

Bardstown City Schools Child Care Program

Parent Handbook

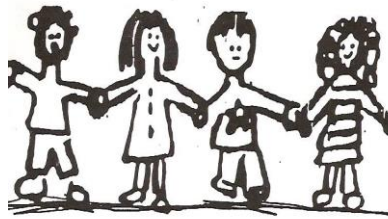
“Where Learning and Fun Go Hand-in-Hand”

Pre-school & Primary Child Care:

895 Pennsylvania Avenue

Elementary Child Care: 420 North Fifth Street

Bardstown, KY 40004



Child Care Main Office:

502-331-8920

Child Care Director:

502-331-8920 or 502-249-1135

Program Description

Welcome to the Bardstown Child Care Program (BCCP). Our program is a Stars Accredited, state-licensed wrap-around child care program which is operated by Bardstown City Schools. Our program offers a safe environment with trained staff that provides supervision and organized activities for school-age children up to age 13/6th grade.

The 3 and 4 year old pre-school age, Kindergarten, 1st and 2nd grade child care program is located at 895 Pennsylvania Avenue. The elementary and middle school child care program is located at a convenient, on-campus site in the lower level of the Elementary School. On snow/emergency days, child care for all grades is operated from the 895 Pennsylvania Avenue location only.

You are always welcome to stop in or call to check on your child anytime. In addition to providing adult supervision for your children, we will also provide a variety of age-appropriate activities and free choice of play, homework help and relaxation opportunities. Some of our activities include arts/crafts, music, dramatic play, reading, science, blocks and tactile activities, group games, computer time (3rd-6th grade), gym/playground/track, providing a balance of active and quiet play. Our schedule during extended school breaks includes many fun and interesting field trips such as movies and visiting local attractions.

Admission Policy

BCCP is a co-educational program, which admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities generally made available to students at the school. The school does not discriminate on the basis of race, color or national and ethnic origin in the administration of their educational policies or other school administered programs.

Admission is first come, first served basis. The program reserves the right to place children on a waiting list should capacity be reached. Should an opening become available, families will be notified in the order they were placed on the waiting list.

All children will engage in messy activities and may have clothing-related accidents. Please ensure that you child has a complete set of extra clothing (underwear and sock included) in a plastic bag with his/her name on it. Upon enrollment a development screening will take place within 90 days. If a student has an Individual Education Plan (IEP) the staff will assist and support to meet that student’s individual goals.

Hours of Operation

The program will be open year round Monday - Friday as follows:

- | | |
|-------------------------------|-----------------------|
| 3 and 4 year old child care | 6:30 a.m. - 6:00 p.m. |
| Before school care school-age | 6:30 a.m. - 7:15 a.m. |

After school for school-age 2:30 p.m. - 6:00 p.m.

School age on full days when no school 6:30 a.m. - 6:00 p.m.

We are closed on the following holidays:

Holidays

The program will be CLOSED on the following days:

4th of July*

Labor Day*

Thanksgiving Day* and the Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Day

Memorial Day*

*These are the four holidays that are paid holidays for child care staff. If the holiday falls on a weekend, we are sometimes closed on the Friday before the holiday or the Monday after the holiday. We will notify you in advance of these closings.

If your child is regularly scheduled to attend on the day the holiday falls on, your account will be billed for that day. We are OPEN on the Martin Luther King holiday.

Fees Payment Schedule

All fees are to be paid by the beginning of the bi-weekly period. The weekly cost of the program is as follows:

Program Fees for 2018-2019

Program Fees

| | |
|--|-----------------|
| Annual Registration Fee | \$30.00 |
| <u>Preschool ½ day (5 ½ hours or less)</u> | \$16.75 |
| <u>K-6th Grade</u> | |
| Before School (6:30am-7:15am) | \$5.00/per day |
| After School (2:30 – 6:00) | \$10.15/per day |
| Non-School Days | \$24.75/per day |

\$1.00 discount per day will be given for each additional child in the family attending the program.

