



**ST. JAMES**  
EARLY CHILDHOOD DEVELOPMENT CENTER

St. James Episcopal Childhood Development Center  
FAMILY HANDBOOK

2019-2020

445 Convention Street  
Baton Rouge, LA 70802  
225-344-0805  
[stjameseds.org](http://stjameseds.org)

## **Mission**

St. James Episcopal Early Childhood Developmental Center (Early Childhood Development Center), a ministry of St. James Episcopal church, is committed to developing each child's unique gifts by providing a strong foundation combining innovative academic excellence and spiritual formation with a warm, kind and loving, community.

## **Vision**

The St. James Episcopal Early Childhood Development Center is dedicated to providing quality care and education to young children. In a creative and nurturing environment, also called *The Nest*, St. James' youngest Pelicans will be supported and encouraged to grow cognitively, socially, and spiritually in a Christian community following the Anglican traditions.

## **Philosophy**

The St. James Episcopal Early Childhood Development Center offers a play-based, developmentally appropriate curriculum that supports the learning and development of each child. The program is highly influenced by the National Association for the Education of Young Children (NAEYC) guidelines for developmentally appropriate teaching practices. Educators in the St. James Early Childhood Development Center combine their understanding of how children develop socially, emotionally, cognitively, and physically with what they know about each child's interests, abilities, and backgrounds to plan the learning environment. The activities and interactions provided in this developmentally appropriate learning environment give children a foundation for the cognitive and social skills essential for later academic success.

## **Goals**

The St. James Early Childhood Development Center uses the standards and goals defined by the Louisiana Department of Education as measures of developmental and academic success.

<https://www.louisianabelieves.com/docs/default-source/academic-standards/early-childhood---birth-to-five-standards.pdf?sfvrsn=6>

## **Child Care Licensing Standards**

The St. James Episcopal Early Childhood Development Center is licensed by the Louisiana Department of Education as a Type I child care center. The Early Childhood Development Center meets and exceeds the minimum standards of child care, as defined by Title 28, Part CLXI of the Louisiana Administrative Code and Bulletin 137.

## **Complaint Procedure**

It is our hope that problems or disagreements can be resolved with teachers and administrators. Parents with any significant unresolved licensing complaints may call or write:

Louisiana Department of Education Licensing

P.O. Box 4249

Baton Rouge, LA 70821

225-342-9905

[www.louisianabelieves.com/early-childhood](http://www.louisianabelieves.com/early-childhood)

## **Admission & Enrollment**

### **Eligibility**

Children eligible for admission to the St James Episcopal Early Childhood Development Center must be two years of age by September 30th of the year of admission.

### **Application**

Online Applications to St. James Early Childhood Development Center are found under the *Admissions* sections of the Day School's website, [stjameseds.org](http://stjameseds.org). Online applications may be submitted at any time and will include a nonrefundable application fee of \$25.

### **Enrollment Priority**

St. James Episcopal Early Childhood Development Center welcomes students of any race, color, nationality, ethnicity, and religious background as we seek to have a diverse community. Every accepted child will have all rights and privileges of the school and have access to all age-appropriate programs and activities. Priority for available openings is given to children of St. James Episcopal Church parishioners in good standing, siblings of currently enrolled St. James students, and siblings or children of St. James graduates, and children of faculty and staff.

### **Registration**

Upon acceptance to St. James Episcopal Early Childhood Development Center, the family will receive an acceptance letter including the starting date of enrollment. The letter will indicate that the enrollment contract with a non-refundable registration fee of \$150 must be submitted within two weeks upon acceptance letter to reserve the space for the child. A commitment fee will be due prior to enrollment each year of attendance. Parents must also complete the required forms for St. James online, the ECDC Student Packet, and an updated immunization record.

### **Tuition**

Annual tuition and fees are due in full on or before June 1st of the current school year; however, St. James offers three payment options for the Early Childhood Development Center. They are as follows: Option one is to pay the full amount of the annual tuition and fees on or before June 1st of the current school year. Option two is two payments- June 1st and December 1st. Option three- 10 payments July 1 through April 1. Please email [ajackson@stjameseds.org](mailto:ajackson@stjameseds.org) for more information. The two and ten payment options have a small interest fee.

### **Withdrawal**

If you must withdraw from St. James Early Childhood Development Center, please submit your withdrawal in writing by letter or email stating your exact withdrawal date.

