

## 2 yr olds

\$100.00 Registration for Aug. thru May  
 \$ 40 Book Fee  
 \$ 70.00 Supply Fee  
 \$175.00 Weekly fee 42 weeks  
 \$350.00 Bi-Weekly 21x  
 \$735.00 Monthly Fee 10 mths

## 3 & 4 yr olds

\$100.00 Registration for Aug. thru May  
 \$ 40.00 Book Fee  
 \$ 70.00 Supply Fee  
 \$165.00 Weekly fee 42 weeks  
 \$330.00 Bi-Weekly 21x  
 \$693.00 Monthly Fee 10 mths

## Graduating Students

\$100.00 Registration for Aug. thru May  
 \$ 40.00 Book Fee  
 \$ 70.00 Supply Fee  
**\$ 40.00 Cap & Gown**  
 \$165.00 Weekly fee 42 weeks  
 \$330.00 Bi-Weekly 21x  
 \$693.00 Monthly Fee 10 mths

Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ AGE \_\_\_\_\_

Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ AGE \_\_\_\_\_

Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ AGE \_\_\_\_\_

Parent \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Parent \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Authorizations	
Client Information	
Non-Vehicular	
Policies	

Received Shots	
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*I want to be invoiced Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Monthly \_\_\_\_\_*

*I will add your information to Brightwheel and invite you to our school. I will then send over all needed forms for you to fill out.*

*Please fill out all information in the child's profile. Please make sure that phone numbers are listed by parents.*

*You will need to put all allowed people that can pick up your child.*

# PRESCHOOL



Parent and Child  
HANDBOOK 2024-2025

15084 AIRLINE HWY.

PRAIRIEVILLE , LA 70769

PHONE 225-673-4966 EXT. 207 or 218

EMAIL	MS. TAMMY	<a href="mailto:AIMKidz1@eatel.net">AIMKidz1@eatel.net</a>	/ FOR PROGRAM QUESTIONS
	MS. MICHELLE	<a href="mailto:AIMManager@eatel.net">AIMManager@eatel.net</a>	/ FOR PROGRAM QUESTIONS
	MS. KAREN	<a href="mailto:AIMBilling@eatel.net">AIMBilling@eatel.net</a>	/ FOR BILLING QUESTIONS

## Mission Statement

Our mission is to provide a caring, loving, educational atmosphere that will challenge each child both physically and mentally. We will accomplish this by providing a well planned day of activities appropriate for each age group.

1. You can meet with our Director.
2. You can get a tour of the facility.
  - a. Director will give you a copy of our Handbook. This will explain all facility information, important dates, rules & policies.
3. Fill out personal info sheet.
4. Submit a current shot record with a good expiration date.
5. Sign up on Brightwheel.
6. Fill out all forms and personal info sent through Brightwheel.

# Welcome

to our Preschool Education Program. Please read our policies so that you will be familiar with them. As much as we LOVE helping you with your children there are some basic guidelines we must ask everyone to follow so that our facility runs smooth and everyone is able to enjoy their time with us. With communication left open, we always try and FIX any problem that you might have with our program. Without communication, we cannot fix problems or work with you!

## Philosophy

We believe in the development of youth and in their potential. We provide an environment for development in social skills, physical challenges, and mental stimulation. By servicing each child's individual needs we believe we will make a difference in his/her life.

AIM KIDZ I is a NON SMOKING DRUG FREE FACILITY that encourages creativity, respect, and discipline from its participants and staff.

## Organizational Chart

<b>Ms. Judy:</b>	<b>AIM Kidz 1 Owner</b>
<b>Ms. Tammy:</b>	<b>Director</b>
<b>Ms. Michelle:</b>	<b>Daily Manager</b>

Please enter our facility off Daigle road. Drive between the two metal buildings. Please drive up to the glass doors of the Blue Trimmed building. We will have an employee get your child out of the car in the morning and a staff put your child into the car in the afternoon. AIM Staff will not buckle car seats. You may pull forward to do this if there is a line.

If you do not want to use the curb service please park in the parking lot next to Airline Hwy. and walk to the glass doors.

We will communicate through the use Brightwheel. You can download this free for smart phones. Payments will also be made through Brightwheel. If you use credit care 2.4 % processing fee. If you pay using bank account .50 processing fee. Please make sure and keep phone number and email address current. It is possible that we might call you if necessary.