Example: If the 1st child is \$10.15 per day, the second child is \$9.15 per day, the third child is \$9.15 per day, etc.

All money generated from this program is reinvested into the program through various means, i.e. purchases, contracted services, etc.

We do not have the ability to accept drop-ins

You will be billed bi-weekly, regardless of attendance, for the days you register to attend.

***Fees are subject to change depending on school board decision**

Attendance

Every child must be pre-registered to attend the program. There is no drop-in service. You will be billed bi-weekly, regardless of attendance, for the school year with the exception of two weeks to be taken as vacation.

Parents must give the child care staff advance notice of the days and times children will attend the program in order to ensure adequate staffing and planning. Deadlines will be used and shared with families. Failure to meet these deadlines may result in child being placed on a waiting list.

All accounts must remain under \$200 in order to continue childcare services. If balance exceeds \$200 your child may not be able to return until the account is paid in full.

Annual Registration Fee

There is a non-refundable annual enrollment fee of \$30.00 per child.

Payment Method

Our program uses Tuition Express, an automatic tuition payment service. Your childcare fees will be electronically deducted from your bank account bi-weekly, so you never have to worry about writing a check. You will be able to preview your bill each week through your Procure account. If you believe there is an error with billing, please see the director. Your account will be safely and securely debited when payment is due. Insufficient funds will be subject to a \$30.00 fee. **Registration will not be considered complete until Tuition Express has been setup, and no child will be able to attend if this is not completed.**

Non-payment of Account

After 2 attempts by Tuition Express to collect fees, services will be suspended until the balance is paid in full. Methods of collecting delinquent fees include but are not limited to, legal proceedings and/or collection agency. All collection fees will be added to the delinquent account and are the responsibility of the parent/guardian. If space is available, the child may be reinstated upon payment. Person(s) who have had returned checks in the program will not be able to make future payments through this system or check. Payment must then be cash or money order.

Arrival

All children **must be signed in upon arrival** by parent, guardian or designee. Children in the after school program will be dismissed from school and will either be transported by primary to child care or walk to the lower level of the elementary depending on their age group.

Children arriving in the morning must be brought into the classroom by parent, guardian or designee. **In order to participate in the daily schedule, children should arrive no later than 9:30am. Children will not be accepted after 9:30am unless other arrangements have been**

approved by the Director.

Dismissal and Emergency Information List

We must have up-to-date information in your child's file at all times. Persons on the emergency contact or pick-up list are those you trust to pick up your child. We would prefer that you let us know in writing or by email/text, if someone other than a parent will be picking up your child, even if that person is on the pick-up list. We will ask to see a picture ID of any person we do not know who is picking up your child to verify who he/she is and that they are on the approved pick up list.

Security

Doors to the childcare buildings require a 4-digit security code to enter the buildings. Upon receiving your enrollment packet, we will assign an ID code to those authorized to pick up a child. We will also register the fingerprint of individuals authorized to pick up and drop off a child. **For obvious reasons, we ask that you not share your personal ID codes with unauthorized individuals.**

Late Pick-Up Fee

A \$5.00 charge for every 15 minutes past 6:00 p.m. will be added to your weekly bill. Please contact us at 331-8920 or 249-1135, if an emergency arises and you cannot pick up your child by our closing time of 6:00 p.m. If after 6:30pm a child is still in the program and the parent/guardian has not contract the child care staff, **Department for Community Based Services and/or law enforcement officials will be called. After the third late pick up fee, your child's enrollment in the program may be terminated.**

Transportation to and from the Childcare Program and the Early Childhood Education Centers (Pre-school students only)

All children will be transported by bus to and from the Childcare Program and the Early Childhood Education Center. Your child can be bused to and from your home from the Early Childhood Center only if you complete the appropriate forms at the Early Childhood Education Center. No children will be bused to or from home to the childcare program.

