

Jefferson Parish

SOQ NO. 23-023

[Provide Early Childcare Education Services (Birth to Five Program)]



OCTOBER 3, 2023
SPRING RIDGE ACADEMY
520 Jackson Street Kenner, LA 70062



The NECPA Council and Commission hereby award

National Early Childhood Program Accreditation to

Spring Ridge Academy

An early childhood and education program located at
520 Jackson Street, Kenner, Louisiana 70062
Which receives the full Accreditation designation, effective:

August 31, 2022 – August 31, 2025

Storm Webb, Executive Director
The NECPA Commission

NECPA Site: #41785662



CERTIFICATE OF RECOGNITION

*Governor John Bel Edwards
is proud to present*

KBMC, Inc.

*with recognition as a Louisiana Veteran Owned Business,
in honor of the sacrifice that Louisiana veterans have
made for our country.*



LED LOUISIANA
ECONOMIC
DEVELOPMENT



1. Spring Ridge Academy Goals, Objectives, and Benefits

Spring Ridge Academy provides high quality educational and recreational programs for children and youth. Teams of caring, knowledgeable professionals will plan developmentally appropriate programs that are responsive to the unique needs, abilities, and interests of children. The staff will foster a sense of independence, trust, and responsibility within each child through understanding and respectful interactions. Likewise, through positive relationships, our programs respect and support the ideas, cultures, and values of families in their task of nurturing children and youth. We will be advocates for children, families and the child and youth professionals within our programs and surrounding communities.

Spring Ridge Academy offers developmentally appropriate activities for each age group from four weeks to twelve years of age, which promotes cognitive, social, emotional, and physical development. Our program will create a safe and healthy place that is warm and happy for children and youth to learn and grow. As we bridge the gap from home to school, we guide towards a positive self-image while building social skills in a group setting. At least one staff member will always be present in each classroom to ensure child-staff ratio. Video monitors will be placed in each classroom to assist with monitoring the children but will never replace a staff member.

Sensory, gross, fine motor, perceptual, language, pre-reading, math and social skills will be introduced through materials and activities, which are both child centered, and teacher guided. Work is based on creative curriculum emphasizing the process rather than the product. This fosters a sense of accomplishment and self-pride. A daily schedule of activities will be posted in each classroom.

Based on the theory children learn best through play, classroom routines will encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed to balance structure and free choice, as well as active, quiet, whole group and individual time. Field trips will be planned on a regular basis to broaden the educational experiences of the child. Written permission is required for each trip. Children who miss or are not allowed to participate in a scheduled field trip will be placed with children in a classroom nearest to the child's age until his/her class returns.

Realizing that children grow up in unpredictable stages, we treat each child as an individual working from the level each child has attained and moving forward a step at a time. We encourage a love for learning by allowing children to experience at their own stage of development, and by helping children to feel successful without pressure. We value the role of parents as partners. We acknowledge communication between staff and parents is important. When parents volunteer and participate in classroom activities, children can see parents as concerned members of the program's environment. This provides parents with opportunities to view the child, teachers, and the total center environment.

Mission

"In order to provide children with the skills and values necessary for the 21st century, Spring Ridge Academy will provide an age appropriate, enriched and safe environment that promotes quality programming and assists in the healthy growth and development of children and youth, ages six weeks to twelve years old."

Keys to Our Success

- Maintaining a reputable and untarnished reputation in the community
- Quality care
- Competitive pricing
- Flexible hours
- Focus on developing social skill

- Fostering positive self-concept
- Encourage children and youth to think, learn, reason, question, and experiment
- Enhance physical development and skills through a variety of gross and fine motor activities
- Encourage creative expression and appreciation for the arts
- Respect cultural diversity of staff and children through cultural awareness in all aspects
- Encourage and model sound health, safety, and nutritional practices in all facets of the program
- Encourage language and pre-reading skills through developmentally age-appropriate activities
- Reinforce family values and emphasize the unique value of each child by providing appropriate guidance, promoting positive attitudes.
- Foster resilient, self-sufficient families enhance community awareness by providing services, which reduce work-life conflict
- Promote language and literacy development
- Develop self-discipline and the ability to seek out and complete self-selected task

Parent Involvement Board:

The program recognizes that parents have primary responsibility for the health, safety, and well-being of their children. In an effort to facilitate a parent, the program has established a Parent Involvement Board composed of parents of children enrolled in Spring Ridge Academy.

Meetings shall be open to all parents.

The Parent Involvement Board shall act only in an advisory capacity and shall not engage in the management and operation of Spring Ridge Academy. The function of the board is to provide recommendations for improving services.

Parent Involvement Board meeting shall be held quarterly.

Parental Involvement Policy:

Spring Ridge Academy shall have a parent participation program. The parent participation program shall have a plan that encourages parent participation in their child/ren's classroom.

The plan shall include but is not limited:

- Parent participation policy
- Goals and objectives
- Parent education, including ages and stages of children's development and parenting skills
- Parent communication with staff (e.g., conferences, newsletters, handbooks, and community daily interaction)
- Parents will be given a resource guide at the time of enrollment.

Parents and other interested persons shall be encouraged to participate in these programs; however, participation is strictly voluntary and shall not be required as a condition of enrollment.

Parental Access Policy:

Spring Ridge Academy has an "open door policy." Parents are invited to the center anytime during normal operating hours if their child is enrolled.

Communication with Parents:

Staff are advised to keep communication with parents limited to progress reports and answering simple questions from parents. All communication should have a positive tone. If a staff member feels the need to say something negative about a child's behavior, they are not allowed to say it directly to the parents. It is the Director's job to confer with parents on a negative or unacceptable behavior. You must report any concerns of negative behavior to the Director, who will in turn discuss any concerns with the parent and report the outcome of the meeting to you.

NUTRITION

Foods Brought from Home

[A] We request that you do not bring food from home into our center.

[B] Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.

½ turkey sandwich

Celery sticks

Raisins

Milk/water

Chicken strips

Roll

Orange wedges

Broccoli

Milk/water

Peanut butter on graham crackers

Apple slices

Carrot sticks

Milk/water

Yogurt

Crackers

Sugar snap peas

100% juice

Food Prepared for or at the Center

Food prepared for or at the center will be meticulously planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.cnp.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal and Snack Routines

Children should wash their hands before being seated for breakfast/lunch/snacks. Toddler meals may be dished up by the staff members. Preschoolers are encouraged to serve themselves family style in an orderly manner. Children are encouraged to try all foods, however, if a child is not interested in a particular food, do not force him/her to try it. Food is not to be used as a reward or punishment. No outside food can be brought inside and eaten in front of the children. Teachers are to only eat when the children are eating and eat what they have.

All children need to be encouraged to sit at the tables during meal/snack time. Encourage the children to show courtesy by not eating until everyone is served. After finishing the meal, preschool aged children should be instructed how to scrape leftover food from their plate into the small dish bins and dumping fluids into the designated area. Children should be encouraged to help as much as possible. Teachers are to encourage and demonstrate pleasant conversation at the tables. Teachers may eat the same food while the children are eating, however, when the children are close to finishing, all staff must finish as well. Do not rush the children through a meal, however, do not allow children to play in their food. After lunch, have the children use the bathroom, wash their hands/face, and brush their teeth.

Staff should wear plastic kitchen gloves when handling food. Teachers shall wash and sanitize table surfaces before meals and snacks. After meals, the table shall be washed with bleach/water solution and the floor swept. When meals are served in the lunchroom, there will be an assigned person to clean all tables and sweep all floors.

Mealtime

At mealtimes the dining table is set with real plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

All caregivers who are trained in first aid for choking are present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the childcare site according to the instructions provided by the manufacturer or from the child’s health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child’s name.
- Solid foods will only be introduced after a consultation with the child’s family.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

Hours of Operation

Normal operating hours are:

Monday through Friday 6:00 AM – 4:00 PM
520 Jackson Street

Spring Ridge Academy is closed on the following Holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Jr's Birthday
- Mardi Gras
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving/Day After Thanksgiving
- Christmas Day/Day After Christmas when the Holiday is on a Thursday

Spring Ridge Academy may open by request for special events during the hours the program is normally closed.

2. Participate in Self-Assessment interviewing process and serve on Self-Assessment Team: Participate in Community Assessment.

Spring Ridge Academy currently participates in the interviewing process and is willing to serve on the Self-Assessment Team.

Health and Safety Screener: Policies and Procedures for Head Start Programs

Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.*

Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form "yes" or "no." Provide descriptions for items marked "no."
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

** This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult Caring for Our Children Basics, for additional information to develop and implement adequate safety policies and practices. -----*

Health and Safety Screener:**Policies and Procedures for Head Start Programs****OFFICE OF HEAD START**

An Office of the Administration for Children & Families

Date: 03/16/2022Completed by: Spring Ridge Academy

| Health/Safety Factors | Yes | No | Description of Conditions |
|---|-------------------------------------|--------------------------|---------------------------|
| Facilities | | | |
| All areas are safe, clean, and free from pests. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Lighting is sufficient and adequate for all classroom activities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Emergency lighting is available in case of a power failure. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Fire extinguishers are available, accessible, tested, and serviced regularly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Current child care, health, fire, and other applicable licenses and inspection certificates are present on site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All playground areas are visible to supervising adults. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|---|-------------------------------------|--------------------------|--|
| Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
|---|-------------------------------------|--------------------------|--|



| Health/Safety Factors | Yes | No | Description of Conditions |
|--|-------------------------------------|--------------------------|---------------------------|
| Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Garbage is stored in a safe and sanitary manner to prevent contamination. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Children are protected from any hazards posed by classroom or family child care pets. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| Health/Safety Factors | Yes | No | Description of Conditions |
|--|-------------------------------------|--------------------------|---------------------------|
| Equipment and Materials | | | |
| Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Medication is properly stored and labeled and is not accessible to children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| No firearms or other weapons are accessible to children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Policies and Procedures | | | |
| A sign-in/sign-out system is used to track those who enter and exit the facility. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Policies and procedures ensure children are released only to authorized adults. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Agency policies and procedures protect children with allergies from known allergens. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| Health/Safety Factors | Yes | No | Description of Conditions |
|--|-------------------------------------|--------------------------|---------------------------|
| Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Policies for health emergencies that require rapid response or immediate medical attention are shared with parents. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Staff notify parents when children are sick or injured. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Active Supervision | | | |
| Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| Health/Safety Factors | Yes | No | Description of Conditions |
|--|-------------------------------------|--------------------------|---------------------------|
| Constant and active supervision is maintained when any child is in or around water. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Human Resources | | | |
| All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| Health/Safety Factors | Yes | No | Description of Conditions |
|--|-------------------------------------|--------------------------|---------------------------|
| Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Transportation (if applicable) | | | |
| Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed). | <input type="checkbox"/> | <input type="checkbox"/> | |
| Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state. | <input type="checkbox"/> | <input type="checkbox"/> | |
| All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Children are seated using age, height and weight appropriate child passenger safety systems. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured. | <input type="checkbox"/> | <input type="checkbox"/> | |

| Health/Safety Factors | Yes | No | Description of Conditions |
|---|--------------------------|--------------------------|---------------------------|
| Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bus monitors and drivers have current information about individuals authorized to pick up the children. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year. | <input type="checkbox"/> | <input type="checkbox"/> | |

3. Creative Curriculum:

Spring Ridge Academy utilizes the Creative Curriculum for Infants, Toddlers and Preschoolers to guide instruction. The Creative Curriculum for Infants, Toddlers, & Twos is a comprehensive curriculum that now offers expanded daily support, guidance, and inspiration to teachers and caregivers of the youngest learners. It consists of “The Foundation, three research-based volumes that provide the “what” and “why” of responsive caregiving, and brand-new Daily Resources, which offer the important “how” to help foster children’s learning and growth.

The Creative Curriculum for Infants, Toddlers & Preschoolers

- Is based on 38 objectives for development and learning, which are fully aligned with the School Readiness Goals for Infants and Toddlers in Head Start and early learning standards for each state.
- Helps teachers and caregivers implement developmentally appropriate practices and offer responsive daily routines and meaningful experiences that nurture learning and development.
- Offers daily opportunities for teachers and caregivers to use assessment information to individualize routines and experiences for young children.
- Provide built-in guidance for building the kind of meaningful partnerships with families that are an essential factor in how infants, toddlers, and twos experience your program and how much they gain from it.
- Offers complete Learning Materials:
support in classrooms where children are learning two languages.

