

2026-2027 Grace Yellow House Day School Handbook

Daycare, Nursery, & Pre-K 3 Information & Guidelines

1400 N 4th Street Monroe, LA 71201

318-322-5837

Grace Yellow House was established over 30 years ago with the primary goal to provide a quality, caring, and safe environment that enhances the spiritual, social, physical, and developmental growth of each child. We have trained and qualified staff who are indeed caring, responsive, and committed to education with a deep concern for the welfare of our students.

Grace Yellow House has an open-door policy. This entails that parents/guardians may visit the facility, but to avoid disruption, visits should not include entering classrooms. We can be reached at any time at (318) 322-5837. Our email is thegraceyellowhouse@gmail.com and is checked multiple times throughout the day.

We encourage parental involvement. During the upcoming year we will have several opportunities for the parents to get involved whether it is to help with holiday parties, read to classes, present for career days, etc.

Gate Code:

REGISTRATION:

There is a \$100.00 registration fee. To register, you will be asked to bring your child's **most recent** immunization records and update information on Brightwheel. There are two separate registration fees: Fall & Summer which are both \$100.00. We accept children 6 weeks old through Pre-K 3. We use the **Brightwheel app** for billing and the **GroupMe app** and **Facebook** to communicate with families and share important updates and announcements. This can be downloaded to any smart phone. You will set up your billing information via debit, credit, or bank account once your Brightwheel account has been created. We also take checks made out to Grace Yellow House.

Grace Yellow House is open all year long and our hours are from 7:30AM to 5:30PM. We are a full-time daycare 5 days a week at \$625.00/month. We will continue to offer 2–5-day programs if our quota will allow it. We do not accept children for half days. Drop off times are 7:30-9:00 AM and pick up times are 2:00-5:30 PM. There will be a \$5.00/minute late fee since our lunches start at 10:15 and our teachers have families and commitments after work each day. We do make exceptions for doctor's appointments so please bring a doctor's excuse.

Applications for enrollment or employment are accepted without regard to race, color, creed, sex, national origin, handicapping conditions, or ancestry. No tobacco, alcohol, illegal substances, or weapons of any kind are allowed at our school.

PAYMENTS:

Families who choose to pay the full annual tuition in advance will receive a 10% discount. All annual payments must be made in full at the time of enrollment.

Brightwheel payments for monthly tuition are due on the 1st and 15th. Each parent has the choice for full or partial payments between the 1st and 15th. **Payments are due no later than the 15th of the month or a \$25.00 late fee will incur. If tuition is not paid in full by the 20th of the month, your child will not be able to return the following day. If your child returns without payment, they will be sent home.** If your child is absent, no credits will be given. Tuition is billed monthly and is not subject to proration. Payment secures the student's enrollment and reserves their spot regardless of attendance.

Please send a message in the GroupMe app or call Grace Yellow House at (318)322-5837 if your child will be absent. We worry about our little ones when they are sick! If your child comes part time, please call if you need a drop-in day. These must be paid the day of on the Brightwheel app for \$50.00/day.

Infant care: \$750.00/month ages 6 weeks to 12 months. This is the tuition price for partial and full-time infant care.

DAY CARE ONLY MONTHLY PAYMENT

2 Days	\$425
3 Days	\$500
4 Days	\$575
5 Days	\$625

MULTIPLE CHILDREN

1st Child- full tuition

Multiple- \$50.00 off per child

If your child goes home for the summer or you want us to hold your spot in the nursery during maternity leave/pregnancy, there will be a **\$150.00/month holding fee.**

DISMISSAL:

On rare occasions, it is necessary to ask a family to leave the school for the following reasons:

1. Delinquent fees
2. Habitual behaviors such as violence, biting, or consistent disobedience
3. Parents disregard for the school's policies and procedures
4. Excessive late pick ups
5. If the center is unable to meet the needs of your child

STAFF DEVELOPMENT:

Staff are interviewed, references are checked, and background checks/fingerprints are approved by the CCCBCS prior to being hired. Staff must meet the following requirements:

1. 18 years old
2. Background checks (Must pass Child Care Civil Background Check System & fingerprints.)
3. 3 references
4. 12 hours of certification with the Children's Coalition for Northeast Louisiana
5. CPR & First-Aid
6. Mandated Reporting

All of our staff will be required to have continuing education hours per year in child care and health for a Type 1 Center. They will be required to have training in CPR and first aid. They will also be subject to random drug testing if the Directors see fit. All staff are oriented in health and safety procedures, emergency evacuations, supervision of children, and the discipline policy. They will also be educated on detection and reporting of child abuse and neglect and the current Type 1 standards. The staff will also maintain confidentiality of information regarding children, families, and staff.