Emergency Closings

The school-aged child care program **rarely** closes for bad weather. However, in the event of severe winter weather or other emergencies, it may be necessary to close or delay opening. You will be contacted by the school's Emergency Notification System to notify you of any closings or delays. You may also tune into PLG-13 on cable TV or the local radio stations for information about closings or delayed openings. If there is no power or water in the building, it may also be necessary for the center to be closed. Tuition rates will be pro-rated for days when

the program is closed due to emergency.

Rest Period –(pre-school students only)

The state licensing and regulation standards for childcare centers require us to offer a rest period or naptime each day that a child attends childcare more than 4 hours. Rest period is scheduled after lunch. Individual mats are provided. A crib-size sheet and small blanket should be brought in and left in your child’s cubby. These will be sent home weekly on your child’s last day of attendance for the week to be laundered. Please do not send in pillows or large blankets since we do not have room to store them.

Meals and Snacks (regular school days for preschool students only)

AM child care children eat breakfast at child care and lunch in the school cafeteria each day. PM child care children will eat breakfast and lunch in the school cafeteria. An afternoon snack is provided at no additional cost. On non-school days and breaks breakfast is served at childcare, but you will need to send a sack lunch with your child.

Meals and Snacks (non-school days for all students)

On non-school days, we serve breakfast at no additional cost. On most non-school days during the fall, winter and spring breaks you will be asked to pack a lunch, since the cafeteria is closed. An afternoon snack is provided at no additional cost. During the summer break lunch children are bused to the middle school cafeteria where lunch is provided on most days for free under the Summer Feeding Program.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”

Parent Communication

Communication between the child, parent, and child care staff is essential to the success of the program. The childcare program has a link on the school’s website. We prefer to communicate with you through email and will ask for your email address on the enrollment packet. If you would prefer to receive communication through paper copies or text, please let us know. We encourage you to speak directly with your child’s primary caregiver or the director about any problems or concerns you have. If you would like to schedule a conference to discuss a problem or concerns you may have, please see or call Ms. Christy VanDeventer at 502-331-8920 or 502-249-1135, or email at christy.vandeventer@bardstown.kyschools.us.

Disciplinary Policies

Our first attempt at solving disciplinary problems will be to re-direct the child's attention/behavior. If the inappropriate behavior continues, we will explain to your child why his/her behavior is unacceptable and why certain rules are necessary. It may also be necessary to use "time-out". This is handled by separating the child for a short period of time in a supervised setting away from the activities of the other children.

BCCP follows a "hands-off" policy. If the child's behavior is considered to be uncontrollable, extreme, harmful, and/or disrespectful, the parent will be contacted and asked to pick up the child for the remainder of the day. After three incidents where a parent has to be notified of the child's misbehavior, BCCP may terminate the enrollment and services. An incident report form documenting the inappropriate actions of the child will be completed and a copy given to the parent for each incident of unacceptable behavior. Unacceptable behavior includes, but not limited to:

- 1) Stealing
- 2) Refusal to listen to staff
- 3) Inappropriate language
- 4) Not following program rules

Behavior listed below can automatically be grounds for termination of the child from the program.

- 1) Verbal Abuse (i.e. threatening) toward participants or employees.
- 2) Physical abuse toward another child or employee
- 3) Destruction of center or school property
- 4) Use of any item or object as a weapon

If a child has a documented medical or physical condition, the above rules may be adjusted on a case-by-case basis.

Instant Connect Emergency Notification Registration

When you enroll your child in the school system, you will need to enroll in the district's notification system. You can find the information and link to sign up on the school's main webpage. This system is designed to send you electronic notification to inform you of school closings due to weather, as well as provide information about upcoming activities. We generally use email and texts in the summer to remind parents of field trips and other information that may be important. Please make sure that we have your current email address and phone numbers.