# AIM KIDZ 1 FACILITY OPERATING HOURS

## SCHOOL YEAR & SUMMER

Monday through Friday 6:30 am to 6:00 pm

## AIM KIDZ 1 PRESCHOOL PROGRAMS

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## CAMP FEES

### 2 yr olds

\$150.00 Registration Fee  
\$175.00 weekly fee  
\$50.00 daily fee

### 3&4 yr olds

\$150.00 Registration Fee  
\$165.00 weekly fee  
\$45.00 daily fee

**Registration fees are non-refundable and non-transferable.**

**Full tuition DURING SCHOOL YEAR is due even when facility closes for Holidays and /or regardless of your child's attendance. Our SUMMER CAMP has flexible scheduling available for all our clients.**

**\*\*DAYS & WEEKS MUST BE DESIGNATED!**

## KIDZ 1 Preschool General Policies

### A. Cost

- A. Weekly / Monthly invoicing done through Brightwheel. You will be sent an invoice each Friday that will be due on Monday before 6:00 pm if you are doing weekly.
- B. Cost is the same each week regardless of attendance. We do charge for a regular full week when school is closed, regardless of your attendance at our center.

### B. Written drop slip from the Director.

- A. Please drop off or email your drop slip to us.
- B. This drop slip is required before you are considered inactive.
- C. We require a two week notice letting us know you will no longer need us.

### C. Preschoolers **MUST** be here each day for 8:30 as the daily curriculum begins then.

C. Please refer to Facility closings, otherwise we will be here ready to teach your young ones!

- D. All preschoolers are required to wear **Velcro tennis shoes** and **stretch clothing that has no zippers or snaps.** This is much easier for them to get in and out of when going to the restroom and more comfortable when we are doing active games. Dresses may be worn as long as they have shorts or leggings on underneath.
- E. Payments can be handed to the door worker.
- F. **If you are late for pickup, there is a \$5.00 fee charged for every 5 minutes you are late (by our clock) and is due THAT DAY.** If you know that you are going to be late please call so we can tell your child, they worry about YOU. If you are late more than 3 times we must ask that you switch centers that can accommodate your work hours better than ours. We are licensed to operate from 6:30 am to 6:00 pm only.

## **AIM KIDZ 1 Behavior Management Policy**

The staff of AIM Kidz will go over the rules of the center with each child on their first day of attendance so that each child will know what is expected of them while in our care. This ensures their safety and well being, as well as, the of others. It is our aim that each child is happy, safe, and has a wonderful time while they are with us. We continually review the policies of accepted behavior as well as non accepted behavior.

While we expect small issues with behavior and address those as they occur, we want to communicate clearly our policy concerning behavior issues that escalate.

**The BEHAVIOR MANAGEMENT policy shall PROHIBIT children from being subject to any of the following:**

1. Physical or corporal punishment which includes but is not limited to 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.
2. Verbal abuse, which includes but is not limited to using offensive or profane language, tell a child to "shut-up", or making derogatory remarks about children or family members of children in the presence of children.
3. The threat of prohibited action even if there is no intent to follow through with the threat.
4. Being disciplined by another child.
5. Being bullied by another child.
6. Being deprived of food or beverages.
7. Being restrained by devices such as high chairs or feeding tables for disciplinary purposes.
8. Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

### **TIME OUT**

1. Time out shall not be used for children age 2.
2. A time out shall take place within the sight of staff.
3. 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.

### **OPEN DOOR POLICY**

You are welcome to come into the facility at any time to see your child.

# WRITE UP POLICY

1st Write up: acts as a warning about behavior. A parent must come in for a brief meeting when returning the write up form.

2nd write up: receives 3 days out of the program.

3rd write up: Director/ Asst. Director has the option to terminate service. One week may be given to find a new program at the Directors discretion.

# CLIENT DISMISSAL

We have the ability to terminate your child care due to the following reasons:

1. Violation of the parent handbook
2. Invoice not paid.
3. Parent/ Provider Differences
4. Child Behavior
5. Or any other reason that the center feels it can not give your child adequate care.

## COVID & FLU POLICIES:

In order to reduce the risk of Covid, Flu, and other illnesses, we are exercising extra caution to avoid increased risk at our center. We have increased attention to cleaning and disinfecting areas with high risk of contamination (door handles, shared items, etc.).

## QUARANTINE RULES:

If someone in your family has to quarantine, please do not send your child to school. IF YOUR child remains symptom free for one week then he/she can return to school.