Early Head Start Learning Materials:

Must be easily accessible and in children’s reach, ready for use, and age appropriate. Materials must be periodically changed out in each learning center according to the theme. Each center in Head Start classrooms must have paper, 4 pencils, and a book related to the theme.

4. Teaching Strategies Gold Observations

Teaching Strategies Gold

Teaching Strategies Gold shows teachers the sequence of developmental steps children take as they learn particular skills and concepts in all areas of development. It is a tool for planning and instruction and assessing learning. Teaching Strategies Gold has three summary checkpoints each year that show children's current skill levels at each point and time. The teachers share this information with the parents after each checkpoint during Parent Teacher Conferences and in the end of the year Report Card.

Teaching Strategies Gold Assessment System is directly correlated to the goals and objectives of the Creative Curriculum, the Head Start Early Learning Outcomes Framework, and the Louisiana Birth to Five Early Learning and Development Standards. Teaching Strategies Gold is a valid and reliable assessment tool.

Documentation Status

Current View

General Documentation for All Teachers in Site Spring Ridge Academy (KBF001)

Areas of Development:

- Social-Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology

- Social Studies
- The Arts
- Period: Fall 2023/2024

Documentation Count by Area and Teacher

* Please note that the number in the Documentation Count column will often be less than the total of the items listed below dimensions. When a piece of documentation is tied to more than one dimension it will appear for each dimension but will only be counted once under Documentation Count.

Example: Nonelyn Locsin. LDOE.2022

| | | | | | | | | | | |
|----------------|---|---|---|---|---|---|---|---|---|----|
| | 8 | 1 | 1 | 1 | 2 | 1 | 1 | 3 | 8 | 26 |
| Nonelyn Locsin | 8 | 1 | 1 | 1 | 2 | 1 | 1 | 3 | 8 | 26 |

Social-Emotional

Input into TSG three (3) times per week (EHS and HS) beginning the first day of enrollment.

Must have a total of three observations per week per child.

Sample of Child's Work-EHS- one per month.

HS- Initial sample must include 2 samples: 1 writing and 1 drawing during the 1st month of enrollment.

A minimum of 1 writing and 1 drawing is required to be placed in the developmental folder per month after initial samples.

- Should indicate students progressing concepts about print regarding writing.

Head Start Skills Checklist (3) Times

- 1st within first 10 days of enrollment /and (October)
- 2nd mid-year in conjunction with winter checkpoint (March)
- 3rd end-of-year in conjunction with spring checkpoint (June)

5. Participate in JeffCap Head Start Birth-to-Five Professional Development and training to ensure all staff has the required training hours as deemed necessary by Head Start Performance Standards, Head Start Act and Louisiana Department of Education Division.

| Individual Staff Training Report | | | | |
|--|--|--|-----------------|---|
| This form is used to report each staff member's continuing education and qualifications. Continuing education must fall within the past accreditation year. Please refer to the Teacher Qualifications section of the NECPA Standards book to ensure each staff member meets the necessary requirements. *ALL FIELDS MUST BE COMPLETED FOR APPROVAL | | | | |
| Name of Staff Member: Anjanae Pierre | | | | |
| Date of Hire: 08/13/2018 | | Birth or Age: 05/23/1995 Date of | | Work Schedule: 7:00 AM/PM To 4:00 AM/PM |
| Position (Select One) <input type="checkbox"/> Director | | <input checked="" type="checkbox"/> Lead Assistant | | <input type="checkbox"/> Aide/Floater <input type="checkbox"/> Other: |
| Highest Degree or Credential Completed: A.A | | Major Field for Degree: | | # of ECE/ ECD Credits: 5 Years of Experience: |
| Training Topic | Type of Training (Conference, workshop, college class, public school in-service workshop, in-center training) | Date Training Completed | Number of Hours | |
| Food Safety Allergies | Public Service | 1/23 | 1 | |
| Medication Administration | Public Service | 1/23 | 3 | |
| Shaken Baby Syndrome | Public Service | 1/23 | 1 | |
| Emotional Support | In-Center Training | 1/23 | 6 | |
| Classroom Organization | In- Center Training | 1/23 | 6 | |
| Infant/Toddler Learning Environment | In- Center Training | 1/23 | 4 | |
| Creative Curriculum | School In-Service W | 5/23 | 6 | |
| Building Strong Foundation | School In-Service W | 5/23 | 1 | |
| Developing Language | School In-Service W | 5/23 | 3 | |
| Differentiation Instruction | School In-Service W | 5/23 | 3 | |
| Conscious Discipline | School In-Service W | 6/23 | 6.25 | |
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| TOTAL <u>Number of Training Hours</u> | | | | |

Individual Staff Training Report

This form is used to report each staff member's continuing education and qualifications. Continuing education must fall within the past accreditation year. Please refer to the Teacher Qualifications section of the NECPA Standards book to ensure each staff member meets the necessary requirements. ***ALL FIELDS MUST BE COMPLETED FOR APPROVAL**

Name of Staff Member: Brittany Clark

Date of Hire: 02/04/2019

Birth or Age: 05/13/1996

Date of

Work Schedule:

7:00 AM/PM To 4:00 AM/PM

Position (Select One) ☐ Director

☒ Lead Assistant

☐ Aide/Floater

☐ Other:

**Highest Degree or
Credential Completed:** A.A

Major Field for Degree:

**# of ECE/ ECD
Credits:**

**Years of
Experience:** 5

| Training Topic | Type of Training (Conference, workshop, college class, public school in- service workshop, in-center training) | Date Training Completed | Number of Hours |
|--|---|----------------------------|--------------------|
| Food Safety Allergies | Public Service | 1/23 | 1 |
| Medication Administration | Public Service | 1/23 | 3 |
| Shaken Baby Syndrome | Public Service | 1/23 | 1 |
| Emotional Support | In-Center Training | 1/23 | 6 |
| Classroom Organization | In- Center Training | 1/23 | 6 |
| Infant/Toddler Learning Environment | In- Center Training | 1/23 | 4 |
| Creative Curriculum | School In-Service W | 5/23 | 6 |
| Building Strong Foundation | School In-Service W | 5/23 | 1 |
| Developing Language | School In-Service W | 5/23 | 3 |
| Differentiation Instruction | School In-Service W | 5/23 | 3 |
| Conscious Discipline | School In-Service W | 6/23 | 6.25 |
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| TOTAL <u>Number of Training Hours</u> | | | |

Individual Staff Training Report

This form is used to report each staff member's continuing education and qualifications. Continuing education must fall within the past accreditation year. Please refer to the Teacher Qualifications section of the NECPA Standards book to ensure each staff member meets the necessary requirements. ***ALL FIELDS MUST BE COMPLETED FOR APPROVAL**

Name of Staff Member: Gwendolyn Hatén

Date of Hire: 08/03/2015

Birth or Age: 10/27/1964
Date of

Work Schedule:
7:00 AM/PM To 4:00 AM/PM

Position (Select One) ☐ Director

☒ Lead Assistant

☐ Aide/Floater

☐ Other:

Highest Degree or Credential Completed: B.A

Major Field for Degree:

of ECE/ ECD Credits:

Years of 9 Experience:

| Training Topic | Type of Training (Conference, workshop, college class, public school in-service workshop, in-center training) | Date Training Completed | Number of Hours |
|--|--|-------------------------|-----------------|
| Food Safety Allergies | Public Service | 1/23 | 1 |
| Medication Administration | Public Service | 1/23 | 3 |
| Shaken Baby Syndrome | Public Service | 1/23 | 1 |
| Emotional Support | In-Center Training | 1/23 | 6 |
| Classroom Organization | In- Center Training | 1/23 | 6 |
| Infant/Toddler Learning Environment | In- Center Training | 1/23 | 4 |
| Creative Curriculum | School In-Service W | 5/23 | 6 |
| Building Strong Foundation | School In-Service W | 5/23 | 1 |
| Developing Language | School In-Service W | 5/23 | 3 |
| Differentiation Instruction | School In-Service W | 5/23 | 3 |
| Conscious Discipline | School In-Service W | 6/23 | 6.25 |
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| TOTAL <u>Number of Training Hours</u> | | | |

Individual Staff Training Report

This form is used to report each staff member's continuing education and qualifications. Continuing education must fall within the past accreditation year. Please refer to the Teacher Qualifications section of the NECPA Standards book to ensure each staff member meets the necessary requirements. ***ALL FIELDS MUST BE COMPLETED FOR APPROVAL**

Name of Staff Member: Jennifer Hardy

Date of Hire: 10/04/2020

Birth or Age: 05/23/1995

Work Schedule:

Date of

7:00 AM/PM To 4:00 AM/PM

Position (Select One) ☐ Director

☒ Lead Assistant

☐ Aide/Floater

☐ Other:

**Highest Degree or
Credential Completed:** B.A

Major Field for Degree:

**# of ECE/ ECD
Credits:**

**Years of 5
Experience:**

| Training Topic | Type of Training (Conference, workshop, college class, public school in- service workshop, in-center training) | Date Training Completed | Number of Hours |
|--|---|----------------------------|--------------------|
| Food Safety Allergies | Public Service | 1/23 | 1 |
| Medication Administration | Public Service | 1/23 | 3 |
| Shaken Baby Syndrome | Public Service | 1/23 | 1 |
| Emotional Support | In-Center Training | 1/23 | 6 |
| Classroom Organization | In- Center Training | 1/23 | 6 |
| Infant/Toddler Learning Environment | In- Center Training | 1/23 | 4 |
| Creative Curriculum | School In-Service W | 5/23 | 6 |
| Building Strong Foundation | School In-Service W | 5/23 | 1 |
| Developing Language | School In-Service W | 5/23 | 3 |
| Differentiation Instruction | School In-Service W | 5/23 | 3 |
| Conscious Discipline | School In-Service W | 6/23 | 6.25 |
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| TOTAL <u>Number of Training Hours</u> | | | |

Individual Staff Training Report

This form is used to report each staff member's continuing education and qualifications. Continuing education must fall within the past accreditation year. Please refer to the Teacher Qualifications section of the NECPA Standards book to ensure each staff member meets the necessary requirements. ***ALL FIELDS MUST BE COMPLETED FOR APPROVAL**

Name of Staff Member: Bria Williams

Date of Hire: 12/13/2018

Birth or Age: 02/09/1994

Work Schedule:

Date of

7:00 AM/PM To 4:00 AM/PM

Position (Select One) ☐ Director

☒ Lead Assistant

☐ Aide/Floater

☐ Other:

Highest Degree or Credential Completed: B.A

Major Field for Degree:

of ECE/ ECD Credits:

Years of Experience: 5

| Training Topic | Type of Training (Conference, workshop, college class, public school in- service workshop, in-center training) | Date Training Completed | Number of Hours |
|--|---|----------------------------|--------------------|
| Food Safety Allergies | Public Service | 1/23 | 1 |
| Medication Administration | Public Service | 1/23 | 3 |
| Shaken Baby Syndrome | Public Service | 1/23 | 1 |
| Emotional Support | In-Center Training | 1/23 | 6 |
| Classroom Organization | In- Center Training | 1/23 | 6 |
| Infant/Toddler Learning Environment | In- Center Training | 1/23 | 4 |
| Creative Curriculum | School In-Service W | 5/23 | 6 |
| Building Strong Foundation | School In-Service W | 5/23 | 1 |
| Developing Language | School In-Service W | 5/23 | 3 |
| Differentiation Instruction | School In-Service W | 5/23 | 3 |
| Conscious Discipline | School In-Service W | 6/23 | 6.25 |
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| TOTAL <u>Number of Training Hours</u> | | | |

6. Collaborate with JeffCap Head Start Birth-to-Five Program to expand, develop, and implement Head Start Birth-to-Five services,

Spring Ridge Academy agrees to:

