on a provisional basis until the director confirms that the child is adjusting normally to the school environment.

## **PROBATIONARY PERIOD**

It is anticipated that children may take up to two weeks to adjust to preschool conditions. If, however, after two weeks we feel that the child is not making any progress, we reserve the right to refuse further admission. It is not fair to the other children or to the teachers to have classes constantly disrupted by children who can not adjust. In this event, tuition may be prorated, but **registration fees are not refundable.**

## **EMERGENCY PREPAREDNESS**

In the event of an emergency, parents will be contacted immediately of the situation at hand and plan for reunion or pickup of your child. In all emergency cases, care will be taken to ensure the safety of your child. All supplies and forms will be ready and prepared for any emergency.

In a lockdown or stay put (severe weather) situation, all children will be taken to the center room of the school and kept quiet and calm.

In the event of an evacuation, all children will be loaded into the teachers' vehicles and brought to Robin Rougelot's residence at 169 Belle Terre Blvd., Covington, LA. 70433. The same care will be taken at that residence to ensure lockdown safety. Each teacher would take one infant per vehicle in the case of a lack of car seats.

In the case of a fire emergency, all students will be evacuated down the street to await further instruction from the local fire department. Townhouse Preschool performs monthly fire drills and tornado drills four times a year (March, April, May and June).

## **TRANSPORTATION**

Townhouse does not provide transportation for students.

Townhouse hereby incorporates into our policies those provisions

as per the Louisiana Administrative Code Title 48 – Chapter 53.  
Copies provided on request.

## **WATER ACTIVITIES**

During summer camp the children play in wading pools with a depth of less than two feet. Parents must have on file a signed Water Activities Permission slip if they want their children to participate. We require that during swim time, at least one staff member or other supervising adult be present who has been certified in infant/child CPR and pediatric first aid.

## **COMPLAINTS**

Townhouse Country Place is licensed by the Bureau of Licensing of the Department of Education of the State of Louisiana. Parents who have presented their complaints to the Director and who feel they have significant, unresolved, licensing complaints may report to the Louisiana Department of Education and Licensing at (225) 342-9905 or go to their web site at [www.childcarelouisiana.org](http://www.childcarelouisiana.org)

## **ABUSE AND NEGLECT**

Our mandated reporters, all staff and owners shall report any suspected abuse and/or neglect of a child to the Louisiana Child Protection statewide hotline 1-855-452-5437.

All center staff are mandated to report any incidents of child abuse or neglect to the Child Protection Agency. Phone (985) 893-6225

## **DISCLOSURE OF INFORMATION POLICY**

The Louisiana Department of Education is our licensing authority and parents can contact the Louisiana Department of Education for information on our inspections, regulations and any other information regarding early learning centers. You may find more information at [www.louisianabelives.com](http://www.louisianabelives.com) 225-342-9905

## **CONFIDENTIALITY**

Children's records are confidentially kept. **No one** is allowed access to the files except the director, or staff specifically requested to do so by the director. Children's files are the property of the center and shall be maintained in the center's office.

Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family directly or indirectly to any unauthorized person.

We look forward to working with you and your children this year. We are very interested in your input. Please feel free to contact us if you have any questions, comments or problems.

Sincerely,  
Robin Rougelot  
Owner/Director

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