



Parent Handbook

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Casa de Amigos, LLC Preschool
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Our mission is to provide a loving, nurturing, play-based environment where young children develop language skills, cultural appreciation & a lifelong love of learning. We support the whole child-socially, emotionally, cognitively, & physically-while helping them grow into confident, curious, & compassionate global citizens.

Overview

Casa de Amigos, LLC Preschool (since fall of 2007) in Prairieville, Louisiana. Our preschool is taught by State Certified Teachers and offers a complete Spanish **Immersion** Program. We follow the Early Childhood Curriculum standards set by the Louisiana Dept. of Education. We strive to create a safe, loving, nurturing, early childhood learning environment. Our program encourages learning through developmentally appropriate hands-on activities.

Licensure

Casa de Amigos is a Type 1 Early Learning Center, **licensed** through **Louisiana Department of Education**

Preschool Hours:

9:00 a.m. to 12:30 p.m. / August to May

Drop Off: 9:00-9:15 am - Pick up: 12:15-12:30 pm

Spanish Immersion How does it Work?

Spanish Immersion means your child is surrounded by the Spanish language during the first half of his/her preschool day. In this language immersion environment when a child is enjoying an activity, he/she learns the educational concept and the language at the same time.

Newcomers to class will immediately be hearing Spanish words, however, the teacher will utilize English as necessary to ensure children understand the rules and expectations, get to know their teacher and are made to feel comfortable. Throughout the day, the teachers, when necessary, will show or dramatize what they are saying, however, in a preschool environment virtually every opportunity provides self-explanatory translation and so the children can grasp meanings from their very first day in class.

The second half of your child's preschool day will be taught in English.

Why Spanish

- *Research shows that children who study languages are more imaginative, better with abstract ideas and more flexible in their thinking.*
- *Students of foreign languages also score statistically higher on standardized tests, such as the SAT.*
- *Experts say, the earlier children learn a language -- ideally, as toddlers -- the better. Between ages 3 and 5, children are like intuitive little sponges that can absorb up to five or even more languages at a time. (Pittsburgh Tribune-Review, Sept.19, 2006)*

Spanish Immersion Program

- Our preschool is unique in offering a Complete Spanish Immersion Preschool Program. Most preschool programs simply teach numbers and color words. Through music, song, movement, fingerplays, and art our Spanish program is designed to be a mirror image of the Louisiana Standards for Pre-K program. For example, if the student is learning about hibernating animals in English, the same concepts will be taught in Spanish.

Faculty

Casa de Amigos' Director/Owner, **Jackie Lass**, has been teaching at our current facility since the opening of the preschool in 2007. She taught in Ascension Parish for over 8 years, 2 years in EBR, and 2 years in parochial schools. Señora Jackie earned a Master's Degree in Elementary Education (Prek-8) as well as

certifications in Kindergarten & Spanish Prek-12 from Louisiana State University. In 2005-2006, she received recognition as Teacher of the year in Ascension Parish.

Casa de Amigos' Assistant Director, **Kim Clement**, has been teaching at our current facility since 2017. Miss Kim earned a BS Degree in Elementary Education from Louisiana State University. Her precious daughter Brooke is also a graduate of Casa de Amigos.

Casa de Amigos' Substitute Teacher, **Christy Bock**, has been teaching at our current facility since 2018. Miss Christy's two precious children Christian & Gretchen are both graduates of Casa de Amigos.

Curriculum

We strive to guide your child's mental, physical, social and emotional development. Our preschool program will have a positive effect on each aspect of your child's life. Our program is structured to prepare children for school while allowing them to enjoy their preschool years. We believe that all children should experience success and feel good about themselves. Our curriculum is compiled from the best of several sources. Our framework is based on the Louisiana Birth to Five (Early Learning & Development Standards) set forth by Louisiana Department of Education for Pre-K.

Louisiana Standards for Pre-K Curriculum Overview

- Math: Number concepts, 1-to-1 correspondence, numeral recognition, rote counting, sequencing, geometric concepts, spatial concepts, shapes, positions, directions, order, patterns, and sorting, classifying,
- Physical Science, Life Science, Earth, and Space, making observations using all senses
- Social Studies: Community, economics, and geography
- Music & Movement appreciation, and expression
- Visual Arts appreciation, collage, paint, stamp, and clay
- Dramatic Arts
- Health & Physical Development
- Language & Literacy: Listening, speaking, vocabulary, print concepts, phonological awareness, recognition of letters & words, environmental print, emergent reading, and writing
- Social Emotional: Self Esteem, cooperation, self-regulation, family, and diversity

Our goal is to prepare students socially, emotionally, physically, and academically for the successful entrance into Kindergarten. Our curriculum is composed from *Louisiana Believes - Birth to Five (Early Learning & Development Standards)*.