### **Tuition Obligation Release Policy**

The Enrollment Contract is a binding contract. Nothing in this policy is to be construed to alleviate any family of tuition or any obligations under the Enrollment Contract, but is only to give the Head of School and/or the Executive Committee of the SJEDS Board of Trustees the broad discretion to relieve certain families of tuition obligations, and only when the Head of School and/or the Executive Committee of the SJEDS Board of Trustees elects to do so, in their sole discretion. This policy is intended as a guideline and tool for internal administrative and Board use, and does not confer any rights or expectations in favor of any families seeking release from binding contractual obligations.

The policy outlined below is applicable in situations where a family has signed the Enrollment Contract, but has subsequently determined that its child or children will not attend SJEDS for the school year for which the Enrollment Contract was signed, and the family has requested full or partial release of tuition obligations.

The Head of School has the discretion, but no obligation, to fully or partially release a family from its tuition obligations for the upcoming school year, no later than May 31<sup>st</sup> (preceding the start of the school year in question) for families (i) who have to relocate out of the East Baton Rouge Parish metropolitan area (*i.e.*, more than 50 miles from St. James Episcopal Day School (“SJEDS”)) for job or business obligations, or (ii) with a demonstrated adverse change in financial status that necessitates the withdrawal of the student from SJEDS.

The Head of School has the discretion, but no obligation, to fully or partially release a family from its tuition obligations at any time if it is determined by the Head of School that SJEDS is unable to meet the academic needs of the student.

The Executive Committee of the SJEDS Board of Trustees has the discretion, but no obligation, to fully or partially release a family from its tuition obligations under the following conditions:

- For families who relocate out of the East Baton Rouge Parish metropolitan area (*i.e.*, more than 50 miles from SJEDS) due to job or business obligations, that have notified SJEDS in writing before August 1<sup>st</sup>, the cancellation fee equal to 20% of the full year’s tuition and fees will be charged if the notification is received after May 31<sup>st</sup> (of the year preceding the start of the school year). No full or partial release of tuition obligations will be granted for notification received on or after August 1<sup>st</sup>, without full Board approval.
- For a demonstrated adverse change in financial condition that necessitates the withdrawal of the student from SJEDS. In this circumstance, the Executive Committee of the SJEDS Board of Trustees has the discretion to require payment of 20% of the full year’s tuition and fees, to be decided based on the facts and circumstances and on a case-by-case basis.
- For a family who chooses not to attend SJEDS, if at the beginning of the school year the grade from which the student is attempting to withdraw will be full and SJEDS enrollment targets are met, as defined in the last budget approved by the SJEDS Board of Trustees prior to May 31, after giving effect to such student’s withdrawal, and when SJEDS will not experience any negative financial impact from such student’s withdrawal. Such a refund or cancellation may not be given until after the beginning of the school year, to assure there are no vacancies in the applicable grade and to ensure that SJEDS enrollment targets are met, and that SJEDS will not experience any negative financial impacts from such student’s withdrawal. A cancellation fee equal to 20% of the full year’s tuition and fees will be charged, unless the Executive Committee of the SJEDS Board of Trustees determines that the cancellation is due to a demonstrated adverse change in financial condition of the student’s family and further determines that the 20% cancellation fee should not be charged, in the discretion of the Executive Committee of the SJEDS Board of Trustees.

All other full or partial release of tuition obligations shall only be approved by the full SJEDS Board of Trustees.

All full or partial release of tuition obligations shall be reported to the SJEDS Board of Trustees at the meeting immediately following said full or partial release of tuition obligations.

### **Dismissal**

The following situations may cause a child's dismissal from the St. James Episcopal Early Childhood Development Center:

- The Early Childhood Development Center cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health and/or well-being of himself/herself or others.
- The child or the child's family fails to follow the policies or procedures of the Early Childhood Development Center as stated in this handbook.
- The child's family does not pay all assessed fees or fails to keep tuition current.
- The child's family is repeatedly tardy in picking up at closing time.

### **Confidentiality of Children's Records**

Children's records will be the property of St. James Episcopal Early Childhood Development Center and will be kept in the admission director's office. The Head of School will supervise the maintenance of these records and shall secure the records against loss, tampering, or unauthorized use. Children's records will be held in confidence. No employee will disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly to any authorized person. The center will obtain written, informed consent from the authorized parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.

