

Registration Fee: \$125.00		
<i>Weekly Fee</i>	<i>42 payments of</i>	<i>\$105.00</i>
<i>Bi-Weekly Fee</i>	<i>21 payments of</i>	<i>\$210.00</i>
<i>Monthly Fee</i>	<i>10 payments of</i>	<i>\$441.00</i>

Name _____

D.O.B. _____ School _____ Grade _____

Name _____

D.O.B. _____ School _____ Grade _____

Name _____

D.O.B. _____ School _____ Grade _____

Parent _____

Email _____

Phone # _____

Parent _____

Email _____

Phone # _____

FOR OFFICE USE:

Authorizations	
Client Information	
Daily Transportation	
Non-Vehicular	
Policies	
Received Shots	
Car tags	

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.

BEFORE & AFTERCARE

Parent and Child
HANDBOOK 2025-2026



15084 AIRLINE HWY.

PRAIRIEVILLE , LA 70769

PHONE 225-673-4966 EXT. 207 or 218

EMAIL	MS. TAMMY	AIMKidz1@eatel.net	/ FOR PROGRAM QUESTIONS
	MS. KAREN	AIMKidzBilling@gmail.com	/ FOR BILLING QUESTIONS
	MS. JUDY	JUDYHGROUNDS@GMAIL.COM	OWNER
	Michelle	aimkidzdaycare@gmail.com	MANAGER

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 Before & After School 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

Ms. Judy: AIM Kidz 1 Owner Michelle AIM Kidz Manager
Ms. Tammy: Director Karen Bookkeeper

Name of School	Phone Number	Transported via
Sugar Mill	391-2100	School Bus
Duplesses Primary	621-8100	AIM Van
Prairieville Primary	391-7400	AIM Van

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 will put your child into the car in the afternoon.

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 card 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 DOOR SERVICE Mon. – Fri. 6:30 am to 7:30 am & 3:45 pm to 6:00 pm

Registration:	\$125.00 for August thru May
Weekly price:	42 payments \$105.00 Weekly (\$5.00 off weekly for family discount)
Bi-Weekly price:	21 payments \$210.00
Monthly price:	10 payments \$441.00

Holiday Care Days: We will be open for most school closings. Please refer to the last page to see the days that the facility is closed compared to the days we will be open for Holiday Camp.

**** If schools close for weather our facility will also have to close.**

If your child attends holiday camp those days will be billed separately on Brightwheel.

General Policies

1. **Cost**
 1. You will pay through Brightwheel. If you pay using a credit card 2.4% processing fee added. If you pay directly from bank account .50 processing fee will be applied.
 2. Your cost is the same each week regardless of attendance.
 3. We charge for a regular full week when school is closed, regardless of your attendance at our center. Early dismissal days have no extra fees.
 4. Full day care on school closures is **\$19.00** p/day. You will be billed if your child attends.
 5. Written drop slips from the Director.
 6. Please turn in or email your drop slip to us.
 7. This drop slip is required before you are considered inactive.
 8. **We require a two week notice letting us know you will no longer need us.**
3. For the B/A School Care Program we open at 6:30 am and we begin getting ready to depart with your children at 7:45 am. Your child must be here by 7:30 am if they want to ride with us to school. In the afternoon we arrive from school around 3:45 and are open till 6:00 pm.
4. If you are late for pickup, the following fees will be expected when you pick child up or you will be invoiced the next day: 6:00 pm – 6:15 pm \$10.00 / 6:15 pm – 6:30 pm \$20.00 / 6:30 pm – 6:45 pm \$30.00 / 6:45 pm – 7:00 pm \$40.00 / after 7:00 pm \$50.00. This is a family late fee. Realize that we have to pay a minimum of 2 staff for the entire time you are late as one person cannot be in building alone with children. We are licensed to operate from 6:30 to 6:00 only so we can not make it a habit of staying late with children.
5. **Parents will no longer be able to take pictures inside the facility due to the Children's Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA) in order to protect children's personal information and ensure parents' rights to access and control that information. ** Teachers will send pictures of children that will include your child only to you via Brightwheel.**

Morning Activities:

Board games and active games are set up. Children can choose who they want to play with and what they play with out of the designated items that have been put out. No breakfast is served as we leave before 8:00 am so the kids get to school in time to eat there.