- Provide child development services to Head Start Birth-to-Five children ages six weeks to sixty years old who are eligible for the Early Head Start program, and who are residents of Jefferson parish
- Provide full-day, full-year services for 10 hours per day, five (5) days/week, for at least 1,380 hours with the exception of holidays and other closure dates; Maintain a current Louisiana Type "3" child day care center license
- Maintain a teacher/child ratio
- Create and maintain a pool of applicants for immediate replacements of teacher and teacher aide vacancies to ensure that ratios are maintained at all times; Immediately contact JeffCap point of contact when challenges arise that prohibit the request
- Prior to the hire of an Early Head Start candidate, JeffCap, Inc. staff must ensure that the candidate has the appropriate credential and/or credential with approved early childhood hours and a clear Criminal Background Check before the candidate can officially start. If a candidate starts without JeffCap staff monitoring check, this constitutes a breach of contract
- Utilize an evidenced, research-based curriculum for Birth-Five
- Utilize Teaching Strategies Gold as the assessment instrument
- Provide JeffCap with access to classrooms for CLASS observations and video recordings, through announced and unannounced visits
- Provide JeffCap with a copy of your center scores upon every CLASS score distribution.
- Provide JeffCap, Inc. with access to Teaching Strategies Gold online assessment information. JeffCap's leadership staff MUST be able to log in and view assessment data as needed for reporting to the Office of Head Start (OHS) and the Administration for Children and Families (ACF).
- Maintain and Comply with all Child and Adult Care Food Program (CACFP) requirements, understanding that the failure to maintain funding from CACFP will result in the termination of the partnership
- Comply with the 2007 Head Start Act, Department of Education licensing regulations, and the Head Start Program Performance standards
- Comply with all State and City Fire Marshall codes and regulations
- Comply with all Louisiana Department of Health and Office of Public Health regulations
- Provide JEFFCAP, INC. with up-to-date copies of inspection reports for the aforementioned within one business day of receiving the inspection report, and annually
- Maintain professional, child liability, and accident insurance at all times, with no lapse of coverage to include JEFFCAP, INC. as an additional insured; this information should be presented annually.
- Maintain a current Operational License
- Maintain full enrollment at all times; report any challenges to JeffCap Administration promptly.
- Ensure that recruitment activities are aggressive and ongoing
- Reserve 10% of the Early Head Start slots for children with disabilities
- Participate in the active collection of the required non-federal match by ensuring that equivalent to 25% of the annual funding amount disbursed to your Center, by the Grantee, is collected
- The Center will ensure that they are following all local, state, and federal regulations and policies at all times
- Provide diapers, wipes, and formula for all Early Head Start participants during the hours of operation. Parents must not be asked to bring any of these items
- Cover the costs of field trips for Early Head Start participants, if provided

7. Parent Committee Meeting:

The program recognizes that parents have primary responsibility for the health, safety, and well-being of their children. In an effort to facilitate a monthly parent meeting, the program has established a Parent Involvement Board composed of parents of children enrolled in Spring Ridge Academy.

Meetings shall be open to all parents.

The Parent Involvement Board shall act only in an advisory capacity and shall not engage in the management and operation of Spring Ridge Academy. The function of the board is to provide recommendations for improving services.

The Parent Involvement Board meeting shall be held monthly.

Parental Involvement Policy:

Spring Ridge Academy shall have a parent participation program. The parent participation program shall have a plan that encourages parent participation in their child/ren's classroom.

The plan shall include but is not limited:

- Parent participation policy
- Goals and objectives
- Parent education, including ages and stages of children's development and parenting skills
- Parent communication with staff (e.g., conferences, newsletters, handbooks, and community daily interaction)
- Parents will be given a resource guide at the time of enrollment.

Parents and other interested persons shall be encouraged to participate in these programs; however, participation is strictly voluntary and shall not be required as a condition of enrollment.

Parental Access Policy:

Spring Ridge Academy has an "open door policy." Parents are invited to the center anytime during normal operating hours if their child is enrolled.

Communication with Parents:

Staff are advised to keep communication with parents limited to progress reports and answering simple questions from parents. All communication should have a positive tone. If a staff member feels the need to say something negative about a child's behavior, they are not allowed to say it directly to the parents. It is the Director's job to confer with parents on a negative or unacceptable behavior. You must report any concerns of negative behavior to the Director, who will in turn discuss any concerns with the parent and report the outcome of the meeting to you.

8. Parent Orientation

Spring Ridge Academy Family Service Specialist collaborates, provides resources, and builds a trusting relationship with parents. Our Family Service Specialist assists parents with Individualized Partnership Agreement based on our parents' strengths, interest, and needs. During our Parent Orientation, workshops offered for parents Spring Ridge Academy encourage parents to become an active member representing and becoming an advocate for their child and all children. The Family Individualized Partnership Agreement process is individualized, strength-based, family driven, and staff supported.

9. Transition

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center: Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs: Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school:

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

10. Developmental Screening and Ongoing Assessment

Spring Ridge Academy in partnership with JeffCAP HS B-5 program will ensure that all children entering the program receive developmental, sensory, and social/emotional screenings. Parental permission and the child's developmental history are obtained before the screening. The screening procedure is sensitive to the child's cultural and linguistic background. This developmentally appropriate process may identify children who need to be referred for more formal assessments (multi-disciplinary evaluations). Screenings are conducted within 45 days of the child's entry into the program.

Trained staff use a standardized screening tool called BRIGANCE Early Head Start Screens III for children birth to 35 months and BRIGANCE Head Start Screens III for children 3 to 5 years old. The screens provide quick, easy, and accurate screening of skills that are critical predictors of school success, including physical development, language, academic/cognitive, self-help, and social-emotional skills. The screens average 10 - 15 minutes per child. The screens help teachers identify potential developmental delays and giftedness with developmental cutoffs, reduce over-referrals with at-risk cutoffs, determine each child's specific strengths and needs, and assess school readiness. The BRIGANCE Early Head Start and Head Start screens correlate to the Head Start Early Learning and Outcomes Framework.

Early Head Start screens are completed with the assistance of the child's parents. Head Start screens are completed prior to the first day of school for returning children and within two weeks for new students. The screening delay allows time for the child to adjust to the new environment and it allows the teacher and child an opportunity to build a secure and trusting relationship.

All screening results are shared with parents. With parents' permission and participation, children who fall below the at-risk cutoff scores are referred for further evaluation to our local education agency's Child Search (Head Start) and Early Steps (Early Head Start).

The BRIGANCE screening results are also used as a starting point for planning for the child's individual development.

Assessments

Spring Ridge Academy in partnership with JeffCAP HS B-5 program assessments are used for planning for teaching and keeping you informed of your child's progress. Data is collected daily as children attempt activities and lessons. Teachers document children's skill achievements in the form of anecdotal notes of observations, videos, and pictures. It is also used in detecting potential developmental problems or special needs and evaluating our program.

Parents and Teachers work together to complete individualized plans for each child. This process involves the parent in the education development and planning for their child. It also encourages continued support of the education plan in the home environment. Children's work is displayed throughout the class during studies and sent home for parents to see their progress.

Assessment data for each child, the class, and the program is aggregated and analyzed 3 times a year for Early Head Start and Head Start. Results are compared to former assessments of the same skills, to evaluate progress and prepare for the next steps in the creating of goals for children.

Assessment Tools for Head Start/Early Head Start

August Benchmark and May Progression

As a program, we assess our children's skill development in the areas of writing, cutting, and drawing at the beginning of the year, when they first arrive, in August. This allows teachers to have an actual beginning point for children's skill development when they arrive. In May, the children are given the same skill's assessment (writing, cutting, and drawing) to show the growth in their skills.

Conferences

Parent conferences can and should be rewarding experiences. A parent conference is a meeting between a child's parent(s) and teacher. The meeting brings out a good understanding of the child and his or her development. Parent conferences are to be scheduled by the teacher and will be held twice a year. There are several reasons for parent conferences. The first is progress. This means the rate at which each child is developing and meeting developmental milestones. Each child's developmental portfolio demonstrates this clearly and should be shared with families at that time. Conferences can also be arranged to discuss behavior – these are general conferences just to touch base with the parent. The parent can report on such things as the child's attitudes, health, family relationships, interests, and any social factors that may come into play with the child's development. The teacher should report on such things as the child's attitude toward school and other children and progress in his/her development. In a parent/teacher conference you are expected to talk to the parent about any concerns/questions you or they have, what the child has learned, what they are learning, and what they will be learning.

Progress Reports

Spring Ridge Academy in partnership with JeffCAP HS B-5 program will inform parents of their child's progress at the end of each of the three (3) assessment cycles. Teachers will use the Teaching Strategies Gold Assessment Progress Report to provide children's current progress towards Head Start School Readiness and Kindergarten Readiness Goals. Teachers will partner with the parents to complete the Family Conference form during the Parent/Teacher Conferences which are held twice a year (October and February). At the end of the school year parents are provided a copy of their child's TSG Report Card.

Outcomes

The Head Start Early Learning Outcomes Framework (HSELOF): Ages Birth to Five presents five broad areas of early learning, referred to as central domains. These domains reflect research-based expectations for development and learning. The HSELOF emphasizes the key skills, knowledge, and behaviors that programs must raise in children ages birth to 5 to help them be successful in school and life. The HSELOF is used as a guide for our program to plan and implement a focused, all-inclusive learning program. Our School Readiness Goals help us prepare our children for kindergarten, ensuring they leave our program with the skills necessary to be successful in Elementary School. All our goals and standards are aligned so that

children receive a full array of learning to make them successful learners. Our outcome data determines changes in goals set for the children and the program as well as training for the staff.

Classroom Assessment and Scoring System (CLASS)

CLASS is an observational instrument developed at the University of Virginia to assess classroom quality. CLASS focuses on the quality of classroom interactions. This differs from other measurement tools that focus on physical environment, available materials, or a specific curriculum. For CLASS, the physical environment (including materials) and curriculum matter in the context of how teachers put them to use in their interactions with children.

CLASS is organized to assess three broad domains of interactions among teachers and children: Emotional Support, Classroom Organization, and Instructional Support. Each domain includes eleven dimensions. Collectively, these eleven dimensions assess the extent to which teachers are effectively supporting children's development, both social and academic. CLASS is one of the tools used to monitor the Education and Child Development component of our program by the Office of Head Start and the Louisiana Department of Education (LDOE) through our participation in the Jefferson Parish Early Childhood Collaborative (JPECC).

Our program has 5 Pre-K-3 CLASS reliable observers, 4 Infant CLASS reliable observers and 2 Toddler CLASS reliable observers who are trained to observe teacher-child interactions and score them based on the valid and reliable CLASS tool.

11. Ensure JeffCap Head Start B-5 Child Outcomes will be implemented in each classroom.

Spring Ridge Academy in continual communication and coordination with JeffCap will ensure that all Head Start B-5 Child Outcomes will be implemented within each classroom.

12. Participate in all JeffCap Head Start Birth-to-Five program activities such as Open House, Parent Orientation, School Readiness Fairs, Grandparents' Day, Health Fairs, etc.

Spring Ridge Academy currently and will continue to participate in all JeffCap Head Start Birth-5 program activities such as Open House, Parent Orientation, School Readiness Fairs, Grandparents' Day, Health Fairs, etc.

13. Ratios and Ages and of Children Served

- 6 weeks-12 months Ratio 1:4
- 12 months-24 months Ratio 1:4
- 24 months-36 months Ratio 1:4
- 36 months-48 months Ratio 1:8
- 48 months-60 months 1:10

The ratio for all Early Head Start classes is 1:4. This must be always adhered to, with the only exception being staff shortage. Infants should not be combined with any other groups. There should be always at least two adults present.