### **Non-Discrimination**

The St. James Episcopal Early Childhood Development Center does not discriminate on the basis of race, color, creed, sex, national or ethnicity, disability, ancestry, or whether or not a child is being breastfed.

## **Early Childhood Care and Education Program**

The daily schedule for young children provides a framework for planning and organizing routines and activities. Children in the St. James Episcopal Early Childhood Development Center will be offered both structured and unstructured activities that are thoughtfully prepared. An organized and routine environment led by creative, caring adults with clear expectations supports the whole child.

### **Morning, Song, and Story Meetings**

The class uses this whole-group time to greet one another, share events, and make plans for the day. Other times, the children engage in music and movement activities and share relevant songs, poems, and stories. Books are read that relate to current topics of investigation. Early literacy and numeracy concepts are meaningfully integrated throughout this time together.

### **Indoor Investigations**

Indoor investigations give children the opportunity to explore, observe, hypothesize, question, and discuss through an activity of their choice. The various areas within the classroom offer open-ended materials for the children to investigate. The areas include art, blocks, science and discovery,

dramatic play, manipulatives, library, and a water table. Throughout various topics of study and as interests of the children emerge, the materials may be changed to encourage exploration and the development of new ideas.

### **Outdoor Investigations**

The outdoor play environment is viewed as an extension of the classroom with daily opportunities to explore and investigate. The children are offered activities that physically challenge their bodies in natural ways while enhancing their gross motor abilities. Students enrolled in the Two-Year Old Program will have access to appropriate play space free from other students and with appropriate outdoor toys.

### **Enrichments**

St. James Episcopal Day School's enrichment staff visit the ECDC classrooms each day in the following areas:

Two year old classes are offered Music, P.E., Spanish, Library, and Christian Education each week. The three year old are offered Music, P.E., Spanish, Library, Christian Education, Art, STEM, and Guidance each week.

### **Mealtimes**

Mid-morning snack, lunch, and an afternoon snack are provided each day in a family-style setting in the classrooms. As eating is a sensory experience, the children are encouraged to try different foods, engage in conversation with their peers, and use appropriate table manners. Menus are posted on the school website and on the parent information bulletin board. The St. James Episcopal Early Childhood Development Center will provide individually labeled spill-proof cups. Sippy cups from home are NOT permitted at St. James Early Childhood Development Center and will not be stored.

### **Rest-time**

Rest mats will be provided by St. James Episcopal Early Childhood Development Center. A small child-sized blanket and a stuffed animal or soft doll may be brought to leave in your child's cubby for the school day. Objects must fit in the child's school bag with a folder and in the child's shoe-box-sized cubby at school. Toys from home are not allowed in the classrooms, unless specifically requested by a teacher. Rest blankets will be sent home each Friday to be laundered before returning on Monday.

### **Diapering/Toilet Training**

Children will be changed or taken to the restroom at regular intervals throughout the day and as needed.

Two Year Old Classes: Families will be responsible for providing diapers during the school hours and St. James Episcopal Early Childhood Development Center will provide wipes. Once a child starts communicating the need to use the toilet and then actually uses the toilet, teachers will talk with families about toilet training. When children start using the toilet on a regular basis, then they can start wearing underwear, and teachers will assist them during toilet training. Families can help make this experience successful by sending multiple sets of clothing, including socks and shoes.

Three year Old Classes: Students are expected to be independent in the restroom to attend a three year old class. A potty trained child is a child who can do the following:

- Tell an adult they have to use the restroom before they have to go.
- Pull their clothing up and down without assistance.
- Wipe themselves.

- Wash and dry hands.
- Postpone going to the restroom if they have to wait for a short time.

## **Open Door Policy**

Parents of students at the St. James Episcopal Early Childhood Development Center are welcome and allowed to visit the center anytime during regular hours of operation and when children are present. All visitors must check in at the office and wear an issued visitor's sticker on campus. If a parent needs to discuss a problem or needs detailed conversation, we ask that a conference time be set up with the child's teacher. Please be aware that parents arriving and leaving in the middle of the day is often confusing and stressful for younger children.

## **Hours of Operation**

The St. James Episcopal Early Childhood Development Center is open Monday - Friday from 7:50 am until 3:20 pm. Extended care is available for a fee from 3:20 to 5:30. Registration is required for extended care prior to the beginning of each quarter. Pricing information for extended care can be found on the school's website.