Admission Requirements

Ages: 3 and 4

1509-A-3 Completed registration packet and **\$150.00** per child non-refundable registration fee & **\$100.00** per child supply fee. **Child must be 3 years of age and completely potty trained at the time of registration.**

Children not meeting these criteria will be placed on the waiting list. Parents are required to attend the August **Open House** prior to the beginning of the school year.

Health Forms

1515-E A physician's report (Immunization "shot" card) is required to be on file at the time of entry and must be renewed annually. This form must include immunizations, dates, and must be signed by a physician. The center will need an additional statement each time a child receives boosters and other immunizations.

Fees & Tuition

Monthly Tuition is payable by the **1st of each month** even if that day falls on a day that your child does not attend. It will be considered late if paid after 12:30 p.m. on the 1st. All payments received after 12:30 p.m. will be assessed \$5.00 per week late fee. Tuition rates are structured by the month; therefore, refunds cannot be made for absences, early departures or early withdrawals. Tuition may be paid by check or cash. If paid by cash, please keep the receipt given as we will not be giving year end statements. Checks should be made payable to **Casa de Amigos**. There is a \$50.00 charge for NSF checks. If we receive any NSF checks, all future payments must be made in cash. After enrollment, no tuition adjustments can be made for holidays that fall during the week, illness, or absences.

A late fee of \$1.00 per minute is charged for children left after 12:30 PM by Casa de Amigos' clock. Parents who continue to leave their children after 12:30 PM will be asked to withdraw their children from the school.

After-Hours Drop-Box

The after-hours locked drop box is attached to the building near the double doors for weekend payments, registration, field trip forms, notes...

Vacations & Holidays

The preschool program closes during the summer months. We follow the SAME Holiday schedule as Ascension Parish schools (see Preschool Calendar).

Enrollment

Upon enrolling in Casa de Amigos Preschool, a child is considered enrolled until a two week written notice of withdrawal is given. When dropping out, all parents must give a two-week written notice and/or payment for those two weeks. A child is also considered enrolled until tuition payments fall two weeks behind. At this time, you will be asked to pay your balance in full including late fees and/or remove your child from the preschool.

POLICIES

Drop-Off & Pick-Up

Drop off time is between 9:00-9:30 a.m.

*Kindly wait for a staff member to flip the door sign to Open. [Our center operates a Drive-Thru Service. Parents are asked to kindly wait in vehicles for a staff member to come outside to receive students. Staff will then lead child into the building to sanitize & wash hands before starting their day.](#) Only those persons authorized on your third-party pick-up form will be allowed to pick up your child. **Pick up time is between 12:00-12:30 p.m.** Please notify the office if someone other than the parents will be picking up your child.*

1515A-3-c Any additions & deletions to the 3rd party list of authorized individuals shall be signed & dated by parent.

1515A-3-d Anyone picking up students are subject to being asked to present a valid picture id.

Students are NOT allowed to open, close or hang on doors. Students are NOT allowed to run around the parking lot or lobby area at time of pick up.

Open Door Visitation Policy

1509-A-6a/7a Parental Access Policy

Parents are always welcome at Casa de Amigos. We encourage you to visit with us and your child especially the holiday parties. However, if your child is experiencing separation anxiety quick departures make for a much smoother transition.

1505-A- Visitors are welcome at our center but are to be accompanied by staff at all times-

Unsupervised Siblings

Our center and its toys are designed for children 3 and up. We are not responsible for unsupervised siblings not enrolled to Casa de Amigos.

Parking Lot

All children *should remain in your car as you wait for the drive thru service to begin*. Parents should never allow children to dart out into the parking lot. Please check the front & rear of your car for children before backing up. Please **do not block the entrance or exit**. Please do not leave **unattended running vehicles** nor **unattended children in vehicles**.

- Never allow children to **dart out** into the parking lot!!
- Never allow children to run around the lobby area, covered parking, or parking lot.
- Handicap parking is reserved for persons w/handicap licenses **only**.
- **Covered parking** is provided for Drive Thru Drop-off & Pick-up.