## ATHLETES IN MOTION / Building with Red Trim

### Recreational Fitness Programs

These programs allow your child to go into a structured specialized physical sport after they finish with free play and snack. We offer specialized classes in preschool gymnastics, tumbling, school age gymnastics, and ninja program. You must PRE ENROLL in these activities via the website [www.aimgym.com](http://www.aimgym.com). AIM Kidz will get them dressed for you and you can pick them up at the Athletic Facility when their class is over. Please check with AIM (673-4966) for availability or [AIMFrontdesk@eatel.net](mailto:AIMFrontdesk@eatel.net)

# ABUSE AND NEGLECT

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the local child protection agency.

Child Protection Number 225-925-4571

1-855-452-5437 24 Hours a day (HOTLINE)

# COMPLAINT PROCEDURE

Parents - Please be advised that the agency to contact either by phone or in writing to report significant, unresolved licensing complaints is:

Louisiana Dept. of Education

Division of Licensing

PO Box 4249

Baton Rouge, LA 70821

Daycare Licensing Number is 342-9905 if you feel you need to report an unresolved complaint with the center.

# NO FIREARMS

Allowed On Premises or in Vans

No Medication is given to any child.

Notice of NONDISCRIMINATORY policy to students and families:

AIM KIDZ does not discriminate on the basis of race, color, or national and ethnic origin.

## EVACUATION PLAN

Parents will be first notified with Brightwheel. The back up plan will include all students being emailed and called.

In case of an emergency and AIM KIDZ I must be evacuated, the following sites are available for us:

Evacuation Site #1: Layne Industries (744-4899)  
15112 Daigle Road (across the side street from us)  
Prairieville, LA 70769

This location is directly across the street from us. Teachers will evacuate the children in case of an emergency. Office staff will assist in evacuation and will bring emergency card file box so that each contact person can be promptly notified of the evacuation. Mode of transportation will be walking as it is directly behind the building. If we feel it necessary, we can and will transport the children in the school vans.

Evacuation Site #2: Prairieville Middle School (621-2340)  
16200 Hwy 930  
Prairieville, LA 70769

This location is approximately 1 mile from the facility. Teachers will evacuate the children. Office staff will assist in evacuation and will bring emergency card file box. We will contact each child's contact person\* to notify them of the situation. Mode of transportation will be school vans and staff vehicles if necessary.



PLEASE download the Brightwheel app. You will need to fill out all forms attached to your account in Brightwheel.

Please keep all personal information updated in this program. This is our way to communicate with you.



### Tornado Plan

When weather conditions are conducive to tornadoes, a radio is located at the center and will be monitored by the director. When a tornado warning is issued for our areas, the tornado plan will be activated. The tornado plan will be activated by verbal commands from the office staff on their walkie talkies with verbal confirmation from each staff member from their area confirming the fact that a tornado warning is in effect. Teachers will move their children into AIM into their hallways or other safe areas in the gym such as the in-ground pit. Students will be asked to sit on their knees with their head toward the wall and with their hands covering their heads.

### FIRE PLAN

The fire plan is activated by an alarm system (manual or automatic). Once activated, students and teachers will exit the building using the pre-planned evacuation routes which are posted in each of the areas by a large EXIT sign. Teachers will evacuate the building with their roll books. The director will make sure each area is empty and all doors are closed. She will also bring the emergency card file box, which includes emergency names and phone numbers for all students. Preschool age children, kindergarten and 1<sup>st</sup> graders will be aided in the evacuation by the staff. The Director will also evacuate with the emergency file card box. Teachers, stu-

dents and staff will meet at the designated location. Roll call will be taken. If needed, parents will be contacted by phone, by staff's cellular phones or we can use the phone across the street on Daigle (744-4899). Regular and substitute staff will be instructed to study the evacuation routes of each area they work.

### BUILDING EVACUATION PLAN

The building evaluation plan is activated by the fire alarm or by verbal command from the office staff from area to area OR by the use of walkie talkies with verbal confirmation from each staff member that they have received the command. Teachers, students, and staff will proceed as quickly as possible to the parking lot area located to the side of the building. If evacuation is required for an extended period of time, children will be transported by staff in AIM Vans, and if necessary, staff vehicles, to Prairieville Middle School (621-2340) 16200 Hwy 930 in Prairieville.