The St. James Early Childhood Development Center follows the Day School calendar and closes for the following:

- Labor Day
- Fall Conference Day
- Fall Break (two days)
- Thanksgiving Week
- Christmas and New Years weeks
- Martin Luther King Day
- Mardi Gras Week
- Spring Conference Day
- Good Friday and Easter Week
- Staff Development Days

## **Child Drop Off/Pick Up Policy**

St. James offers morning and afternoon carpool to families as a convenience. Please adhere to the strict carpool policy sent home for your children's safety. We will not have afternoon carpool on Fridays to allow communication and interaction with our families each week.

Only those persons listed on the Child Release Form can pick up a child from the St. James Early Childhood Development Center. If anyone other than those authorized on that form is to pick up a child, written permission must be given to the St. James Early Childhood Development Center by the parent and must include the person's full name, contact number, relationship to child, date, and signature of authorized parent.

It is the parent's responsibility to inform the St. James Early Childhood Development Center of any changes to the Emergency Contact Form.

## **Dress Code**

Children should wear the required St. James ECDC uniforms. These uniforms were chosen to facilitate independence in toilet training. Please label all clothing and belongings with your child's name. Each child should have at least one complete set of weather appropriate extra clothing left at school. St. James school bags will be provided to each child. Backpacks should not be used in addition to the school bag. Please see the uniform chart and information attached at the end of the handbook.

## **Guidance and Discipline**

Our goal at St. James Episcopal Early Childhood Development Center is to foster creativity and encourage self-regulation, empathy, and curiosity in young children. Classroom environments and schedules have been thoughtfully prepared to promote positive behavior. Occasionally, children behave in ways that are not appropriate for a classroom setting. During those times, we will guide children to make changes in their behavior. Positive guidance and redirection are the first measures taken. When unacceptable behaviors persist, a child may be instructed to move to a quiet area for a short period to allow him/her to re-group and reflect. The amount of time does not exceed one minute per the age of the child, and the separation occurs within sight of a teacher. After the designated time, a teacher talks with the child about appropriate behavioral expectations and the child is given the chance to decide when he/she is ready to return to the activity. If a pattern of negative behaviors is observed, a conference with the parents may be warranted to discuss a school and home strategy.

At no time will a student be subject to any of the following:

- Physical or corporal punishment including, but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperature of 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
- Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up," or making derogatory remarks about children or family members of children in the presence of children
- The threat of a prohibited action even if there is no intent to follow through with the threat
- Being disciplined by another child
- Being bullied by another child
- Being deprived of food or beverages
- Having active play time withheld for disciplinary purposes, with the exception of a separation (as described above) which may be used during active play time for an infraction incurring during the playtime

## **Biting Policy**

Biting is a sign of development and is often unavoidable within group child care, especially with toddlers. When it occurs, it can be scary, frustrating, and stressful for children, parents, educators, and staff. A child may bite due to teething, impulsiveness, excitement, and overstimulation or frustration.

The educators at St. James Episcopal Early Childhood Development Center have been trained to respond to a child's biting behavior using the following techniques:

- Give attention to the bitten child.
- Have the child who did the biting help care for the bitten child (hold the ice, comfort, etc.).
- With the child who bit, discuss the effects and consequences on a developmentally appropriate level (“Biting hurts.” “Why did you bite?” “What’s something else you could’ve done that would not have hurt your friend?”)
- Examine the context in which the biting occurred and look for patterns.
- Provide reinforced instruction in non-biting responses, and acknowledge appropriate behavior in potential biting situations.
- Consider changes to the environment that may minimize congestion, commotion, competition for toys and materials, or child frustration.

Educators will abide by the following procedures if a child is bitten (Bulletin 137):

- Wash the wound with soap and water and apply ice.
- If the bite breaks the skin, the parent and the Head of School or designee will be notified. An accident report will be written and both families of both children will be notified.

If biting changes from a relatively unusual occurrence to a frequent and expected occurrence, educators will address the situation with additional precautions:

- Record each occurrence, including attempted bites, with location, time, participants, and circumstances.
- “Shadow” children who indicate a tendency to bite.
- In extreme cases where the child is consistently to be shadowed by a staff person to prevent repeated aggression, the parent will be notified to remove the child from the school and remain home until the aggression subsides or withdraw from the St. James Early Childhood Development Center.