Personal Belongings & Clothing

Please mark all belongings with your child's name. This includes sweaters, coats, hats, etc. Casa de Amigos is not responsible for lost clothing. We suggest that your child wear comfortable, washable clothing that he/she can easily manage. Please bring an extra complete set of clothing in a Ziploc bag marked with your child's name.

Children are required to wear **closed toe shoes** at all times (no flip flops, no cleats, no boots, or shoes with heels). Tennis shoes and socks are preferred.

Toys/Personal Items

Our preschool is well equipped with toys and teaching aids. We ask that you not allow your child to bring toys and or personal items from home. If your child chooses to bring a toy or personal item from home, we cannot be responsible for it if it gets lost or broken.

NO STUFFED ANIMALS / NO TOYS / NO BOOTS / NO BACKPACKS

The Safety Box is a quarterly reference newsletter (www.louisianabelieves.com) we receive with child product and toy recalls. Copies are reviewed by staff & kept at center. Parents are welcome to view.

Potty Training

Children are required to be **completely potty trained** and wearing regular undergarments (this includes ability to wipe and re-dress independently) before entering preschool. Any child determined by our staff as not completely potty trained will be asked to withdraw until such time that it is determined by our staff that the child is completely potty trained. We are not equipped nor licensed to change diapers. Registration fees are non-refundable.

Healthy Snacks

We do not serve breakfast or lunch. However, we provide 1% milk, & healthy snack daily. *2-week rotating menu.*

Birthdays & Birthday Parties

Because a birthday is such a special day in a child's life, we invite you to participate by supplying special refreshments such as **mini** cupcakes or cookies. **No Peanuts or Peanut butter products**, please. Please advise the office of your plans ahead of time so that the school day can be structured accordingly.

Biting

In the best of families and in the best of child care programs, sometimes biting occurs. This can happen any time young children are together. We try to prevent biting by modeling kindness, gentleness and empathy and by keeping the children supervised and busy. In spite of preventive efforts, sometimes bites still happen. In the event that this happens, parents will be notified. If biting becomes a continuous, ongoing problem, we reserve the right to ask that the child be removed from the Center indefinitely.

Behavior Management

1509-A-8a-8b-8c Behavior Management Policy

Children will always be given several verbal warnings to correct undesirable behavior. If the behavior continues, a teacher may give a child an age appropriate (1 minute per year) "time out". If these methods of correction do not change the child's undesirable behavior, parents will be requested to schedule a **conference**.

1509-A-8b. It is Prohibited to subject Children to any of the following:

- i. physical or corporal punishment
- ii. verbal abuse
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained
- viii. having active play time withheld for disciplinary purposes, **except timeout may be used** during active play time for an infraction incurred during the playtime;

1509-A-8c. **Time out:**

- i. time out shall not be used for children under age two;
- ii. a time out shall take place within sight of staff;
- iii. the length of each time out shall be based on the age of the child and shall not exceed one minute per year of age;

If disruptive behavior becomes a continuous, ongoing problem, we reserve the right to ask that the child be removed from the Center indefinitely.

Medicine

Teachers are not allowed to administer medication. No child is allowed to bring medicine into the school this includes chap stick, & nail polish. Casa de Amigos cannot be responsible for medicine brought in by a student.

1515,1725 Emergency Medical administration of **auto-injectable epinephrine:** Child must have a detailed medical plan, signed by Pediatrician, on file at center with (2) **parent supplied** auto-injectable devices. Our staff receives training on use of auto-injectables in emergency situations to individual believed to be having an anaphylactic reaction. At this time our center **DOES NOT** have its own auto-injectables on hand for emergencies.

Illnesses

Please refer to the Addendum section for detailed information regarding covid-19 EXCLUSIONS.

If your child becomes ill during the day, we must ask that you pick your child up **immediately (within 30 minutes)**.

Illnesses include: Cough, Shortness of breath, difficulty breathing, Fever, Chills, Muscle pain, Sore throat, New loss of taste or smell, nausea, diarrhea, ear infection, lice, scabies, thrush and unexplained rashes or any symptom of contagious illness. A child **cannot** return to Casa de Amigos until he/she has been **free of fever**, diarrhea, or vomiting for **24 hours** as stated in the Department of Health state regulations. The Department of Health and Casa de Amigos consider fever to be **100 degrees** oral.