Before being hired, all employees will have a 5-day supervised work session. Documentation shall be in staff files. All staff will have an annual review of policies and State Regulations.

EMERGENCY AND EVACUATION PROCEDURES AND PLAN:

FIRE:

1. Every room has an emergency evacuation plan posted
2. Line children up as fast as possible
3. Take enrollment sheet and emergency cards with you
4. Take head count inside
5. Take head count outside immediately
6. Do not go back inside until all is clear

TORNADO AND HAIL STORMS:

1. All children in hall and take head count
2. Keep enrollment sheets and emergency cards with you
3. Keep children calm by singing and reading

CHEMICAL SPILLS:

1. Shut all windows and doors tight
2. Turn off all window units and put thermostat on OFF
3. Stay inside until officials say to leave

4. There are no seat belt laws during an emergency evacuation. Take enrollment sheets, emergency cards, and children in cars. This will be in the opposite direction of the spill.
5. Stay there until all is clear. Head count is to be kept at all times.

EMERGENCY AREAS:

- ACE if it is on our campus.
- American Legion Hall 401 Forsythe Ave, Monroe, LA 71201 if it is in the area

MEDICATION POLICIES:

All medicine must be labeled and locked in the medicine cabinet. We do not administer medication, but we do allow our parents to come at medication times to administer it to their own child. This has to be a parent or verified pick up/family member that is also listed on the student's Brightwheel profile. We are not allowed to give fever medications to children to keep them from running a fever.

Each child in the center will be required to have an updated immunization record at all times.

Parents must pick up their child within 1 hour of the initial call from Grace Yellow House. This policy applies to all situations, with NO EXCEPTIONS! If your child is not picked up within that one-hour period, a late fee of \$5.00 per minute will be charged.

DO NOT bring your child to school if he/she has the following symptoms:

If your child develops any of these symptoms while under our care, they will be sent home.

- Fever. If your child is sent home with a fever, they may not return until they are fever free for **24 hours without medication** from the time of peak fever. This is mandated by the State and although we understand the inconvenience this can cause, we will always follow state guidelines.
- Diarrhea (2 or more loose stools)
- Earache
- Child experiencing an extremely difficult time teething
- Chicken Pox (can return when blisters have scabbed over completely)
- Hepatitis A (can return **one week** after illness started and is **fever free for 24 hours without medication.**)
- Undiagnosed Generalized Rash (**can return with doctor's excuse**)
- Any child with a sudden onset of vomiting, irritability, or excessive sleepiness
- Pinkeye (must be out **3 days** from initial treatment.)
- Lice (can return **24 hours after there are no eggs after treatment is started**)
- RSV (can return **with doctor's excuse**)
- Your child will be sent home if they have any of these symptoms and may not return for 24 hours.**
- A doctor's excuse does not automatically allow a child to come back to the center. We must follow state guidelines first. **It's up to the discretion of the Director whether to allow a child back into the center.**

-If a member of your family or sibling has a contagious illness it is up to the Director if your child can return. It will depend on the severity of the situation. It is our top priority to keep our children & staff as healthy as possible.

-If your child is taking a medication or antibiotic, give it to them prior to arrival or you may administer it yourself throughout the day. Do **NOT** put it in their cups or food and bring it into the center. **This could result in dismissal.**

-Hand, Foot, & Mouth – **must be out 5 days** from the time of physician's diagnosis.

-Strep – **must be out 3 days** from the time of physician's diagnosis.

-Covid – **must be out 5 days** from the time of the positive test.