A consistent approach between home and school is always the most effective way to solve any behavior issues. If biting becomes a pattern, teachers and staff will meet with the child’s family to discuss a plan to promote positive behavior.

## **Communication and Family Involvement**

Parents of students at the St. James Episcopal Early Childhood Development Center are welcome and encouraged to attend special class and school events; some of these include Grandparent’s Day, Blessing of the Animals (A parent/guardian must accompany all students who wish to attend the Blessing of the Animals) , Fall Carnival, Thanksgiving Feast, Christmas Celebration, Art Show and Musical, and Easter Egg Hunts. Back to School Night is used to help parents understand the developmental philosophies that guide our early childhood program. We also offer fall and spring conference days. Effective communication with families strengthens the quality of our program. Teachers and families are encouraged to communicate about celebrations, questions, and concerns through Himama, emails, telephone calls during rest, and notes or newsletters. Educators cannot visit or hold conferences with parents while supervising children. If a conference is needed, please schedule a time with your child’s teacher.

## **Emergency and Evacuation Plans**

In consultation with state and local authorities, St. James Episcopal Early Childhood Development Center has established a written multi-hazard emergency and evacuation plan to protect children. Evacuation/fire drill routes are posted in each classroom. These emergency and evacuation plans will be annually updated and approved.

Fire drills are practiced monthly, and tornado drills are practiced in the months of March, April, and May. For other emergencies, which do not require evacuation of the building but instead require "sheltering in place," children will be brought into bathrooms, hallways, and other areas away from windows.

If the center closes for an emergency or weather related reason, to the best of our ability, parents will be notified by phone, email, radio, and/or television. The St. James Early Childhood Development Center will follow East Baton Rouge Parish School closing for inclement weather and will close when St. James Episcopal Day School closes. In emergencies of an immediate nature such as hurricanes, fires, flooding, chemical spills, etc., parents will be expected to pick up their children immediately. The St. James Early Childhood Development Center may also be closed if an incident in the downtown area threatens the safety of the St. James children and staff.

## **Health and Immunizations**

Children's health and well-being are a priority in our program. Policies are in place to help teach children healthy habits and minimize the spread of illness.

The state requires that each child enrolled in a child care center have an immunization record signed by a Physician or Designee and dated after June 1 of that school year. This form is due at the time of admittance. It is the parent's responsibility to keep this form current and to update all immunizations records in the center office. The schedule set by the State Health Department will be used.

Children may be excluded from the the St. James Early Childhood Development Center if their immunizations are not up-to-date. Louisiana Department of Health and Hospitals requires any child who is not immunized due to health reasons or family beliefs to be excluded if there is a report within the program of any vaccine-preventable disease to which children are susceptible.

Every morning, each child will be checked by educators for signs of illness, bruises, and scrapes or insect bites. If an injury is noted, the parent will be asked to explain how it happened. If a child has an illness or infection - fever, rash, diarrhea, etc. - he/she will not be allowed to stay at the St. James Early Childhood Development Center. Parents and staff are responsible for keeping children healthy and preventing the spread of contagious illness and disease.

If your child becomes ill at home with a contagious illness or you detect lice, please contact the office as soon as possible so that other families can be alerted.

Occasionally a child will become ill while at the center. For the safety and comfort of your child and to protect staff and other children from contracting illnesses, you will be contacted and will be expected to pick up your child. Your child will be sent home if he/she:

- Is running fever at or above 100 degrees
- Has two or more loose bowel movements or any that cannot be contained in a diaper
- Is vomiting
- Has lice
- Has a contagious disease

Children who become ill while at St. James Early Childhood Development Center will be taken to the office. Parents should go to the classroom to pick up items that need to go home and to sign the child out.

If a child is sent home from St. James Early Childhood Development Center with one of the above conditions, he/she must be free from symptoms of illness including fever without medication for 24 hours. If needed, the St. James Early Childhood Development Center reserves the right to request a physician's statement of eligibility to return to group care.

In the event of a medical emergency, every effort will be made to notify the parent immediately. If the parent cannot be notified, the St. James Early Childhood Development Center will try to reach persons listed on the child's emergency contact form. In the case of extreme circumstances, 911 will be called and the child will be taken to the hospital. The parent or guardian will be simultaneously notified in such extreme cases.