14. Insert Floor Plan



| No. | Revision/Issued | Date |
|-----|-----------------|------|
| | | |

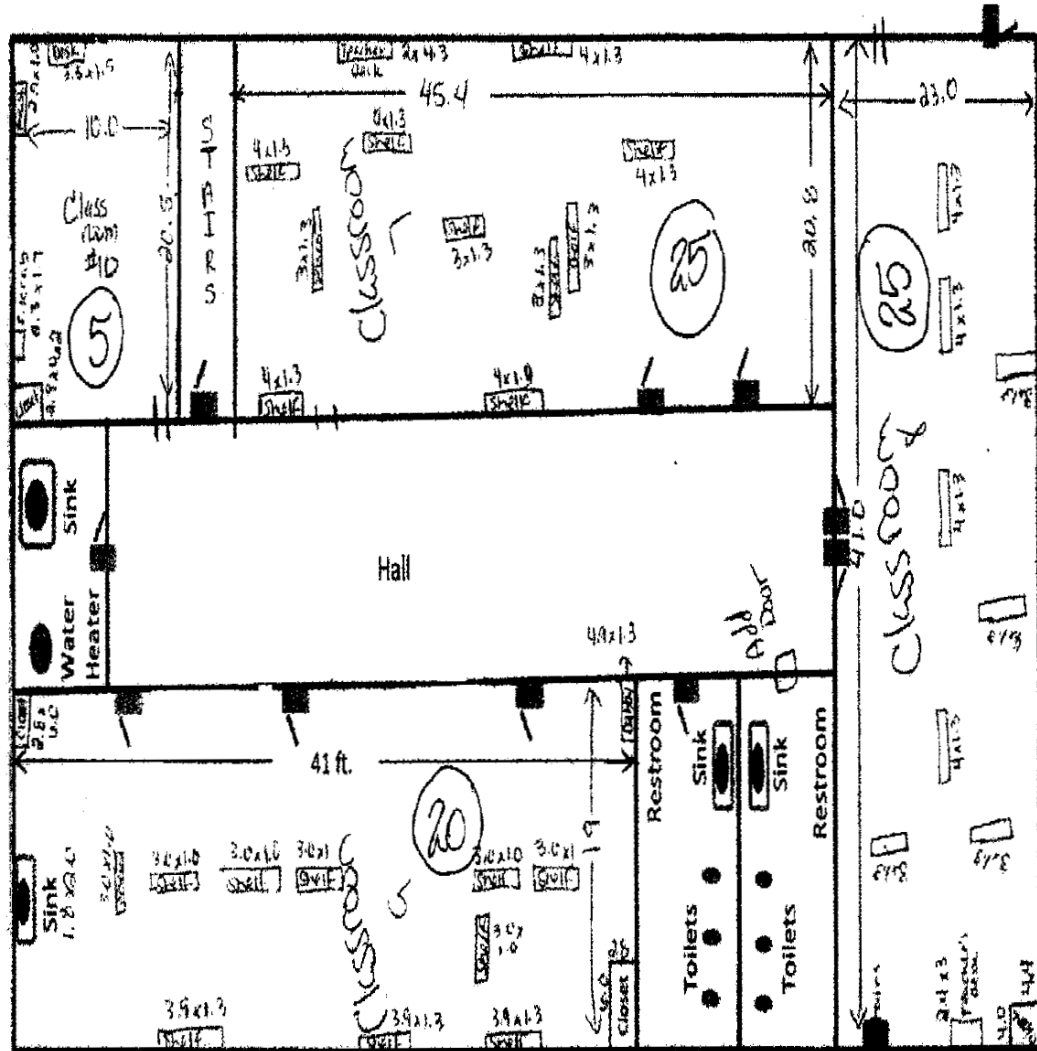
General Notes

FLOOR PLAN CENTER

NAME OF CENTER: Spring Ridge Academy
520 Jackson St
Kenner, LA 70062

Indoor Cap = 137
Outdoor Cap = 507
LICENSE # 15544

Approved
9/27/19
SLO



second floor

LICENSING SPECIALIST SIGNATURE: *LMA*

DATE: 09.10.2019

15. Ages of Children Served

- | | |
|---------------------------------|-----------------|
| • 6 weeks-12 months Ratio 1:4 | Group Size 2:8 |
| • 12 months-24 months Ratio 1:4 | Group Size 2:8 |
| • 24 months-36 months Ratio 1:4 | Group Size 2:8 |
| • 36 months-48 months Ratio 1:8 | Group Size 2:16 |
| • 48 months-60 months 1:10 | Group Size 2:20 |

The ratio for all Early Head Start classes is 1:4. This must be adhered to at all times, with the only exception being staff shortage. Infants should not be combined with any other groups. There should be always at least two adults with children.

16. Compliance with 90 days of Compliance

Spring Ridge Academy will be in full compliance with the office of the U.S Administration for Children and Families established guidelines within 90 days of the contract date.

17. Reports and Recommendations provided based upon observations and findings:

Spring Ridge Academy maintains all reports and recommendations provided based upon observation finds. Spring Ridge Academy will continue keeping such reports according to the requirements of this contract.

18. Keep and maintain adequate, legible, genuine, current, and complete Records

Spring Ridge Academy will maintain accurate records which will be available upon request. These records will be current, legible, genuine and complete of the services rendered under the terms of the agreement.

19. Enrollment Records

Spring Ridge Academy will maintain all ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) requirements as follows:

All applicant's eligibility is based on age and income, also considered are homeless and foster care status, and disability determination. Age eligible for services under the Early Head Start program children must be 6 weeks to 35 months old and for the Head Start program option children must be 36 months to 5 years old. All applicants must live in Jefferson Parish. For the Pregnant Woman program option, applicants must be pregnant at the time of enrollment.

Early Head Start children remain eligible until they turn three (3). Early Head Start children have to reapply for enrollment in the Head Start program. Parents/guardians are required to "recertify" their child's enrollment for the next school year and update any pertinent information.

Early Head Start program eligibility does not guarantee eligibility for the Head Start program. Families have to reapply when their child turns three (3) years old.

Head Start children are eligible for two years or until they qualify for kindergarten (at the age of 5 years). Parents are required to "recertify" their child's enrollment for the next school year and update any pertinent information.

The selection process is anonymous (no identifiable information of child/family is known); children are selected based on priority and age. Once the process is completed, families are notified of acceptance.

Enrollment begins the first day the child attends school.

20. Records Screening, On-going Assessments and Educational Services

August Benchmark and May Progression

As a program, we assess our children's skill development in the areas of writing, cutting, and drawing at the beginning of the year, when they first arrive, in August. This allows teachers to have an actual beginning point for children's skill development when they arrive. In May, the children are given the same skill's assessment (writing, cutting, and drawing) to show the growth in their skills.

Teaching Strategies Gold

Teaching Strategies Gold shows teachers the sequence of developmental steps children take as they learn particular skills and concepts in all areas of development. It is a tool for planning and instruction and assessing learning. Teaching Strategies Gold has three summary checkpoints each year that show children's current skill levels at each point and time. The teachers share this information with the parents after each checkpoint during Parent Teacher Conferences and in the end of the year Report Card.

Teaching Strategies Gold Assessment System is directly correlated to the goals and objectives of the Creative Curriculum, the Head Start Early Learning Outcomes Framework, and the Louisiana Birth to Five Early Learning and Development Standards. Teaching Strategies Gold is a valid and reliable assessment tool.

Progress Reports

JeffCAP HS 8-5 program will inform parents of their child's progress at the end of each of the three (3) assessment cycles. Teachers will use the Teaching Strategies Gold Assessment Progress Report to provide children's current progress towards Head Start School Readiness and Kindergarten Readiness Goals. Teachers will partner with the parents to complete the Family Conference form during the Parent/Teacher Conferences which are held twice a year (October and February). At the end of the school year parents are provided a copy of their child's TSG Report Card.

Family Partnership Section:

Parent-Teacher Contact log

- Updated weekly starting from the 1st week of school.
(Including but not limited to lengthy conversations, handouts, work from home activities, menus, virtual learning etc.)
- A copy of all handouts must be placed in the parent teacher contact binder.

Home Visit (2):

- Initial Home Visit- prior to enrollment or within the 1st week of enrollment.
- Follow up Home Visit- **March 15th, 2024**

Growth Assessment- completed the 1st 10 days the child enters school and again by **March 15th, 2024**

Parent-Teacher Conference (3) – Completed After Checkpoint

- Fall Assessment- **November 6th-10th week**
- Winter Assessment- **March 4th-8th week**
- Spring Assessment- **June 3rd – 7th week**

Teaching Strategies Gold Observations

- Input into TSG three (3) times per week (EHS and HS) beginning the first day of enrollment.
- A total of three observations per week per child.

Sample of Child's Work-

- **EHS-** one per month.
- **HS-** Initial sample must include 2 samples: 1 writing and 1 drawing during the 1st month of enrollment.

A minimum of 1 writing and 1 drawing is required to be placed in the developmental folder per month after initial samples.

- Should indicate students progressing concepts about print regarding writing.

Head Start Skills Checklist (3) Times

- 1st within first 10 days of enrollment
- 2nd mid-year in conjunction with winter checkpoint (March)
- 3rd end-of-year in conjunction with spring checkpoint (June)

Blue Binders/Folders - Will be used for Additional Forms such as: Photography, Water Activities, Non-Vehicular Excursion, and Growth Assessments.

21. Fiscal and Non-Federal Share

DOLLAR PER CHILD

The "**DOLLAR PER CHILD CAMPAIGN**", was initiated to support the National Head Start Association Government Affairs Division. The goal of this annual campaign is to raise one dollar for every Early Head Start/Head Start child enrolled. The Government Affairs Division of the National Head Start Association supports the legislative work that is needed to maintain the voice that Head Start/Early Head Start children, families and staff must have in Congress to continue quality program services. Teachers and other staff cannot assist with this program.

NOTE: DOLLAR PER CHILD IS A PARENT INITIATIVE

IN-KIND DONATIONS

Time, services or goods from parents or the community is considered "In-Kind". The federal government matches your time for dollars toward our grant requirements. 20% of our Head Start grant must be matched with **In-Kind** donations every year. We generate dollars through the time that parents and community members spend with our Early and Head Start children. Without the generosity of parents and the community "Paying it Forward", our Head Start program would cease to function.

"**In-Kind**" match means that each year, the parents of Early and Head Start children care enough to reach deep into their hearts and give of their time to volunteer in the Head Start program. Through their time and care families grow, children blossom, communities thrive, and funding is made possible for one more year of Head Start.

Calculation

The required 20 percent of the total grantee budget (federal funds plus non-federal match) is the same as 25 percent of the federal funds. An alternative method of calculation is: Federal funds divided by 0.8 ($0.8 = 1.0 - 0.2$) minus the federal match, which equals the non-federal match.

For example, if the match is 20 percent:

Federal funds: \$1,000,000

Non-federal match = $\$1,000,000 / 0.8 = \$1,250,000$ minus the federal match of \$1,000,000 = \$250,000, which is the non-federal match.

This could be verified as:

Federal match = \$1,000,000

Non-federal match = \$ 250,000

Total cost = $\$1,250,000 \times 20\% = \$250,000$

The required non-federal match for a budget period is calculated at the close of the period based upon the federal funds expended.

Allowability

Factors affecting allowability of matching expenditures (whether cash or in-kind) are the same as for federal expenditures in that the costs must be reasonable, allocable, and necessary for the accomplishment of the project objectives and are allowable under the applicable cost principles. ([45 CFR § 75 Subpart E](#)).

The Administration for Children and Families (ACF) enforces matching requirements on a budget period basis for the Head Start programs. Head Start grantees are required to meet matching requirements on a budget year basis. Match cannot be saved or "banked" for a future period. However, if a cash contribution is not expended in the year received, it can be used to meet the matching requirement in future periods when expended on allowable costs.

Match received from federal sources is not allowable unless there is specific statutory language allowing this use of federal funds. There are very few sources which have been determined to be allowable.

The Bureau of Indian Affairs, Indian Self Determination Act (PL 93-638) authorizes the use of funds for matching purposes so long as the identified use is specifically related to the approved grant. An example of this match might include the provision of medical and/or dental services by a tribally operated health center, if it is operated under the authority of the Self Determination Act. Funds received under the Indian Child Welfare Act can be used to match other federal funds.

Grantee agencies may propose an overmatch (e.g., greater than the required 20 percent required), but must be aware that once proposed and approved, they are required to provide the approved amount of match. Acceptance of proposed overmatch can be determined by a review of the NOA document.

22. Quarterly Meeting

Spring Ridge Academy will conduct quarterly meetings or as deemed necessary to address program problems, concerns, or issues.

23. Disabilities and Services

Disability Services

Children with diagnosed disabilities or have suspected disabilities (i.e., speech, health, visual, hearing, or physical impairments) and children with behavioral difficulties, learning disabilities, and are developmentally delayed receive services in our Early Head Start and Head Start programs. If your child has been previously diagnosed with a disability please provide all documentation to your Teacher, Family Service Specialist, or the Exceptionalities Advisor. This will help us ensure your child is receiving the recommended services and modifications as required for their success. If you have concerns about your child's development please see your child's teacher, Teacher Advisor, or the Exceptionalities Advisor to complete a referral for evaluation to Early Steps, Child Search or Tulane Mental Health (for behavior concerns).

Children diagnosed with disabilities and their families receive a full range of Head Start services. Children who receive services from outside agencies are supported through our program. Physical therapist, speech therapist and other specialist are encouraged to work with the child in the Head Start classroom environment. This allows the teacher the opportunity to learn the techniques used by the specialist and continue to provide the services throughout the school year.

Collaboration

Head Start staff members work closely with community agencies like, Jefferson Human Services Authority, Tulane Mental Health Agency, and Families Helping Families, including the Local Education Agency (LEA); Jefferson Parish Public School System, specifically Child Search and Early Steps to identify and provide services to meet the needs of the children enrolled.