HEALTH AND SAFETY REGULATIONS:

At Grace Yellow House, we strive to provide a clean, healthy, and safe environment where your child can begin their academic development. There are many ways in which we try to obtain this goal. We try to hire healthy, loving staff that we feel have the same goals as we do. Our staff tries to keep a clean and disinfected center by using bleach solution on toys, tables, diapering areas, etc.

DISCIPLINE:

Discipline is guidance and training which strengthens a person in their growth for maturity. Our goal for the children is to help them grow in self-direction so that they may make wise decisions and guide themselves. Discipline is necessary for wholesome relationships with others, health, safety, and the protection of the rights of others. There is no physical punishment used at Grace Yellow House. Our basic form of punishment is to remove a child from the group if they do something to hurt themselves, someone else, or the school. If a child becomes a discipline problem, we will talk with the parent to help resolve the issue.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. There will be no yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures, or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.

Derogatory remarks shall not be made in the presence of the children about family members of the children in the care or about the children themselves. There will be no verbal abuse. No profane language, telling a child to "shut up".

No child or group of children shall be allowed to discipline another child, or be bullied by another child. Time out shall not be used for children under the age of 2. When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff member. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

No child shall be deprived of meals or any part of meals for disciplinary reasons. No child will be restrained by high chairs or feeding tables for disciplinary purposes. No child will be denied active play time for disciplinary purposes, except time out may be used during active play time for an infraction incurred during playtime.

STRATEGIES FOR ADDRESSING BEHAVIORAL CONCERNS:

1. Positive Reinforcement (using praise, encouragement, and rewards to reinforce and motivate positive behavior.)
2. Re-direction (during a challenging behavior, redirect their attention to a different activity or area to prevent escalation.)
3. Offer Choices (giving them appropriate choices to make them feel in control of their actions.)
4. Emotional Support (teaching them appropriate ways to express their feelings.)
5. Calming Techniques (coloring, sensory breaks, music, deep breathing, moving to a quiet area when they are feeling overwhelmed.)
6. Positive Environment (creating a safe, stimulating space with opportunities for play, learning, and social interactions.)
7. Collaboration with Parents (working closely with parents to understand each child's individual needs and challenges. Collaborate on strategies that can consistently be applied at daycare and at home.)
8. Documentation (keeping records of challenging behaviors, triggers, or strategies to address them.)

ELECTRONIC DEVICES POLICY: COMPUTER POLICY, AND PROGRAMS, MOVIES, AND VIDEO GAMES POLICY:

Our policy provides that all activities involving electronic devices, including but not limited to TV, movies, games, videos, computers, and hand-held electronic devices, shall adhere to the following limitations:

1. Electronic devices under the age of 2 is prohibited
2. Electronic devices over the age of 2 shall not exceed 2 hours

Children at Grace Yellow House do not have access to computers. No programs, movies, and video games with violent or adult content shall be permitted in the presence of our children. All TV shows and movies have been approved by the State of Louisiana and suitable for ages 2-3. Our TV's only have access to programming provided by Louisiana Believes. No "PG" programming or its television equivalent shall be shown to children under the age of 5.

ABUSE AND/OR NEGLECT POLICY:

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with D.S.14:403 to the local Child Protection Agency. (318) 362-5311 or 1-855-452-5437.

COMPLAINT PROCEDURE:

If you have a complaint, please contact one of the Directors, Jacki or Lindsey, at 318-322-5837. We are a Type 1 Facility. If you have any questions or concerns that can't be worked out with the Directors, you may contact the Louisiana Department of Education, P.O. # 4249, Baton Rouge, LA 70821. Their phone number is (225) 342-9905, and the website is www.LouisianaBelieves.com

BITING AND AGGRESSIVE BEHAVIOR POLICY:

Parents must pick up their child within 1 hour of the initial call from Grace Yellow House. This policy applies to all situations, with NO EXCEPTIONS!
If your child is not picked up within that one-hour period, a late fee of \$5.00 per minute will be charged.

Biting is a natural developmental stage; it is common between ages 13-24 months. In most cases it is a temporary stage. We will attempt to find out the reason for the biting. Teething, tiredness, and frustration are often the reason.

If a child has received a bite by another child and the injury requires first aid or medical attention, both parents will be notified immediately. The child needing first aid or medical attention will be given proper care by the staff until the parents arrive to pick the child up.