The only exception to the 24-hour rule is a note from the doctor stating that the child is **not contagious**, illness is **not covid-19** related & and the **date** the child may return to school **AND SIGNED *Return to School Self-Certification form*** (found in the addendum section). This policy will be strictly enforced to protect all children including yours. If your child returns with the doctor's permission and does not feel well and requires one-on-one care, we will have to call you to pick up your child. (See attached DHH Flu & Covid-19 facts for your information)

Illnesses (Covid-19)

Covid-19 EXCLUSIONS range from 24 hours, 72 hours 10 days & 14 days.

Unexplained Rashes, Bumps, Breakouts, Lesions

1915 – C Health Any students with unusual, undiagnosed rashes, bumps, breakouts, or lesions will be excluded from preschool until he/she obtains a note from the Pediatrician clearly stating the diagnosis, the DATE the student may return to preschool and that the condition is NOT CONTAGIOUS nor Covid-19 related. This is of particular concern during COVID-19 outbreaks.

Any such conditions must be **completely covered by Band aids especially if affected area is on the back of the thighs that may come in contact with toilet seats**. Student may not return to preschool without the required pediatrician's note.

General Liability

1503-D-E Parents may elect to use their own insurance however they are not required to waive the center's responsibility in the event of accident or injury of enrolled children.

Anti-Discrimination Policy

1509-A-2 Casa de Amigos will not discriminate against any child based on race, color, creed, sex, national origin, ancestry, physical or mental challenges or whether a child is being breastfed. We accept all children lovingly, for as long as we can meet their individual needs.

Child Abuse and Neglect Policy

1509-A-1a In accordance with Louisiana revised statutes 14:403 of the child protection agency and as mandated reporters, All staff and owners shall report any allegations of suspected abuse or neglect of a child to Louisiana State Child Protection Agency Statewide Hotline 1(855) 4LA-KIDS 1 (855) 452-5437 or (225)644-4603 or (225)342-9930.

1509-A-1b: Early Learning Centers shall not delay the reporting of suspected **abuse or neglect** to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the allegations of abuse or neglect.

1509-A-1c: Staff **shall not** be required to report suspected **abuse or neglect** to the center or management **prior to** reporting allegations of abuse or neglect to the Child Protection Statewide Hotline;

Disclosure Policy

1509-A-4 Disclosure of Information Policy Parents may obtain licensing surveys/inspections, regulations & information regarding early learning centers from the Department of Ed's website ldelicensing@la.gov

Computers, Videos, Electronics

1509-A-9-10-11 Electronics, Computers, Videos Policies

Our center is equipped with computers for student use during free play and center time. On occasion, teachers may present "G" rated videos for educational purposes.

1509-A-9 Electronic devices but not limited to television, movies, games, videos, computers and handheld electronic devices, shall adhere to the following limitations:

(a). electronic device activities for children under age two are prohibited; &(b). time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that tv, DVD, or video viewing shall be limited to no more than one hour per day;

1509-A-10 Computer practices policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging;

1509-A-11 Programs, movies and video games policy:

- a. programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;
- b. all television, video, DVD, or other programming shall be suitable for the youngest child present;
- c. "PG" programming or its television equivalent shall not be shown to children under age five
- d. "PG" programming shall only be viewed by children age five and above and shall require written parental authorization;
- e. any programming with a rating more restrictive than "PG" is prohibited;
- f. all video games shall be suitable for the youngest child with access to the games:
 - E10+ rated games shall be permitted for children ages 10 years and older; T & M rated games are prohibited.

Monitoring Policy for provisionally employed staff

1509-A-12 Monitoring Policy for provisionally employed staff Copies are distributed to parents during the open house. Policy is posted.

Physical Activity Policy

1511-A-2 Physical Activity

Our preschool day includes a combination of both teacher-led and free play in our daily activities compiled of 30 minutes outdoor (weather permitting) play /15 minutes Free Center Play within the first rotation/15 minutes Free Center Play within the second rotation.

General Safety

1901-O General Safety. There is to be no alcohol, no tobacco, no firearms, no smoking, no vaping, NO use or possession of illegal substances, unauthorized potentially toxic substances, fireworks, firearms, pellet & BB guns in our building, parking lot, or playground areas.

Emergency Closures

In the event of an emergency situation, Casa de Amigos will follow the same guidelines as Ascension Parish School Board closes the public-school system for weather conditions, snow, hurricane threats, or other natural or man-made disaster in our area. Announcements will be made by local or state authorities. Any sudden closures during school hours, parents will be called for pick up. The school will close within one hour of the announcement. ***Off-Site Emergency Relocation site:*** Teachers will walk students through cut field to director's home at 40185 Abby James Road, Prairieville, LA (225)622-3881.