The collaboration with the Jefferson Parish Public School System (JPPSS) is an essential component in making Head Start an inclusive and natural environment for our children with special needs.

We offer these services to children with disabilities:

- Coordinating with special education programs in their school districts
- Referrals
- Individualizing classroom support and activities
- Assisting with transition into the next school setting

Parental consent is required for any referral for disability services. Referrals can be initiated by the Parent, Teacher or Specialist Education referrals are sent to the Education Disability Coordinator and Health/Mental Health referrals are sent to the Health Coordinator. Once the referral is completed, parents are required to meet with the Exceptionalities Advisor (Teacher Advisor in the absence of the Exceptionalities Advisor) to make a call to the LEA to begin the evaluation process.

24. Type III License

| | | |
|--|--|--|
|  | <h1 style="margin: 0;">State of Louisiana</h1> <p style="margin: 0;">Department of Education</p> |  <p style="margin: 0;">Louisiana Believes</p> |
| <h2 style="margin: 10px 0;">LICENSE</h2> | | |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">15544</div> | | |
| <p>This is to certify that <u>Spring Ridge Academy</u></p> <p>is hereby duly licensed to operate <u>Type "III" Early Learning Center</u> at</p> <p style="margin-left: 100px;"><u>520 Jackson Street</u></p> <p style="margin-left: 100px;"><u>Kenner, LA 70062</u></p> <p>with a licensed capacity of <u>137</u></p> <p>Age Range: <u>6 Week(s) - 12 Year(s)</u> Gender : <u>Male/Female</u></p> <p>approved for services of <u>Early Learning Center III</u></p> <p>This license shall expire on <u>Mar 31, 2024</u> , but may be revoked or suspended</p> <p>at any time as provided in the Licensing Law or Minimum Standards pertaining thereto.</p> <p>This license is not transferable and must be renewed annually.</p> | | |
| <p><u>Apr 01, 2023</u></p> <p><small>Date of Issue</small></p> | <h1 style="margin: 0;">Type "III"</h1> |  <p style="margin: 0;"><small>State Superintendent of Education</small></p> |

Belgado Community College

hereby certifies that

Anjanee L. Pierre

has satisfied the requirements prescribed
by the Board of Supervisors of the
Louisiana Community and Technical College System
for the degree of
Associate of Applied Science
in

Care and Development of Young Children

and has been awarded this degree with all the honors, rights, and privileges
appertaining thereto. Under the authority of the Board and upon the recommendation
of the faculty, the Chancellor of Belgado Community College has presented this
diploma bearing the College seal in New Orleans, Louisiana, on this
sixteenth day of May in the year two thousand and seven.

Don J. Davis
Chancellor, Belgado Community College



Monty S. Cl
President, LCTCS

Kathleen Murphy
Vice Chancellor, Academic Affairs

Timothy B. Hardy
Chair, Board of Supervisors

Southern University at New Orleans

to all persons to whom these presents may come

Greetings

Be it known that

Jennifer Lauren Hardy

having completed the studies and satisfied the requirements prescribed by the Southern
University Board of Supervisors and by Southern University at New Orleans, Louisiana
for the degree of

Bachelor of Social Work

has accordingly been admitted to that Degree with all the rights, privileges and
immunities thereunto appertaining.

In Testimony Whereof the Board of Supervisors upon the recommendation of the Faculty has granted
this Diploma bearing the seal of the University on this the ninth day of May, 2009.

Paul H. Hester
PRESIDENT OF THE UNIVERSITY SYSTEM
Tom Clayton
CHAIRMAN OF THE BOARD OF SUPERVISORS



W. J. Hester
CHANCELLOR OF THE NEW ORLEANS CAMPUS
Paul Hester-Hills
VICE-CHANCELLOR FOR STUDENT AFFAIRS

Delgado Community College

hereby certifies that

Brittany Jarrell Clark

has satisfied the requirements prescribed
by the Board of Supervisors of the
Louisiana Community and Technical College System

for the degree of

Associate of Applied Science

in

Care & Development Young Children

and has been awarded this degree with all honors, rights and privileges
appertaining thereto. Under the authority of the Board and upon the recommendation
of the faculty, the Chancellor of Delgado Community College has presented this
diploma bearing the College seal in New Orleans, Louisiana, on this
twenty first day of May in the year two thousand and nineteen.

William J. Blumhagen
Interim Chancellor, Delgado Community College



Michael L. Goss
President, LCTCS

Alison
Interim Vice Chancellor, Academic Affairs

Stephen J. Tye
Chair, Board of Supervisors

Nicholls State University



Be it known that

Bria T'Shay Williams

having successfully completed the curriculum prescribed by the Faculty
of Nicholls State University and the Board of Supervisors
for the University of Louisiana System for the

College of Education

and having complied with all other requirements of the University
is hereby granted the Degree of

Bachelor of Science

and is entitled to all the rights and privileges appertaining thereto.

Degree conferred at Thibodaux, Louisiana on May 13, 2017.

Don E. Blumhagen
President, University of Louisiana System

Brian Murphy
President of the University

Alison "AL" Pater
Chair, Board of Supervisors for the
University of Louisiana System

John V. Smith
Provost and Vice President for Academic Affairs

University of Maryland University College

*In recognition of the successful completion of the
requisite course of study and by virtue of authority granted by charter of the State
of Maryland to the Board of Regents of the University of Maryland System
hereby confers upon*

Barnester Louise Nora

the degree of

Bachelor of Science

*with all the honors, rights, and privileges thereto appertaining.
In witness whereof this Diploma, signed by the authorized officers of the University
and sealed with the corporate seal of the University, is granted.*

*Given at College Park on the twenty-fifth day of August
in the year nineteen hundred and ninety-five.*



George V. McFadden
Chairperson, Board of Regents

Small R. Lingenberg
Chancellor

Ernest M. Mearns
President

*The Oklahoma State Regents for Higher Education
acting through*

The University of Oklahoma

have admitted

Kenneth Nora

to the degree of

Master of Human Relations

*and all the honors, privileges and obligations belonging thereto,
and in witness thereof have authorized the issuance of
this Diploma duly signed and sealed.*

*Issued at the University of Oklahoma at Norman, Oklahoma on the
eighth day of May two thousand and four.*

For the State Regents

For the University



The State
Chairman
Paul H. River
Secretary
Chancellor

Stephen L. Bentley
Chairman, Board of Regents
Daniel M. Brown
President of the University
W. Lee Williams
Academic Dean



Proof of Certification

Darnester Nora

has completed the requirements to achieve certification:

Affiliate CLASS Trainer Infant

This certification signifies proficiency using CLASS to improve interactions.

Certified on: September 20, 2023

Valid through: September 20, 2024

A handwritten signature in black ink, reading "Bridget Hamre", written over a thin blue horizontal line.

Dr. Bridget Hamre,

Learn More:
877.401.8007

www.teachstone.org

675 Peter Jefferson
Parkway Ste. 400

Proof of Certification

Darnester Nora

has completed the requirements to achieve certification:

Affiliate CLASS Trainer Toddler

This certification signifies proficiency using CLASS to improve interactions.

Certified on: October 20, 2022

Valid through: November 12, 2023

A handwritten signature in black ink, reading "Bridget Hamre", positioned above a thin blue horizontal line.

Dr. Bridget Hamre, CEO

Learn More:
877.401.8007

www.teachstone.org

675 Peter Jefferson Parkway
Ste. 400



Proof of Certification

Darnester Nora

has completed the requirements to achieve certification:

Affiliate CLASS Trainer Pre-K

This certification signifies proficiency using CLASS to improve interactions.

Certified on: March 24, 2023

Valid through: April 17, 2024



A handwritten signature in blue ink, reading "Bridget Hamre", is positioned above a horizontal blue line.

Dr. Bridget Hamre, CEO

Learn More:
877.401.8007

www.teachstone.org

675 Peter Jefferson
Parkway Ste. 400

DARNESTER NORA
3025 Acron St. Kenner, LA 70065
504.912.1761 email: Norasark@bellsouth.net

**Naval Air Station Joint Reserve Base (NAS JRB) Child Development Center
Child & Youth Program Administrator (NF-1701-04)**

05/2005 to 07/2007

Responsible for the administration, operation and technical direction of the Child Development Program (CDP) which includes Child Development Centers (CDC), Child Development Homes (CDH) and Regional Resource and Referral Program (R&R) to facilitate the identification of childcare services and options for authorized patrons. Responsible for maintaining documentation of program inspection, ensures timely corrective action necessary to obtain/retain DoD Certification, ensures compliance with National Association of the Education of Young Children (NAEYC), Military Home Accreditation (MHA) and general oversight of the accreditation process. Establishes and implements policies pertaining to the admittance of children with special needs to centers and/or homes including handicapped children and children with chronic illness and recommend placement of children in alternate programs when appropriate. Ensures program and curriculums are appropriate based on NAEYC guidelines and criteria. Responsible for a comprehensive child abuse/neglect recognition and prevention program. Quality Review Board Liaison for CDH certifications, suspensions, etc. Responsible for the completion and submittal of all regularly scheduled programs reports and the development, execution and evaluation of BUERS required: Triennial Needs Assessment co-operation and teamwork in order to benefit students.

**Naval Air Station Child Development Center – Belle Chasse, LA
Training and curriculum Specialist (GS-09)**

12/2002 to 05/2005

Develops a written curriculum framework and a catalog of appropriated and varied set of activity planning guides to include multicultural activities and prop boxes for children 6 week to 12 years of age. Monitors daily execution of the plans, conducts observations, and evaluates the validity of the program acivities. Identify weaknesses and collaborate with the director to develop solutions based on sound child development principles. Prepares and conducts initial training for new employees covering policies, instructions, safety, fire evacuations, health, etc. Ensures all employees have sufficient training to complete assigned tasks to exhibit work habits and techniques demonstration accomplishment of training. Test and observe each caregiver's competency after completion of each module. Conduct special teaching, role modeling, and demonstration throughout the program center. Develop and maintain a resource file, library and catalog of activities to assist staff members in lesson planning and parent's education. Maintain liaison with local colleges and professional organizations and advises staff about continuing avenues of professional development. Achieved center's accreditation with National Association for the education of Young Children. Attend Department of the Navy's Training Conference 2003/2004. Assisted several staff members in their educational, professional, and personal goals.

**Kadena AB School Age Program – Kadena AB Okinawa, Japan
Child Development Center Director /School Age Coordinator (GS-09)**

3/2000 to 12/2002

Plan, organize, coordinate, and oversee long range and day to day operations of comprehensive program consisting of before and after school/camp, full-day summer camp, school holiday camp, and check in / check out programs for youth ages 5-12 years. Develop and implement programs services and a variety of education and recreational activities that stimulate and sustain the social, cognitive, physical and emotional growth of youth. Ensure programs comply with DOD, Air Force, National School Age standards, local policies and guidelines. Exercise a full range of supervisory functions to include employee selection, initiating, personnel actions, preparing performance standards and evaluations, approving leave requests, resolving complaints and initiating disciplinary action when necessary. Develop budget inputs and assist in preparing justification of funding of programs resources, requirements, and preparation/services/storage following Air Force and USDA policies and instructions. Administer USDA food program and ensure nutritionally balanced meals are provided according to USDA guidelines. Key person in NSACA Accreditation for one of Air Force's largest School Age Programs with two geographically separated buildings.

**Foster Child Development Center – Camp Foster, Okinawa, Japan
Assistant Director (GS-09)**

05/1999 to 03/2000

In the absence of the Director, act as and on behalf of the Director oversee and apply sound financial management principles for the annual budget of appropriate and non-appropriated funds. Mange personnel and administrative task for seventy personnel including Japanese Local Nationals. Oversee the recruitment, promotion, and processing of all personnel. Development and present training and briefings for subordinate staff. Implement operation policies and procedures in accordance with regulations, local guidance and policies. Ensure subordinate personnel receive all required training and comply with fire, health, safety, and sanitation and child abuse prevention policies. Key and instrumental person in NAEC Accreditation for the Foster CDC.