Birthday Celebrations/Party Days

If you would like to provide a special treat for your child's birthday or on party days, it must be store-bought. Fresh fruit, vegetables and dip, individual snack cakes, small cupcakes from a bakery, or packaged cookies are good examples. The large cupcakes, cake and ice cream are not recommended.

Clothing

Make sure your child arrives in clothing suitable for current weather. When school is not in session, uniforms are not required. *For 3-and 4-year old child care students and in some cases, Kindergarten students,* it is important that your child has a full change of clothing including socks and underwear in his/her backpack in case of an accident. To avoid loss of clothing, please mark your child's name in all belongings.

Toys/Equipment

The center program furnishes safe toys, games and adequate equipment. Children are asked to refrain from bringing their personal items into the program. The child care director on certain occasions will allow your child to bring certain materials for making projects while in the program.

Field Trips/Permission Slips

Your enrollment packet includes a permission form for your child to participate in local walking field trips. Separate permission forms giving details of any field trip away from school will be given out in advance for your information and approval. Transportation for field trips away from campus is provided by the Bardstown City Schools Bus Service. The required staff-to-child ratio will be maintained. Parents are always welcome to participate in field trips; however they will need to provide their own transportation. Additional fees will be requested by the program to cover the cost of the field trip and the bus. Your child **cannot** participate in the field trip, if a permission slip is not signed by you.

Sunscreen Permission Form

Each child must bring in his/her own sunscreen. Parents must sign the Sunscreen permission form that is provided in the enrollment packet. State regulations require this form. We are not allowed to apply sunscreen without parent/guardian permission. Sunscreen should be marked with child's name and will be kept in a separate plastic bag in his/her classroom.

Medication

If at all possible, we prefer not to administer medication. However, in some cases, we understand it cannot be avoided due to the timing of doses that may be required. All medicines to be administered (either prescription or non-prescription) **must be signed in each day on the**

confidential Medicine Sheets posted. Medication must be given brought in by an adult and given to a staff member who will put it in a locked area.

Medications will be given only if:

- The medication has been signed in for the day
- The prescribed medication has the child's name on the container
- The medication is not expired
- The medication is in its original container and properly labeled

If non-prescription medication states "consult a physician", we must have a doctor's note stating the child's name, the dosage to be administered and the time frame to administer the medication.

REMINDER: No ADD or ADHD medication will be given without parent's/guardian's daily signature.

Illness Policy

Sick children cannot remain at the center. For the safety and health of the other children, if your child has any of the following symptoms he/she cannot attend the program until he/she has been **symptom-free for at least 24 hours from the last episode or he/she has a doctor's note which states the child may return to child care:**

- Any contagious illness
- Temperature of 100.1 degrees or higher
- Vomiting or diarrhea
- Skin rash (unless accompanied by a doctor's note)
- Lice or any other type of similar infestation

Your cooperation in preventing the spread of illness is appreciated. A doctor's note will be required in some cases before your child can return to the center after being ill.

Accidents

If your child should have an accident while at the center, we will administer first aid and attempt to contact the parent. If the accident is serious or life threatening, we will call 911 first. It is very important that we always have current emergency contact information for your child. You will be given a copy of the accident report explaining how the accident happened. If your child caused an accident to another child or staff, a copy of the accident report will be given to the parent of the other child and to you. BCCP will keep a copy of all accident reports on file. If your child had an accident or received an injury at home, please let us know.

Staff and Training

Our staff will receive a minimum of 15 clock hours of continuing education by a state approved

trainer. Ongoing, regularly scheduled staff development and staff meetings will be done, by the director with staff participation. In addition, most of our staff is certified in Infant/Pediatric CPR and First Aid. There will always be at least one staff member on duty at all times with CPR and First Aid. Staff also receives training in identifying Pediatric Abuse and Head Trauma.