Emergency Preparedness/ Multi-Hazard Evacuation / Shelter in Place Plan

1921-A Emergency Plan is reviewed at open house and is available for parents review upon request. In the event that students and staff are relocated due to emergency, parents will be contacted via cell phone and instructed where to pick up children. Relocation site for Casa de Amigos is at **40185 Abby James Rd, Prairieville, LA**. If **local t.v. and radio** stations announce Ascension Parish schools as closed this means Casa de Amigos is also closed. **No refunds or make-up classes** will be provided.

Unresolved Complaints

1509-A-4-5a For unresolved licensing complaints, you may contact The Louisiana Department of Education Licensing Division at 1-877-453-2721 or ldelicensing@la.gov. Early learning Centers Licensing surveys/inspections, & regulations can also be obtained from the same authority.

Transportation

2101, 2103,2107 Transportation

Our center **DOES NOT** nor has ever offered any type of transportation for students. Our policies clearly state that each student **MUST** be transported solely by his/her parent or guardian to and from preschool as well as to and from any and all fieldtrips. Casa de Amigos, LLC Preschool **does not** own nor rent any vehicles intended for the transportation of students; **Nor** do we contract transportation services from any outside agency.

From time to time, when our center is “**CLOSED**” parents and students travel on their own (transporting their own child) to gatherings for enrichment activities.


Unscheduled Closures

In the event that an unforeseen STAFF absence interferes with our ability to appropriately maintain the minimum licensing requirements for student/teacher ratios; parents will be notified and the center will be **closed** until the next business day or until the matter is resolved.

Additional Information

We reserve the right on our sole discretion to establish and modify from time-to-time criteria for accepting applications, administration of policy and grounds for expulsion of enrolled children.

Accounts placed for collection with an attorney, or collection agency will be charged the collection fee.



LOUISIANA DEPARTMENT OF EDUCATION

This document is being distributed pursuant to “Charlie’s Law,” R.S. 17:407.401, and Act 409 of the 2025 Regular Legislative Session.

Child Safety and Welfare Minimum Standards

1. There shall be a minimum of two staff members present at any facility when more than four children are present, except under an extenuating circumstance that temporarily prevents compliance with this Paragraph.
2. The child-to-staff ratios shall not exceed the following:
 - a. Infants and under one year - 5 to 1
 - b. One year - 7 to 1
 - c. Two years - 10 to 1
 - d. Three years - 13 to 1
 - e. Four years - 15 to 1
 - f. Five years - 19 to 1
3. An average of the child-to-staff ratios may be applied to mixed age groups of children only for groups that include no children under the age of two.
4. When a mixed age group includes children younger than age two, the age of the youngest child determines the child-to-staff ratio for the group.
5. When the nature of a child with special healthcare needs or the number of children with special healthcare needs warrants added care, the center shall add sufficient staff as necessary.
6. Only staff members directly providing care, supervision, or guidance to children shall be counted in the child-to-staff ratio. The same staff members shall not be used to meet the ratio requirements for two different groups of children at the same time.
7. Sufficient staffing needed to satisfy child-to-staff ratios shall be present on the premises during rest time and available to assist as needed. Children ages one and older may be grouped together at rest time with one staff member in each room supervising the resting children.
8. Information regarding required child-to-staff ratios and a phone number to file complaints regarding supervision with the Department of Education shall be posted in each classroom in a location that is visible to parents.
9. Children shall be supervised at all times including on the playground, on field trips, and on nonvehicular excursions.
10. Children shall not be left alone in any room, outdoors, or in vehicles, even momentarily, without staff present.
 - a. The provisions of this Paragraph shall not apply to restroom use as provided in this Section, if a child is being provided services by therapeutic professionals, or if a child is in the custody of a parent or legal guardian.
11. A staff person shall be assigned to supervise specific children whose names and whereabouts the staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.
12. A child who is developmentally able may be permitted to use the restroom independently if a staff member is in proximity to and can see the child to ensure immediate intervention to safeguard a child from harm or to assist with an accident while in the restroom.
 - a. An individual who is not a staff member may not enter the restroom area while in use by any child other than his own child.
13. A child age five and older may be permitted to go to and return from the restroom without staff.
14. If a prekindergarten program or early learning center is part of a school with children in kindergarten or older, staff shall ensure that the children enrolled in the prekindergarten program or early learning center are not unsupervised in the restroom at the same time as any older children who are using the restroom. For any facility constructed after January 1, 2026, there shall be designated separate restrooms for the children enrolled in the prekindergarten program or early learning center.
15. Children shall be changed and cleaned immediately following a toileting accident.