Robins AFB School Age Program –Warner Robbins, GA

05/1997 to 02/1999

DARNETER NORA
3025 Acron St. Kenner, LA 70065
504.912.1761 email: Norasark@bellsouth.net

School Age Coordinator (NF-03)

Plan, organize, coordinate, and oversee long range and day-to-day operation of comprehensive program consisting of before and after school/camp, full-day summer camp, school holiday camp, and check-in/check-out programs for youth ages 5-12 years. Develop and implement program services and a variety of education and recreational activities that stimulate and sustain the social, cognitive, physical and emotional growth of youth. Ensure programs comply with DoD, Air Force, National Schools Age standards, local policies and guidelines. Exercise a full range of supervisory functions to include employee selection, initiating disciplinary actions when necessary. Develop budget inputs and assist in preparation justification for funding of program resources, requirements, and repairs/maintenance of facilities and equipment. Coordinate food service operations and develop procedures for food nutritionally based meals are provided according to USDA guidelines. Key person, in the Robbins AFB School Age Program receiving NSACA Accreditation.

First Choice Day Care , Inc. Macon, GA

08/1996 to 05/1997

Pre-K Teacher/Director

Responsible for increased profit by building enrollment to maximum capacity and to provide quality childcare within a learning environment. Both of these responsibilities were accomplished with the framework of state licensing requirements. Utilize financial management skills to maintain good cost control at or below the company's "goal percentages." Handled all banking and fiscal matters and records. Established a staff schedule that met state child ration requirements and that at the same time consistent with the goal percentage for labor. Handley housekeeping: food service (USDA); transportation; maintenance of building, grounds and van; educational programs and staff training. Ensured the center was adequately supervised during all operating hours. Coordinated and implemented a multi-culture curriculum and study trip. Recruited, interviewed, screened and hired al other staff.

Achievements:

- Vice President, Childcare Coalition
- Member of Alpha Kappa Alpha Sorority, Inc.
- National Association for the Education of Young Children Assessor
- Member of Greater New Orleans AEYC, Louisiana AEYC
- CDA Professional Development Specialist
- CLASS Train the Trainer Infants
- CLASS Train the Trainer Toddlers
- CLASS Train the Trainer Prekindergarten
- CLASS Observer Infants
- CLASS Observer Toddlers
- CLASS Observer Pre-Kindergarten
- Teachstone (Making the Most out of Classroom Interactions)
- Teachstone (My Teaching Partner Coach)
- American Red Cross CPR/FAid Instructor

Education:

Higher Place University 2020 Master of Arts (Christian Counseling)

Counseling National Certification 2020

University of Maryland 1995 Bachelors of Science (Psychology /Education)

University of Maryland, European Davison, UK 1992-1994

Parkland College, Champaign, IL 1988-1990

Associate of Education

DARNESTER NORA
3025 Acron St. Kenner, LA 70065
504.912.1761 email: Norasark@bellsouth.net

OBJECTIVE: Multifaceted, highly motivated, and driven Professional Director. Offering years of experience complemented by solid business acumen and a proven ability to significantly enhance the overall mission.

SUMMARY: Calm demeanor, able to put people at ease and exemplify professionalism. Possess outstanding organizational leadership, and management skills along with superior communication skills which are effectively used in establishing rapport with internal/external customers.

PROFESSIONAL EXPERIENCE

Spring Ridge Academy, NEACP Accredited (Rating Excellent)
Child and Youth Program Administrator

10/2008 to Present

The program administrator is the individual responsible for planning, implementing, and evaluating a childcare, preschool and school age program. The role of the administrator covers both leadership and management functions. Leadership functions relate to the broad plan of helping our organization clarify and affirm values, set goals, articulate a vision, and chart a course of action to achieve that vision. Managerial functions relate to the actual orchestration of tasks and the setting up of systems to carry out the organization's mission.

Functions of the program administrator include the following:

- Pedagogy—Creating a learning community of children and adults that promotes optimal child development and healthy families
- Organizational development and systems—Establishing systems for smooth program functioning and managing staff to carry out the mission of the program, planning and budgeting the program's fiscal resources; managing organizational change and establishing systems to monitor and evaluate organizational performance
- Human resources—Recruiting, selecting, and orienting personnel; overseeing systems for the supervision, retention, and professional development of staff that affirm program values and promote a shared vision
- Collaboration—Establishing partnerships with program staff, family members, board members, community representatives, civic leaders, and other stakeholders to design and improve services for children and their families
- Advocacy—Taking action and encouraging others to work on behalf of high quality services that meet the needs of children and their families

The administrator may have different role titles depending on the program type or sponsorship of the program. Common titles include director, site manager, administrator, program manager, early childhood coordinator, and principal.

1. Personal and professional self-awareness

- Knowledge and application of adult and career development, personality typologies, dispositions, and learning styles.
- Knowledge of one's own beliefs, values, and philosophical stance
- The ability to evaluate ethical and moral dilemmas based on a professional code of ethics
- The ability to be a reflective practitioner and apply a repertoire of techniques to improve the level of personal fulfillment and professional job satisfaction

2. Legal and fiscal management

- Knowledge and application of the advantages and disadvantages of different legal structures
- Knowledge of different codes and regulations as they relate to the delivery of early childhood program services
- Knowledge of child custody, child abuse, special education, confidentiality, antidiscrimination, insurance liability, and contract and labor laws pertaining to early learning

KENNETH NORA

3025 Acron Street Kenner, LA 70065
504.912.1865 email: norasark@bellsouth.net

Kenneth Nora has 7 years of Human Resources, Personnel Management and Administration experience, including 4 years supporting the New Orleans Job Corps program. He began his Job Corps career as Human Resource Manager and later moved to Career Preparation Manager and now serves as Trainee Personnel Officer. Mr. Nora's areas of expertise include interpreting and implementing human resource policies and procedures, employee development and training design. He has many years of service in the United States armed forces which include computer operations, leadership training, developing, implementing and evaluating personnel policies and staff supervision.

Work History

Career Systems Development Corporation (New Orleans Job Corps Center), Trainee Personnel Officer, - 2009 - Present

- Reviews all behavioral reports for consistency and conformity to the rules, deciding which level of the center's Behavior Management System should deal with each problem.
- Maintains a complete file of all students disciplinary records
- Administers penalties directly for specified disciplinary infractions as per scheduled penalty guidelines for center.
- Participates in CPP Program to ensure that center rules and regulations, disciplinary system and penalties are thoroughly explained. Participates in 30-day probationary period evaluation.
- Responsible for in-service training of all staff members with respect to their roles in total behavior management system.
- Monitors all class attendance reports and coordinates all disciplinary action deemed necessary because of excessive class absenteeism.
- Prepares all statistical reports necessary in compiling the Monthly Management Report and other statistics concerning disciplinary activities.
- Ensures that the disciplinary process is properly recorded and documented and that Job Corps policies and guidelines are followed.

Career Systems Development Corporation (New Orleans Job Corps Center), Career Preparation Manager, March 2008 – February 2009

- Directed and planned for Career Preparation Department and managed equipment and materials.
- Developed assessment tools to accurately identify trainees' needs.
- Developed performance goals for Career Preparation Instructors.
- Conducted staff meetings and in-service sessions.
- Ensured Personal Development Plans contained all required information.
- Audited all Career Preparation Training Achievement Records for accuracy and compliance.
- Ensured Career Preparation Counselor maintained resources which included all agencies that provided services to assist trainees with their needs.

Career Systems Development Corporation (New Orleans Job Corps Center), Human Resources Supervisor, 2007 - 2008

- Monitored all personnel and employment practices to ensure compliance with federal, state and local laws.
- Functioned as the EEO Officer, wrote affirmative action plans, and assisted Corporate Human Resources Department in investigating and resolving EEO allegations.
- Conducted and prepared performance evaluations.
- Developed and implemented an effective new hire orientation program.

- **Kenneth Nora**
- 3025 Acron Street Kenner, LA 70065
- 504.912.1865 email: norasark@bellsouth.net

- Monitored worker's compensation and OSHA programs.
- Developed and implemented staff development and training programs.
- Supervised preparation of all reports required by the Department of Labor's contract.

Metropolitan Human Services District, Human Resource Director, 2005 – 2007

- Directed all facets of a comprehensive human resources management program for the agency.
- Reviewed program operations and determined the need for new or revised policies or procedures.
- Established and directed the implementation of policies.
- Directed all classification and evaluation activities for the agency.
- Met with agency executives to gather information needed to draft complex job studies for submission to Civil Service. Advised agency management regarding alternative courses of action available to agency to address classification needs.
- Reviewed salary levels and factor level assignments proposed by management or lower level staff, ensuring consistency within existing organizational patterns.
- Met with Civil Service officials to present the agency's position on requests for new and revised jobs and re-evaluation of existing jobs.

Military Personnel Resource Inc., Iraqi Survey Group Team Leader, 2004 – 2005

- Responsible for supervision and training of 192 personnel including Arabic speaking linguists
- Provide staff consultation, technical assistance and briefing of senior leadership
- Directs, implements, evaluates, monitors orientation and grievance process
- Oversee translation and processing of government documents
- Supervise work assignments, duty schedules, leaves and performance appraisals
- Prepare and evaluate reports and spreadsheets for key government personnel

Odyssey House Louisiana, New Orleans, LA, Admissions Coordinator, 2003 – 2004

- Liaison between the statewide penal system, general public, clients, local agencies including Department of Corrections Probation and Parole Division and Substance Abuse agencies
- Conducted client background assessments, medical and psychological history
- Documented contacts and progress according to licensing and state reporting procedures

Kadena Air Base, Okinawa, Japan, First Sergeant, 1999 – 2003

- Responsible for 35 personnel programs while directing the development, implementation, evaluation and monitoring of personnel orientation programs
- Responded to and consulted with administration regarding employee issues
- Counseled personnel on retirement eligibility, options, disability and benefits
- Provided guidance and support for existing supervisors/managers while interpreting rules and regulations regarding military and civilian laws with respect to personnel policies and procedures relative to the grievance process

Robins Air Force Base, GA, First Sergeant, 1997 – 1999

- Managed performance appraisals, position assignments, personnel accountability, unit morale and discipline
- Provided guidance and direction to program managers while interpreting rules and regulations regarding military and civilian laws relative to the grievance process and personnel policies

Kenneth Nora

*3025 Acron Street Kenner, LA 70065
504.912.1865 email: norasark@bellsouth.net*

- Directed the development, implementation, evaluation and monitoring of personnel orientation programs
- Organized and implemented awards and recognition programs for assigned personnel
- Modeled, mentored and implemented leadership training for new supervisors, as well as provided guidance and support for existing supervisors/managers
- Organized and coordinated various training to include stress management, suicide awareness, drug and alcohol awareness and physical fitness

Robins Air Force Base, GA, Superintendent, 1996 – 1997

- Quality control liaison for all areas of computer operations managing operations, maintenance, and software installation/upgrade for over 350 computer users
- Lead advisor for computer purchases, software upgrades and technical assistance
- Orchestrated purchase and set up of 285 new Desktop system with Microsoft Office software packages
- Prioritized work assignments, maintenance schedules, assigned jobs, made technical recommendations

Education and Training Accomplishments

- Higher Place University, Theology and Christian Ministry, Doctoral Degree
- University of Oklahoma, Human Relations, Master's Degree
- Eastern Illinois University (Charleston, IL), Management/Technology, Bachelor of Science
- Community College of the Air Force, Personnel Management, Associate in Applied Science
- Community College of the Air Force, Educational and Instructional Technology, Associate in Applied Science

Special Accomplishments and Skills

- List individually

27. Jefferson Parish Early Childhood Collaborative

April - As we discussed, Darnester Nora has a long history of contributions to the field of early care and education, including work in ECE around the work in collaboration with the military. She owns an outstanding center in Kenner and has served on our Core Leadership Team since its inception. Last week was her last meeting on Core Leadership as she will shift her contributions to our CCRR Steering Committee to help launch this new project and ensure it is designed to meet the needs of the ECE providers in Jefferson.