Child Abuse/Neglect Reporting Policy

Kentucky Revised Statutes 600.020 (1) states:

Abused or neglected child means a child whose health or welfare is harmed or threatened with harm when his/her parent, guardian or other person exercising custodial control or supervision of the child:

- a. inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means;
- b. creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means;
- c. engages in a pattern of conduct that renders the parent incapable of caring for the immediate and ongoing needs of the child including, but not limited to parental incapacity due to alcohol and other drug abuse;
- d. continuously or repeatedly fails or refuses to provide essential parental care and protection for the child, considering the age of the child;
- e. commits or allows to be committed an act of sexual abuse, sexual exploitation or prostitution upon the child;
- f. creates or allows to be created a risk that an act of sexual abuse, sexual exploitation or prostitution will be committed upon the child;
- g. abandons or exploits such child; or
- h. does not provide the child with adequate care, supervision, food clothing, shelter and education or medical care necessary for the child's well-being. A parent or other person exercising custodial control or supervision of the child legitimately practicing his/her religious beliefs shall not be considered a negligent parent solely because he fails to provide specified medical treatment for a child for that reason alone. This exception shall not preclude a court ordering necessary medical services for a child.

In the event that a staff person knows or has reason to believe that a child is an abused or neglected child, he/she shall report or cause a report to be made immediately to the Cabinet for Health Services Division of Licensing and Regulations, and the Department for Protection and Permanency by phone, as specified by KRS.620. If it is believed that immediate protection of the child is advisable, an oral report to law enforcement will be made.

*It is a Class B misdemeanor to know of child abuse in any form and fail to report it to the proper authorities.

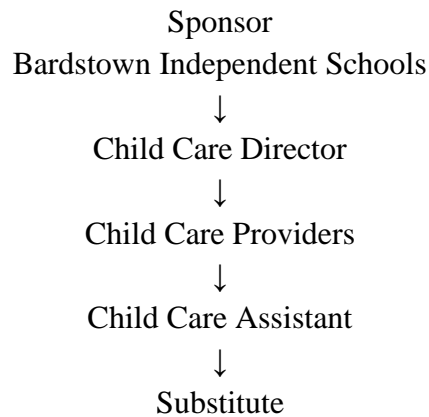
Disaster Drills

Fire drills are conducted monthly. Earthquake and tornado drills are conducted quarterly.

Inclement Weather Policy

When school is cancelled due to inclement weather the center will be open from 6:30am-6pm to serve your child care needs. **If no child has arrived by 9:30am the program will be closed for the day.** However, no refunds will be given for snow days if the program is open and the child did not attend.

Child Care Program Organizational Chart



**Parent Emergency Evacuation Information Form –
 Pennsylvania Avenue Child Care**

Full Emergency Plan Posted on the Childcare Website at www.bardstown.kyschools.us

| | |
|---|--|
| Name of program | Bardstown Child Care Program |
| Program address | 895 Pennsylvania Avenue, Bardstown, Kentucky |
| Emergency contact at program | Christy VanDeventer, Director 502-249-1135 |
| In the event the facility must be evacuated because of an emergency, the staff and children will leave the building and will walk to: | Bardstown Primary School 1000 Templin Avenue Bardstown, KY 40004 |
| The address, phone number, and contact person at the relocation site is | Michelle Ryan, Principal 502-331-8810 502-249-1141 |
| If necessary, children will be transported to this health care facility | Flaget Memorial Hospital |
| Address, phone number, and contact person at health care facility | 4305 New Shepherdsville Road, Bardstown, KY 502-350-5000 |

**Parent Emergency Evacuation Information Form –
Elementary School Child Care**

Full Emergency Plan Posted on the Childcare Website at www.bardstown.kyschools.us

| | |
|---|--|
| Name of program | Bardstown Child Care Program |
| Program address | 420 N. Fifth Street, Bardstown, Kentucky |
| Emergency contact at program | Christy VanDeventer, Director 502-249-1135 |
| In the event the facility must be evacuated because of an emergency, the staff and children will leave the building and will walk to: | Bardstown Middle School 410 North Fifth Street Bardstown, KY 40004 |
| The address, phone number, and contact person at the relocation site is | Melissa Taylor, Principal 502-331-8803 Cell #249-1139 |
| If necessary, children will be transported to this health care facility | Flaget Memorial Hospital |
| Address, phone number, and contact person at health care facility | 4305 New Shepherdsville Road, Bardstown, KY 502-350-5000 |