LDOE Public School Complaint Line	LDOE Early Childhood Site Complaint Line	School Complaint Line
1.877.453.2721	225.342.9905	(Not applicable)

Louisiana Department of Education
doe.louisiana.gov | P.O. Box 94064 • Baton Rouge, LA • 70804-9064

Master Card

Child's Name: _____ Sex _____ Birthdate _____

	Parent #1	Parent #2
Name		
Address		
Employer		
Home #		
Work #		
Cell #		

Person with whom the child lives: _____

Child's Doctor: _____ Phone# _____

Child's Dentist _____ Phone# _____

Individual to contact in case of an emergency:

 _____ Phone# _____
 _____ Phone# _____
 _____ Phone# _____
 _____ Phone# _____

Does your child have any food allergies? Yes No
 Does your child have any other allergies Yes No
 Does your child have any dietary restrictions? Yes No

Please explain any "yes" answer here: _____

My child has permission to be released to the following individuals, child care facilities or transportation services in addition to emergency contact persons listed above. (Please notify these individuals that they may be asked to show proof of identity).

I authorize the facility to secure emergency medical treatment for my child.

 Parent's Name Date

 Signature

E. An early learning center shall provide a written copy of all health-related policies established by the center, including policies regarding accidents, allergic reactions, fever, illness, immunizations, infection, administration of stock medication to a child believed to be having an emergency, and injuries, to the parent or guardian of each child attending or enrolled in the early learning center.

§1725. Medication Management Training

A. All staff members who administer medication shall have medication administration training.

§1806. Types of CCCBC-Based Determinations of Eligibility for Child Care Purposes

A. There are two types of CCCBC-based determinations of eligibility for child care purposes:

1. “owner of child care center” determinations of eligibility are required for owners; and
2. “child care staff member” determinations of eligibility are required for owners, directors and director designees of child care centers and volunteers, staff, visitors, contractors and other persons providing services in any type of child care centers when children are present.

B. A person with an “owner of child care center” determination of eligibility also has a “child care staff member” determination of eligibility.

C. For a person with a “child care staff member” determination of eligibility who wants to become an owner, the person must also obtain an “owner of a child care center” determination of eligibility before that person can become an owner of the child care center.

M. Stock Emergency Medications.

1. Early learning centers may have stock emergency medications.
2. Stock supply in the name of and for use by the early learning center can only be prescribed by a licensed healthcare professional authorized to prescribe said medication.
3. Life-saving emergency medications can be dispensed by a licensed pharmacist or licensed prescriber for stock supply.
4. Emergency medications are medications that can be administered to treat life-threatening conditions. Such medications may include, but are not limited to, the following:
 - a. Epinephrine;
 - b. Albuterol;
 - c. Naloxone; and
 - d. Glucagon.
5. At least one employee at each early learning center shall receive training on the use of auto-injectable epinephrine. Early learning center employees may be trained by a registered nurse, a licensed medical physician, an anaphylaxis training organization, or any other entity approved by LDH.
6. Early learning center employees may be trained on the use of other stock medications such as albuterol, naloxone, and glucagon by a medical emergency training organization, a registered nurse, or a licensed physician who is on the LDOE registry of approved trainers on the administration of emergency stock medications.
7. Employees administering any of these emergency stock medications shall be trained annually on the following:
 - a. techniques on how to recognize signs of a life-threatening emergency;
 - b. procedures on the storage of emergency medications;
 - c. administration of emergency medications;
 - d. emergency procedures such as calling emergency medical services (EMS) immediately before or after administering a life-saving medication;
 - e. any protocols, including those issued by the LDH for the administration of the emergency stock medications; and
 - f. procedures for proper disposal of the stock emergency medications along with the means by which the medication was administered.
8. Once trained, early learning center employees can administer and must properly dispose of any stock emergency medications, upon the earlier of the prescription’s usage or expiration, to a child on the premises who is experiencing a life-threatening medical emergency and has received written authorization for administration of said medication, in accordance with the protocol in the emergency medication standing order