Afternoon Activities:

Snack is served as soon as the children arrive at AIM KIDZ 1. IF your child is a picky eater or they have a food allergy, you can send them a snack in their book bag to eat each day. We usually offer a choice of 2 snacks for them to pick from. Children can choose who they want to play with and what they play with out of the designated items that have been put out.

Behavior Management Policy

A meeting prior to acceptance into AIM Kidz 1 is mandatory by state law. At this meeting the policies of AIM Kidz are discussed and all questions that each parent may have are answered. It is up to the parent to discuss policies with the child/ren before attending the first day. We recommend that the parent and child come by AIM Kidz for a tour of the facility prior to attending.

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 as well as, that of the 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. 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 be 1 minute per year of their age.
2. Time out will take place within the sight of staff.
3. For children over 6, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

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 has the option to terminate service. One week may be given to find a new program at the Director's 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 being 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.

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 notified with Brightwheel.

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 1st graders will be aided in the evacuation by the staff. The Director will also evacuate with the emergency file card box. Teachers, students 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 closure and holiday camp 2025-2026

CLOSED

Weekly Fee still due.

Monday Sept. 1	Labor Day
Thursday Nov. 27	Thanksgiving
Friday Nov. 28	Thanksgiving
Wednesday Dec. 24	Christmas
Thursday Dec. 25	Christmas
Friday Dec. 26	Christmas
Wednesday Dec. 31	New Years Eve
Thursday Jan. 1	New Years
Monday Feb. 16	Mardi Gras
Tuesday Feb. 17	Mardi Gras
Wednesday Feb. 18	Mardi Gras
Friday April 3	Good Friday
Friday May 22	Memorial Day
Monday May 25	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.**

1. PLEASE LET AIM KIDZ 1 KNOW IF YOUR CHILD/REN WILL ATTEND THE FACILITY FOR ANY HOLIDAY'S OR SCHOOL CLOSINGS!

2. AIM KIDZ will be open all other days when public schools are closed or when school dismisses early (you are not charged for early dismissal).
3. Holiday care is offered each day that we are open when public schools are closed.
4. If you need to use us for full day Holiday care during the year the cost is \$19 p/d.
5. If you attend Holiday care please bring lunch box containing 3 drinks, lunch and 2 snacks.

HOLIDAY CARE

**Weekly Fee still due.
Daily price \$18 if attending.**

DAYS WE ARE OPEN	HOLIDAY	PLACE
Monday Aug. 4	Post Camp	Kidz
Tuesday Aug. 5	Post Camp	Kidz
Wednesday Aug. 6	Post Camp	Kidz
Friday Sept. 12	Staff Dev. Day	Kidz
Monday Oct. 13	Fall Break	Kidz
Tuesday Oct. 14	Fall Break	Kidz
Monday Oct. 20	P/T conference	Kidz
Monday Nov. 24	Thx Break	AIM
Tuesday Nov. 25	Thx Break	AIM
Wednesday Nov. 26	Thx Break	AIM
Monday Dec. 22	Christmas Break	AIM
Tuesday Dec. 23	Christmas Break	AIM
Monday Dec. 29	Christmas Break	AIM
Tuesday Dec. 30	Christmas Break	AIM
Wednesday Dec. 31	Christmas Break	AIM
Friday Jan. 2	Christmas Break	AIM
Monday Jan. 5	Christmas Break	AIM
Monday Jan. 19	MLK	Kidz
Friday Feb. 6	Staff Dev. Day	Kidz
Monday Mar. 23	P/T conference	Kidz
Monday April 6	Easter Break	Kidz
Tuesday April 7	Easter Break	Kidz
Wednesday April 8	Easter Break	Kidz
Thursday April 9	Easter Break	Kidz
Friday April 10	Easter Break	Kidz

If Schools are closed due to weather or other hazard, it is possible that we will be closed as well. Please continue to stay updated with the help of Brightwheel.