Immediate notification will be given to the parent if the following situations should occur:

- Blood not contained in an adhesive strip
- Head injury
- Human bite that breaks the skin
- Broken or dislodged teeth
- Allergic reaction
- Skin changes (rash, swelling, etc.)
- An impaled object
- Choking incident
- Unusual breathing
- Dehydration
- Any temperature over 100 degrees
- Any injury or illness requiring medication of professional medical attention

To prevent illness, all parents, children and staff are asked to wash their hands when arriving in the classrooms at St. James Early Childhood Development Center.

## **Medication Administration**

EMERGENCY medication is the only medicine that may be stored at St. James Episcopal Early Childhood Development Center, and must be done so through the office. Medication may not be stored in the child's school bag at any time. Written emergency medical plans must be provided by a physician. Parents must fill out the appropriate paperwork from the medical packet. They must also send the appropriate measuring dropper or cup to ensure medicine is given in accurate dosages.

Anytime a parent administers medicine to a child, the educators should be notified of the name of the medication and possible side effects. Parents must complete the medication log when administering medicine at the St. James Early Childhood Development Center.

Only staff who have received “Medication Administration Training” are allowed to give essential medications. The following requirements and procedures will be followed.

- Medications that are prescribed for 3 times a day should be given at home (before coming to school, when returning home from school, and at bedtime). Only essential medications that are required intermittently during the day, required more than 3 times a day, or needed for emergency medical conditions will be administered at school.
- Medications administered at the St. James Early Childhood Development Center must have the child’s first and last name, date that the prescription was filled recommended by health provider, name of the licensed health care provider, expiration date, period of use, and manufacturer’s instructions or original prescription label including name, strength, and instructions on how to administer and store medicine. The appropriate medicine spoon, dropper, or scup must be included with the medicine.
- Parents must complete the Permission to Administer Medication Form for a child to receive medicine at the St. James Early Childhood Development Center . No medications will be administered without the this signed permission form with a side effects sheet attached.
- Any over the counter medication must have a written statement from a physician with instructions for administering the medication.
- Breathing treatments or inhalers must have very specific instructions in writing as to use from the doctor.
- All prescribed medicines must have a prescription label which includes the child’s name, name of medication, physician’s name, and instructions for administering, dosage and route. A sheet listing the possible side effects must accompany the medicine. If we do not have this sheet, the medicine will not be administered.
  - Parents must provide the medicine and a dispenser in a small Ziploc bag labeled with the child’s name.
  - The first dose of any medication must be given at home so the parent can monitor the child for reactions.
  - Whenever possible, the parent should administer medications at home. If a dosage must be given at St. James Early Childhood Development Center , the parent is encouraged to make arrangements to administer the medication.
  - Parents should check each day to be sure the child received his/her medicine. This will be documented on the Permission to Administer Medication Form.
  - All medications MUST be locked while at the St. James Early Childhood Development Center .

Topical products, including diaper rash ointment or cream, insect repellent, and sunscreen are consider topical medications and will only be applied when necessary and with proper parental consent. An authorization form for topical ointments shall be updated at the beginning of every school year. Sunscreen and insect repellent should be applied to children before arrival at the St. James Early Childhood Development Center.

## **General Policies**

### **Child Abuse and Neglect Policy**

As mandated reporters, all staff of St. James Episcopal Early Childhood Development Center shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline, 1-855-4LA-KIDS (1-855-452-5437). Staff shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline to conduct an internal investigation to verify the abuse or neglect allegations; and the St. James Episcopal Child Development Center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

### **Alcohol, Tobacco Use, and Firearms Policy**

St. James Episcopal Early Childhood Development Center prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, and pellet or BB guns (loaded or unloaded) in the St. James Early Childhood Development Center or playground.

The St. James Early Childhood Development Center prohibits the use of tobacco in any form in indoor areas or on the playground.

### **Devices Policy**

Electronic devices including but not limited to television, movies, games, videos, computers, and hand held electronic devices are used very sparingly, and for no more than 30 minutes per day.

### **Computer Practices Policy**

All iPad devices that allow internet access to the children are equipped with monitoring or filtering software that limits access by the children to inappropriate websites, e-mail, and instant messaging.

### **Programs, Movies, and Video Games**

Programs, movies and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children are not permitted in the presence of children. No program with anything other than a "G" rating is permitted. Video games outside of appropriate age educational games, are not utilized. All programs, movies, and video games are suitable for the youngest age of the child who has access to them.