PLEASE RETURN PAGES 15-17 TO PROGRAM DIRECTOR

Children's Rights and Responsibilities

The children's rights while in the program are:

1. to have safe and reliable equipment
2. to have equal access to all equipment and space
3. to have equipment in functional condition
4. to have their ideas and feelings respected
5. to have discipline that is fair, equitable and respectful of them
6. to have the outlet for appropriate expression of their emotions
7. to express their creativity
8. to have an environment that is safe and which offers a variety of options
9. to be treated respectfully by staff

The children's responsibilities while in the program are:

1. to learn to accept consequences for their actions
2. to respect the expectations and rules of the program
3. to express thoughts and feelings in an appropriate way
4. to refrain from willfully destroying any equipment or property while in the program
5. to share equipment and facilities with all children in the program
6. to remain with a staff member at all times
7. to immediately come into the child care area at the designated time
8. to return materials and equipment to the appropriate locations prior to initiating a new activity
9. to utilize the storage area for individual belongings daily
10. to perform small housekeeping activities on a daily basis, or as needed/requested

I have read, or have had read to me, and understand my rights and responsibilities, and have received a copy.

Child's Signature

Date

Parent's Rights and Responsibilities

Parents have a right to:

1. know their child is in a safe environment where they are free to choose from a variety of activities
2. know what types of activities are being planned and offer feedback on the kinds of activities the children enjoy
3. share concerns with staff at any time about any issue they feel is not in the best interest of their child
4. know if their child is behaving inappropriately and discuss possible solutions with staff
5. know if their child does not report to the program as intended
6. know any changes to the usual activities of the program

Parents have the responsibility to:

1. inform the staff of any custody changes or situations in which a parent is not allowed to remove the child from the program
2. label all personal items with the child's name
3. make payment for contracted days the child is absent unless prior arrangements have been made with the director
4. inform the staff of any changes in the contract two weeks in advance
5. observe the rules and expectations set forth in this handbook and any additional policy statements
6. reinforce the rules and expectations of the program with their child
7. attend all scheduled conferences with the staff
8. share their concerns with staff if the program is not meeting their child's needs
9. know about any change in policy or procedure
10. replace any items their child has missed, damaged or destroyed
11. inform staff if their child has been exposed to a contagious disease/illness
12. notify staff of planned vacations and other absences in advance
13. notify staff of withdrawal one week in advance
14. pay fees in a timely manner
15. make arrangements for their child to be picked up on time

I have read, or have had read to me, and understand my right and responsibilities and have received a copy.

Parent/Guardian's Signature

Date

Parent Verification of Acceptance of Handbook

I, _____, the parent/guardian of _____
Parent/Guardian's name child/ren's name

have read, or have had read to me, the contents of Bardstown Child Care Program Parent Handbook. I have had an opportunity to discuss any questions or concerns with the child care staff. I am in agreement with the contents of this handbook and agree to abide by the conditions set forth in the handbook.

Parent/Guardian's Signature

Date

Internet User Agreement and Parent Permission form Access Request

Student

As a user of the Bardstown Child Care Program/Bardstown City Schools' computer network, I hereby agree to comply with the program/district's internet rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I understand that my stored files and messages may at times be viewed by school system employees.

Student's Signature

Date

Parent

I accept the responsibility for guidance of internet use by setting and conveying standards for my child to follow when selecting, researching or exploring information and media, and I understand that some materials on the internet may be objectionable. As the parent or legal guardian of the student above,

___ I GRANT permission for my child to access the internet

___ I WITHHOLD permission for my child to access the internet

Parent/Guardian's Signature

Date