### CHEMICAL EMERGENCY PLAN

Should our area be affected by a chemical emergency, the teachers, students and staff will 'shelter in place' unless otherwise notified by a public safety agency.

### PREPARATION

In order to facilitate the activation of this emergency plan, a copy of all emergency phone numbers will be kept in a secure location at AIM Athletics. Such a file could be retrieved in the event the school's file box is forgotten or destroyed during the process of evacuating the building. A radio will be used in the office so that the office staff can listen for severe weather warnings issued by the National Weather Service. Bottled water will be purchased and kept on site because a loss of power will result in the loss of water at our facility.

## AIM KIDZ closures 2023-2024

Monday Sept. 2	Labor Day
Thursday Nov. 28	Thanksgiving
Friday Nov. 29	Thanksgiving
Tuesday Dec. 24	Christmas
Wednesday Dec. 25	Christmas
Wednesday Jan. 1	New Years
Monday Mar. 3	Mardi Gras
Tuesday Mar. 4	Mardi Gras
Friday April 18	Good Friday
Friday May 23	Memorial Day
Monday May 26	Memorial Day

***\*Full tuition is due for these weeks even though we are closed. PLEASE mark on your calendars to remind yourself to make other arrangements that day IF you have to work and we are closed.***





## How to purchase a Holiday Camp or Summer Camp Week/Day

### Using computer:

Start by going to our website:

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

Click on the **Parent Portal** tab on the home page or camp page.

Click **to begin** at bottom of page.

Click **Log in**

**NEW Clients** please create an account.

**RETURNING Clients** log into your account using your email address. It is possible that you will have to click that you forgot your password and set it up again.

**You already have an account with us if you have ever done camp, KNO or any Recreational class.**

*If you do not know your EMAIL log in then contact our front desk so that we can help you!*

*225-673-4966 ext 201*

*[AIMGym4966@gmail.com](mailto:AIMGym4966@gmail.com)*

Click **TO BEGIN**

Click **REGISTER**

All the camps will show up.

Click the **camp you want to register for.**

(Summer Camp will be available March 1)

Click the **child you want to register.** (This is school age camp only K-4th)

Click the blue button that lists the **camp name** you selected.

Click on the **picture associated with the camp.**

A brief description and what to know will come up. You will then hit **ENROLL NOW.**

At this point you can either **select at the top** .. ALL or whatever days you want OR you can **select on the side of the day you want.**

At this point you can **pay now** OR if you have another child to enroll or another camp click **add enrollments.**

*You have a choice of keeping cards on file OR adding each time you select to do a camp or other program through this parent portal.*

*If you have made a mistake just click on remove under the enrollment in the cart.*

\*\*There are no refunds for days that you have signed up for but do not attend. Spots are limited.



## Using ICP app:

1. Download the iClassPro app
2. Organization name is aimgym (all lower case NO spaces)

**NEW Clients** create an account.

You will have to do 3 things to read and accept.

Click on ACCOUNT at the bottom.

Click Add Student. (Accept waiver)

You can add a form of payment OR you can add each time you purchase something.

**RETURNING Clients** log on. *(This will take you to your Parent Portal)*

**If you do not know your EMAIL log in then contact our front desk so that we can help you! 225-673-4966 ext 201**

**AIMGym4966@gmail.com**

Once you are at **home screen**

Look at bottom of screen for **REGISTER** tap on it.

All the camps will come up.

Select the **camp** you want.

Tap the **student** you wish to enroll.

\*If they are going to come the same days then you can select both at same time.

\*\* If you have more than 1 child (that is school age K-4) and they need to do different days during the camp then you will have to do 1 child at a time.

Tap **SEE CAMPS.**

Tap the **whole section** of camp that shows up.

Tap **ENROLL NOW.**

***(If your child does not fit the age requirement then the camp will not show up.)***

At this point you can either **tap the top**; where it lists ALL and then days OR you can **tap the square** beside the day(s) of week you want.

Tap **ADD TO CART**

\*\*\*At this point you can:

1. Pay for what you put in cart.

**2. Hit REGISTER at bottom and do the same for your other child if he/she has a different schedule.**

Tap **PAY NOW**

You have a choice of keeping cards on file OR adding each time you select to do a camp or other program through this parent portal.

**If you make a mistake just hit remove under child's name and start again.**

\*\*There are no refunds for days that you have signed up for but do not attend. Spots are limited.