Ladies, I think the timing is perfect to highlight Darnester's contributions to our community and to the JRSN! Please let me know if you have questions moving forward. I look forward to seeing this piece,

Sarintha

Sarintha Buras Stricklin, Ph.D., Executive Director

Jefferson Ready Start Network

28. Fire Marshal and Office of Public Health



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Daniel H. Wallis
FIRE MARSHAL

Inspection Report

Report # CB-22-023388-1

No Deficient/Cautionary Codes cited.

| Location Information | | | | | |
|--|----------------------------------|----------------------|--------------------------------------|----------------------|-----------------|
| Inspection Type | Compliance Building Inspection | | Inspection Date | 6/28/2023 2:14:44 PM | |
| Structure ID | 156640 | No. of Buildings | 1 | Facility Code | K3527 |
| Capacity | 127 | Year Built | 2006 | Construction Type | Type VA / (111) |
| Building/Trade Name | | | Address | | |
| SPRING RIDGE ACADEMY | | | 520 JACKSON STREET, KENNER, LA 70062 | | |
| Owner Information | | | | | |
| Owner Type | Name | Contact Phone | Contact Email | | |
| Private Project | DARNESTA NORA | (504) 465-8330 | SPRINGRIDGEACADEMY@ATT.N ET | | |
| Address | | | | | |
| 520 JACKSON STREET, KENNER, LA 70062 | | | | | |
| Tenant Information | | | | | |
| Name | Suite Number | Floor Number | Square Footage | | |
| | | | | | |
| Occupancy Details | | | | | |
| Occupancy Type | Details | | | | |
| Educational | OCCUPANCY TYPE: SCHOOL/CLASSROOM | | | | |
| Comments | | | | | |
| NO APPARENT DEFICIENCIES NOTED AT TIME OF INSPECTION | | | | | |
| ACCEPTABLE FOR LICENSING | | | | | |
| STAFF 15 CHILDREN 52 LAST FD 06/14/23 | | | | | |
| NOTED THE CHANGE OF THE CAPACITY TO 137 | | | | | |
| Inspector Information | | | | | |
| Name: Brandon Richardson | Badge Number: 612 | Inspector Signature: | | | |
| Person to whom requirements were explained | | | | | |
| Name: LASHAE LOCKETT | Title: DIRECTOR | Signature: | | | |

For questions regarding the contents of this report, please call:

(504) 568 8506

R. S. 40: 1621

Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.

ANNUAL

Print Date 09/18/2023

Expires on 06/30/2024

Type of Operation: Retail Food

Louisiana Department of Health / Office of Public Health

628 N. 4TH STREET • 3RD FLOOR • BATON ROUGE, LOUISIANA 70802

2023 PERMIT TO OPERATE 2024

Description:

Day Care Center/Group Home Kitchen

PERMIT NUMBER:

26-0080936-1

This is to certify that the below named owner and establishment name and location has duly registered with the Louisiana Department of Health in accordance with the Sanitary Code of Louisiana, and is hereby given permission to operate.

Permit to Operate is not transferable; New Owner and/or New Location requires a new permit.

Permit to Operate remains the property of the Louisiana Department of Health, Office of Public Health, and may be revoked or suspended for failure to comply with provisions of the State Sanitary Code or other applicable laws and/or regulations.

ISSUED TO/NOT TRANSFERABLE

K B M C INC
3025 ACRON ST
KENNER LA 70062

SPRING RIDGE ACADEMY SOUTH DAY
CARE DIETARY
520 JACKSON ST
KENNER LA 70062

JOSEPH KANTER, M.D.
STATE HEALTH OFFICER

STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

| | |
|--|------------------------------|
| Agency License No. 15544 | Anniversary Month MARCH |
| Name of Establishment SPRING RIDGE ACADEMY(JACKSON)-217 | Mailing Address |
| Address 520 JACKSON ST | |
| City, state, Zip Code KENNER LA 70062 | |
| Type of Facility DAY CARE 137 42 | |
| Parish Jefferson | Date Inspected 06/30/2023 |

The above establishment has been inspected by a representative of this section, and:

- ☒ License is Recommended;
☐ License is Not Recommended;
☐ License is Pending Reinspection;

from the standpoint of sanitation.

DONIELLE HYDE

| | | | |
|---|---|---|---|
| 3 | 2 | 3 | 1 |
|---|---|---|---|

29. Early Childhood Care and Education Network, Quality Star Rating

License Number

15544

Site Code

KBF001

Excellent

6.23 2021-2022 Site Score

Excellence Honor Roll Info

[Download PDF Report Card](#)

Spring Ridge Academy

Jefferson

2021-2022 OVERALL PERFORMANCE

WHAT IS THIS SITE'S PERFORMANCE RATING?

2021-2022 PERFORMANCE RATING

EXCELLENT

HOW IS THIS MEASURED?

2021-2022 SITE SCORE

6.23 out of 7



These are scores based on classroom observations of teacher-child interactions. Classrooms with high-quality teacher-child interactions are supportive, organized, and promote children's learning and development.

HOW ARE SITES PERFORMING IN MEASURES FOR PREK CLASSROOMS (3-4 YEARS)?

| EMOTIONAL SUPPORT | | | CLASSROOM ORGANIZATION | | | INSTRUCTIONAL SUPPORT | | |
|-------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------------|--------------------------------|-------------------------|--------------------------------|
| NETWORK AVERAGE | SITE AVERAGE | STATE AVERAGE | NETWORK AVERAGE | SITE AVERAGE | STATE AVERAGE | NETWORK AVERAGE | SITE AVERAGE | STATE AVERAGE |
| 5.96 High Proficient | 6.69 Excellent | 6.11 Excellent | 5.67 High Proficient | 6.47 Excellent | 5.90 High Proficient | 3.96 Approaching Proficient | 5.65 High Proficient | 4.20 Approaching Proficient |

HOW ARE SITES PERFORMING IN MEASURES FOR TODDLER CLASSROOMS (1- 2 YEARS)?

HOW ARE SITES PERFORMING IN MEASURES FOR INFANTS?

| EMOTIONAL & BEHAVIORAL SUPPORT | | | ENGAGED SUPPORT FOR LEARNING | | | RESPONSIVE CAREGIVING | | |
|--------------------------------|-------------------|-------------------------|--------------------------------|-------------------------|--------------------------------|-------------------------|-------------------|-------------------------|
| NETWORK AVERAGE | SITE AVERAGE | STATE AVERAGE | NETWORK AVERAGE | SITE AVERAGE | STATE AVERAGE | NETWORK AVERAGE | SITE AVERAGE | STATE AVERAGE |
| 5.63 High Proficient | 6.68 Excellent | 5.85 High Proficient | 4.11 Approaching Proficient | 5.50 High Proficient | 4.37 Approaching Proficient | 5.40 High Proficient | 6.38 Excellent | 5.55 High Proficient |

HOW IS THIS SITE USING BEST PRACTICES?

Stars help parents understand the practices in their children's classrooms. This is self-reported information that is not included in the site's rating.

ASSESSMENT Are teachers measuring child progress?



CHILDREN PER TEACHER Will my child receive close attention?



CURRICULUM QUALITY: PRE-K What is the quality of the curriculum in PreK classrooms?



CURRICULUM QUALITY: INFANT/TODDLER What is the quality of the curriculum in infant/toddler classrooms?



HOW PREPARED ARE THE TEACHERS AT THIS SITE?

| WHAT IS THE HIGHEST DEGREE EARNED BY TEACHERS AT THIS SITE? | | HOW MANY TEACHERS AT THIS SITE ARE CERTIFIED BY THE STATE OF LOUISIANA? | |
|---|-----|---|------|
| NO DEGREE | 0% | TOTAL CERTIFIED | 100% |
| CHILD DEVELOPMENT ASSOCIATES | 44% | | |
| ASSOCIATES | 22% | | |
| BACHELORS | 22% | | |
| MASTERS + | 11% | | |

30. Licensing Deficiencies

Statement of Deficiencies

Provider Summary

Facility Details

| | | |
|---------------------------------------|---------------------------------------|--|
| Facility Name | License Number | License Expiration Date |
| Spring Ridge Academy | 15544 | N/A |
| Anniversary Month | Program Type | Sub-Program Type |
| N/A | Child Day Care | Annual Inspection |
| Action Code | Type Code | Line Code |
| N/A | Type III | N/A |
| Control Number | Capacity | Census |
| N/A | N/A | N/A |
| Physical Address | Mailing Address | Contact Information |
| 520 Jackson Street Kenner LA 70062 | 520 Jackson Street Kenner LA 70062 | springridgeacademy@att.net Ph: 504-465-8330 |

Summary

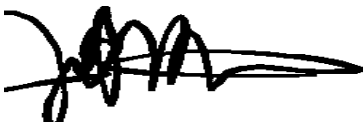
| <u>Met</u> | <u>Not Met</u> | <u>Not Applicable</u> | <u>Not Observed</u> | <u>Not Evaluated</u> | <u>Technical</u> |
|-------------------|----------------|-----------------------|---------------------|----------------------|------------------|
| <u>Assistance</u> | | | | | |
| 151 | 0 | 53 | 4 | 0 | 0 |

Licensing Inspection Feedback

There were no deficiencies found in this inspection.

Specialist Signature

Name : Jeffrey Matherne



Date : Mar 09, 2023

Staff Authorization

- ☒ Today, I have received a copy of the Summary Page and/or Statement of Deficiencies cited during the inspection of this center.
- ☒ I understand that deficiencies may place children in danger and could affect the license.
- ☒ I understand that an inspection report is not final until LDOE Licensing staff have reviewed the cited deficiencies. LDOE has the discretion to amend the Statement of Deficiencies after review of the inspection report.
- ☒ I understand that at LDOE's sole discretion, a follow-up inspection may be conducted when deficiencies are cited to determine whether the deficiencies have been corrected and maintained in a manner consistent with the minimum standards.
- ☒ I understand that any deficiency cited must be corrected, but correcting the deficiency does not withdraw the deficiency.
- ☒ I acknowledge that the actual names of staff members that have been noted throughout the inspection as S1, S2, C1, C2, O1, O2, etc. have been identified, discussed and provided to me during the exit interview.
- ☒ I acknowledge that an exit interview was conducted with the Licensing Specialist. If a deficiency was cited, the exit interview consisted of a review of each cited deficiency and how to correct it. The intent of each regulation cited was discussed with me, as well as how to comply and remain in compliance with the minimum standards.
- ☒ I understand that continued non-compliance with the minimum standards may result in enforcement actions up to and including the non-renewal or revocation of this center's license to operate.
- ☒ I understand that the LDOE website found at www.louisianabelieves.com contains information relating to the operation of licensed child care centers and should be checked periodically for new and updated information.

Center Staff Signature



Position :
Director

Name : Darnester Nora
Date : Mar 09, 2023

31. Child Care Civil Background Checks (CCCBCS)



Child Care Civil Background Check System

Issue Date: 03/09/2023

Expiration Date: 03/09/2028

SPRING RIDGE ACADEMY
NIRENZA TAYLOR
520 JACKSON STREET
KENNER, LA 70062

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 109747

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by SPRING RIDGE ACADEMY 15544 from the Louisiana Department of Education (LDOE) for:

HARDY, JENNIFER
Application ID: 109747

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

This CCCBC eligibility is valid from the date of issuance 03/09/2023. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCCBCprocessing@la.gov or by calling the LDOE General Help Desk at (225) 342-2716.

Sincerely,

Kayla Batiste

Kayla Batiste
Early Childhood Operations, Program Specialist
Child Care Civil Background Check System



Child Care Civil Background Check System

Issue Date: 10/15/2018

Expiration Date: 10/15/2023

Spring Ridge Academy
Kendra Whitaker
520 Jackson Street
Kenner, LA 70062

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 34531

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by Spring Ridge Academy 15544 from the Louisiana Department of Education (LDOE) for:

CLARK, BRITTANY J
Application ID: 34531

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

This CCCBC eligibility is valid from the date of issuance 10/15/2018. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCCBCprocessing@la.gov or by calling the LDOE General Help Desk at (877) 453-2721.

Sincerely,

Valerie Black
Senior Program Manager
Child Care Civil Background Check System



Child Care Civil Background Check System

Issue Date: 03/15/2023

Expiration Date: 03/15/2028

SPRING RIDGE ACADEMY
NIRENZA TAYLOR
520 JACKSON STREET
KENNER, LA 70062

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 111618

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by SPRING RIDGE ACADEMY 15544 from the Louisiana Department of Education (LDOE) for:

HATEN, GWENDOLYN D
Application ID: 111618

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

This CCCBC eligibility is valid from the date of issuance 03/15/2023. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCCBCprocessing@la.gov or by calling the LDOE General Help Desk at (225) 342-2716.

Sincerely,

Kayla Batiste

Kayla Batiste
Early Childhood Operations, Program Specialist
Child Care Civil Background Check System



Child Care Civil Background Check System

Issue Date: 12/17/2020

Expiration Date: 11/12/2025

SPRING RIDGE ACADEMY
NIRENZA TAYLOR
520 JACKSON STREET
KENNER, LA 70062

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 69539

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by SPRING RIDGE ACADEMY 15544 from the Louisiana Department of Education (LDOE) for:

LOCKETT, LASHAE MONIQUE
Application ID: 69539

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

This CCCBC eligibility is valid from the date of issuance 12/17/2020. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCBCprocessing@la.gov or by calling the LDOE General Help Desk at (225) 342-2716.