- We will tell the child firmly, "No, we do not bite our friends."
- The biter will be removed from the situation.
- The child who was bitten will be comforted.
- Every bite will be washed with soap and water. If needed, we will apply ice for swelling.
- Both parents will be notified of the bite and a written record will be kept on file.
- The name of the child who bit will not be given out.
- **Each time a child bites, they will be sent home that same day.**

If they bite 3 times in one week, we will send them home for 5 days. If biting continues, we will dismiss your child from Grace Yellow House permanently.

SNACKS AND LUNCH:

Grace Yellow House does not have a hot meal program. Therefore, you will need to bring your child's meal and a snack each day in their lunchbox. Plastic and paper bags are fine too as long as they are labeled. Label all items in their lunchbox with a sharpie prior to bringing them due to other children's allergies and sensitivities. We will heat, cool, and cut up all items appropriately. We will give children filtered water or juice with each meal, snack, and after outside play. Be sure to tell us about any allergies and label it on their Brightwheel account. Please have lunch boxes & sippy cups labeled or we will write their names in sharpie.

NAPS:

All children are required to have their own blanket/pillow for their cots. Naptime is between 11:30-2:00. This is also the staff's opportunity to have their lunch. For our youngest

babies, we will provide them with a crib. Each child is expected to lie down for a rest, but we do not insist that a child goes to sleep. There will be a teacher in each room during naptime as they will take shifts for their lunch break. Please label all blankets, mats, pillows, etc or we will write their names in sharpie. We send home nap mats every Friday to be washed and brought back the following Monday.

CLOTHING:

Put your child's name on all coats, hats, lunch boxes, pacifiers, cups, blankets, etc. Please bring an extra change of summer and winter clothes to keep in your child's locker. In case of soiled clothes or spilled drinks, we want your child to be comfortable in a fresh change of clothes. Our teachers will wash and dry dirty clothes for you unless they are irreparable. All children must wear tennis shoes or sandals while on Grace campus. Boots are not permitted in order to prevent potential incidents. For safety and comfort, children's hair must be kept trimmed and out of their eyes, or secured away from the face to prevent any obstruction of vision.

TOYS:

Please do not permit your child to bring toys from home. Part of our training is to teach sharing and it is difficult to do so when an item belongs to one student rather than the whole group. However, if your child has something special to share, such as a book or gifts for each student in their classroom, we welcome these items gladly! For our youngest babies, we allow loovies and comforting toys for naptime as they transition into their new class.

ARRIVAL AND PICK UP:

Let us know where to locate you during the day on Brightwheel if you will not be by your cell phone or work phone. If you instruct someone who is not listed on Brightwheel's approved pick up, family, or parents list, please email the Directors at thegraceyellowhouse@gmail.com a copy of their Drivers License and written consent.

Please note we are a closed campus between 9:00 – 2:00 for lunch and naptime. **Please be on time to pick up your child. There is a late charge of \$5.00 per minute you are late.** Remember the staff have families and activities to do in the evening just like you. If you drop off or pick up your child late more than 3 times, you will be dismissed from Grace Yellow House. This applies to students without doctor's excuses or reasons discussed prior.

If parents are divorced and one parent is not allowed to see or pick up the child, we must have a certified copy of the court order of final judgement on file.

We will not accept your child after 9:00 AM without a doctor's excuse. NO EXCEPTIONS.

- NO outside food, drinks, or toys allowed in the classroom. (breakfast included)
- NO glass bottles. Due to safety concerns, we prohibit the use of glass bottles. Please send silicone or plastic bottles to prevent the risk of broken glass or injury.
- NO pajamas. Your child must be fully dressed for the school day which includes shoes.

SEVERE WEATHER CLOSURES:

We will close the center if there is a threat of severe weather. As a rule of thumb, if Monroe City Schools close due to severe weather then so will we. We must have electricity and water to meet licensing requirements to remain open.

Grace Yellow House staff and I thank you for the opportunity to work with you and your child. Your interest and input are greatly appreciated as we strive to maintain Grace Yellow House's standards at the highest level!

Phone: 318-322-5837

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