Sincerely,

Hayden Melancon

Hayden Melancon
Early Childhood Operations, Program Specialist
Child Care Civil Background Check System



Child Care Civil Background Check System

Issue Date: 06/24/2023

Expiration Date: 06/24/2028

SPRING RIDGE ACADEMY
NIRENZA TAYLOR
520 JACKSON STREET
KENNER, LA 70062

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 121317

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by SPRING RIDGE ACADEMY 15544 from the Louisiana Department of Education (LDOE) for:

NORA, KENNETH
Application ID: 121317

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

This CCCBC eligibility is valid from the date of issuance 06/24/2023. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCCBCprocessing@la.gov or by calling the LDOE General Help Desk at (225) 342-2716.

Sincerely,

Kayla Batiste

Kayla Batiste
Early Childhood Operations, Program Specialist
Child Care Civil Background Check System



Child Care Civil Background Check System

Issue Date: 06/24/2023

Expiration Date: 06/24/2028

SPRING RIDGE ACADEMY
NIRENZA TAYLOR
520 JACKSON STREET
KENNER, LA 70062

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 120171

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by SPRING RIDGE ACADEMY 15544 from the Louisiana Department of Education (LDOE) for:

NORA, DARNESTER LOUISE
Application ID: 120171

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

This CCCBC eligibility is valid from the date of issuance 06/24/2023. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCCBCprocessing@la.gov or by calling the LDOE General Help Desk at (225) 342-2716.

Sincerely,

Kayla Batiste

Kayla Batiste
Early Childhood Operations, Program Specialist
Child Care Civil Background Check System

LICENSE NUMBER:

*in compliance with the performance and academic standards of the
Early Childhood Care and Education Network and is hereby granted*

ACADEMIC APPROVAL

for the 2023-2024 school year by the Louisiana Department of Education.

*This approval will expire on June 30, 2024, unless revoked
at any time prior as provided in BESE Bulletin 140.*



Reut Carol Brumley
Dr. Cade Brumley
State Superintendent of Education



NECPA

National Early Childhood
Program Accreditation

NECPA Site Number: 41785662

Dear Ms. Nora,

Thank you for submitting your Annual Report. On behalf of the NECPA Commission, I congratulate you on your program's continued commitment to high quality early childhood education and care. The NECPA Commission has approved your report and your program's accreditation remains in good standing. Please continue to ensure compliance with the NECPA Standards under which your program was accredited.

Please contact the NECPA Office at 1-855-706-3272 if you have any questions or concerns.

Sincerely,

Sarah Passaro
NECPA Director of Accreditation and Advocacy

NECPA Accreditation Process: Timelines and Requirements

1. New Program Enrolls

- Enrollment is valid for 2 years.
- New programs receive an 8-digit internal ID called a "NECPA Site Number," which is used to maintain the program's anonymity during the National Accreditation Council review phase. Enrolled programs must complete a Self Assessment Instrument, which evaluates their program and is reviewed during their verification visit.

2. Program Requests Verification Visit

- Programs must request a verification visit within their 2-year enrollment period.
- The verification visit will occur within 120 days from the date of the request.
- The programs visit materials will be collected by the NECPA Verifier at the end of the verification visit and delivered to the NECPA Office for review.
- The NECPA National Accreditation Council will carry out the review and issue results within 8 weeks from the date of the visit.

3. Program Receives Full Accreditation Result

- Accreditation award terms are valid for 3 years.
- Programs can also receive a result of Pending, Deferred with Items, or Deferred with Revisit. Deferred with Items has a \$325 fee and Deferred with Revisit has a \$1045 fee. Programs can receive Full Accreditation after successful completion of additional steps associated with their initial result.

4. Award Maintenance: Program Submit First and Second Annual Reports

- The First Annual Report is due within 30 days of the program's 1st accreditation anniversary date.
- The Second Annual Report is due within 30 days of the program's 2nd Accreditation Anniversary Date.
- Programs are required to submit Annual Reports within 30 days of their Accreditation Anniversary Date—one for each of the first two years of the accreditation term. These are used to verify continuing compliance with NECPA Standards. There is a \$25 monthly fee for reports received after the accreditation anniversary. If an Annual Report is not received within 60 days, a program's accreditation will be subject to Suspension and Revocation.

5. Program Re-Enrolls for Accreditation for a New Three-Year Term

- The existing program will maintain its assigned NECPA Site Number.
- Programs are encouraged to submit Re-Enrollment Applications one year prior to the accreditation expiration date to receive new self study materials in preparation for a new verification visit. The accreditation Process is cyclical and the programs will complete the above steps again as they pursue Full Accreditation for the following award term.



The NECPA Commission, Inc.
PO Box 2948 Merrifield, VA 22116
Phone: 1-855-706-3272

-
-
-
-

33. Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|--|
| PRODUCER LOCKHART INSURANCE AGENCY LLC P.O. BOX 93 CENTRAL, LA 70739 PH 225-261-8114 FAX 225-261-8105 | CONTACT NAME PHONE FAX ADDRESS | TAX LA# FE# |
| INSURED K B M C, INC DBA SPRING RIDGE ACADEMY, CORP 520 JACKSON STREET KENNER, LA 70065 | INSURER A ACCEPTANCE INDEMNITY INSURER B LWCC INSURER C INSURER D INSURER E INSURER F | 22350 |

COVERAGES **CERTIFICATE NUMBER:** 108004 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSURANCE LINE | TYPE OF INSURANCE | AUTO SUBS (INSK WVC) | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------------|---|----------------------|---------------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY | | BND001135600 | 10/29/22 | 10/29/23 | |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | EACH OCCURRENCE \$ 1,000,000 |
| | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 |
| | | | | | | MEDICANT (Any one person) \$ 5,000 |
| | | | | | | PERSONAL & ADULT INJURY \$ 1,000,000 |
| | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | GEN. AGGREGATE LIMIT APPLIES PER | | | | | PRODUCTS & COMPLETION \$ 2,000,000 |
| | <input checked="" type="checkbox"/> POLICY | | | | | PROFESSIONAL INCLUDED |
| | AUTOMOBILE LIABILITY | | | | | COMBINED SINGLE LIMIT (Per accident) \$ |
| | ANY AUTO | | | | | BODILY INJURY (Per person) \$ |
| | ALL OWNED AUTOS | SCHEDULED AUTOS | | | | BODILY INJURY (Per accident) \$ |
| | HYBRID AUTOS | NON-OWNED AUTOS | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | \$ |
| | UMBRELLA LIAB | CLCWR | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB | CLAIMS-MADE | | | | AGGREGATE \$ |
| | CLCWR | RETENTION \$ | | | | \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS LIABILITY | | 137835-A | 10/29/22 | 10/29/23 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) | Y/N | | | | E & L EACH ACCIDENT \$ 1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | | | E & L DISEASE - EA EMPLOYEE \$ 1,000,000 |
| | | | | | | E & L DISEASE - POLICY LIMIT \$ 1,000,000 |
| A | | | BND001135600 | 10/29/22 | 10/29/23 | SEXUAL ABUSE 100,000/300,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DARNESTER NORA & KENNETH NORA INCLUDED IN WORKERS COMPENSATION PER REQUEST

520 JACKSON ST, KENNER LA 70065
1901 ILLINOIS AVE KENNER LA 70062

| | |
|---|--|
| CERTIFICATE HOLDER VERIFICATION OF INSURANCE | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

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CERTIFICATE OF LIABILITY INSURANCE

ADDITIONAL INSURED

DATE (MM/DD/YYYY)
10/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | |
|----------|---|--|-------------------------------|--------|
| PRODUCER | LOCKHART INSURANCE AGENCY LLC P.O. BOX 93 CENTRAL, LA 70739 PH 225-261-8114 FAX 225-261-8105 | CONTACT NAME PHONE NO. () FAX NO. () E-MAIL ADDRESS | INSURER(S) AFFORDING COVERAGE | NAIC # |
| INSURED | K B M C, INC DBA SPRING RIDGE ACADEMY, CORP 520 JACKSON STREET KENNER, LA 70065 | INSURER A | WILSHIRE | 13234 |
| | | INSURER B | LWCC | 22350 |
| | | INSURER C | | |
| | | INSURER D | | |
| | | INSURER E | | |

| COVERAGES | CERTIFICATE NUMBER: | 108002 | REVISION NUMBER: | | | |
|---|--|---------------------|------------------|-------------------------------|-------------------------------|---|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | |
| INSURANCE CO. | TYPE OF INSURANCE | NAIC SYMBOL | POLICY NUMBER | POLICY EFF. DATE (MM/DD/YYYY) | POLICY EXP. DATE (MM/DD/YYYY) | LIMITS |
| A | GENERAL LIABILITY | Y | R-CP00278520 | 10/29/22 | 10/29/23 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E & O) \$ 100,000 MEDICAL EXP. (E & O) \$ 5,000 PERSONAL & ADJ. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP. AGG. \$ 2,000,000 PROFESSIONAL \$ 1,000,000 COMBINED SINGLE LIMIT (E & O) \$ BODILY INJURY (E & O) \$ BODILY INJURY (E & O) \$ PROPERTY DAMAGE (E & O) \$ EACH OCCURRENCE \$ AGGREGATE \$ |
| | COMMERCIAL GENERAL LIABILITY | | | | | |
| | CLAIMS-MADE X CO-OP | | | | | |
| | GEN'L AGGREGATE LIMIT APPLIED PER | | | | | |
| | X POLICY TWO SECT LOC | | | | | |
| | AUTOMOBILE LIABILITY | | | | | |
| | ANY AUTO | | | | | |
| | ALL OWNED AUTOS | SCHEDULED AUTOS | | | | |
| | HYBRID AUTOS | NON-SCHEDULED AUTOS | | | | |
| | UMBRELLA LIAB | CO-OP | | | | |
| | EXCESS LIAB | CLAIMS-MADE | | | | |
| | DED. RETENTION \$ | | | | | |
| B | WORKERS COMPENSATION AND EMPLOYERS LIABILITY | Y | 137835-A | 10/29/22 | 10/29/23 | X 100% STATE FURTHER LIMITS WITH EN E & O EACH ACCIDENT \$ 1,000,000 E & O DISEASE - E & EMPLOYEES \$ 1,000,000 E & O DISEASE - POLICY LIMIT \$ 1,000,000 |
| | ANY EMPLOYEE OR PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Standard in RW) | N | | | | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | |
| A | | | R-CP00278520 | 10/29/22 | 10/29/23 | SEXUAL ABUSE 100,000/300,000 |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) | | | | | | |
| DARNESTER NORA & KENNETH NORA INCLUDED IN WORKERS COMPENSATION PER REQUEST 520 JACKSON ST, KENNER LA 70065 JEFFERSON PARISH ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND PARISH COUNCIL IS NAMED AS ADDITIONAL INSURED IN FAVOR ON GENERAL LIABILITY POLICY AS PER WRITTEN CONTRACT. ONLY WITH RESPECTS TO THE NAMED INSURED'S OPERATIONS, WORK AND OR FACILITY OWNED OR USED BY WRITTEN CONTRACT. | | | | | | |

| CERTIFICATE HOLDER | CANCELLATION |
|--|---|
| JEFFERSON PARISH ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND PARISH COUNCIL 1221 ELMWOOD PARK BLVD. JEFFERSON, LA 70123 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |

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34. Provide a narrative summary to describe the history of providing high quality services, familiar with CLASS standards, understanding of evidence-based curricula, understanding of appropriated requirements to care for toddlers, evidence of providing professional development of staff

For over fifteen (15) years, Spring Ridge Academy has been leading the way in children's education for the city of Kenner. Their past performance speaks for itself. In 2011, Spring Ridge Academy became Kenner's first Four-Star Child-Development Center and three years raised the bar by becoming the first and only Five Star Center. Additionally, Spring Ridge Academy joined the elite ranks of only two other Five Star Centers in Jefferson Parish. Under the current CLASS system Spring Ridge continues to hold high standards being rated with a High Performance and Excellent CLASS ratings. These ratings are above the State and National average ratings. Moreover, Spring Ridge Academy is Nationally Accredited which contributes to high-quality standards.