

Hours of Operation

We are open Monday through Friday from 6:00am to 6:00pm We are licensed to care for children age's 6 weeks to 12 years old.

If your child will not be in for the day call by 9:00am to let us know. This helps with our meal counts and with staffing. Your child must arrive prior to 10:00am or your child will not be permitted to stay. Bringing in a child late causes disruptions with our lunch count and with nap.

If you arrive past 6:00pm there will be a \$1.00 fee per child for each minute up that you are late. If you are late after the first 15 minutes an additional \$5.00 fee per child for every 15 minutes that you are late. If you are more than 30 minutes late we will make all possible attempts to contact you and all contact numbers you have listed. If no one can be reached the proper authorities will be contacted. This does exclude bad weather. Please call us to let us know. We will be aware of any road conditions. Excessive tardiness in picking up your child will result in removing your child from our enrolment

Arrival and Departure

As you enter the school, you will see a state regulated sign in and out sheet. Each morning, you must sign your child in and when you return to pick-up your child you must sign your child out. This is especially important for parents who receive state subsidy for care. If anyone other than you is to pick up your child tell us immediately in person, if possible. You may phone it in if it is a last minute emergency. They must have their ID ready for us to view when picking up your children.

Child Release

Children will be released only to an adult, age 18 years or older. Do not send a child under 18 to escort siblings to the care. Names of all those permitted to pick a child up must be stated on the Child Information Form. Anyone picking a child up, other than a parent, must bring a driver's license or photo identification card. **Do not provide them with the keypad code. They will have to knock.**

UNFORTUNATELY. SOMETIMES WE HAVE TO DEAL WITH UNCOMFORTABLE SITUATIONS BETWEEN ESTRANGED COUPLES. TO AVOID HAVING US GET INVOLVED OR MAKE AN INCORRECT CHOICE KEEP US INFORMED OF ANY CHANGES AND KEEP THE CHILD INFORMATION FORM UP TO DATE. IF THERE ARE CUSTODY OR VISITATION ISSUES TO ADDRESS. A COPY OF ANY COURT ORDERS MUST BE GIVEN TO THE PROVIDER IN ORDER FOR US TO ENFORCE THEM.

Front Door Keypad System

Children's Place has a keypad entry system and each family is assigned a code to enter the building. **Do not give this code to anyone else unless they regularly pick up your child.** They will have to knock and show their picture ID at the door window before we will allow them to enter the building. If the code is used by anyone other than yourself we will delete the code, issue you * new code, and you will be charged an administrative fee of \$35.00. Our keypad entry

system is for the protection of our children and staff. Please honor it by protecting your code.
REMEMBER TO ALWAYS LOCK THE DOOR BEHIND YOU AS YOU LEAVE!

Meals and Snacks

The provider will provide a breakfast(arrive by 8:30), *am* snack, lunch (arrive by 10:00), and pm snack unless there are dietary concerns, which would be unreasonable to accommodate. Please do not send your child with candy or other snacks. If your child has allergies be sure to inform the staff so you can have a allergy form completed by your child's physician. You will be responsible to substitute any food items necessary. Be sure to regularly check the menu which is hanging by the sign in sheet. All food is approved by CACFP (Child and Adult Care Food Program). You will have to fill out a lunch application regardless of your income. If you choose not to complete the application you will be responsible to pack your child's meals daily. This includes breakfast, am snack, lunch, and pm snack if they are attending during those hours.

Tuition and late fees

Please give the school a written 2-week notice when withdrawing your child or you will be responsible for paying for that 2-week period. Also please refer back to the tuition sheet you have previously read and signed for all other information regarding tuition and fees. Remember payments received after the second day of operation will be charged a *late* fee of \$25 unless other arrangements have been made and approved by the director.

If you receive state subsidy you will also be responsible for any co-pays and for any overage amount we may charge due to the difference in our rates and what the state is willing to pay. A separate tuition agreement will be given to you to read and sign.

If tuition rate changes during your enrollment a 30 day notice will be given and the effective date along with the new rate will be listed. Should you feel you no longer need our service let us know 2 weeks prior to your last day of service as previous noted.

If at all during the course of the year you change your status from part -time to full- time or vice versa your tuition rate will follow the new rate that is being enforced. You will **lose your current tuition rate and the new one will apply.**

Holidays

Holiday parties and traditions are important for the children. We try to celebrate everyone's holidays and respect all traditions that apply. We would appreciate any input you may have regarding your own holidays and the traditions you practice. Also if you would prefer for your child not to celebrate particular holidays or traditions please be sure to inform us. We will respect any cultural or religious views you have within your own belief system. Thank you.

School will be closed on the following days: **(No adjustments will be made for tuition even if you are off more days and plan on keeping your child home.)** *New Years Day. Good Friday. Memorial Day, Independence Day on July 4th, Labor Day. Thursday and*

Friday for Thanksgiving, Christmas Eve, Christmas Day and December 26th (We may close for a week during Christmas. However, you will not be responsible for tuition on the days other than Christmas Eve and Christmas Day. A 4 week notice will be given.)

I know this can be an **inconvenience** for you that is why I am telling you ahead of time.

Fire, Tornado, and Unexpected Emergency Drills

Children will be instructed as to why we have drills and what is expected of them. Fire drills will be conducted on a monthly basis. Tornado and earthquake drills will be conducted quarterly. Unexpected emergency drills, such as lock downs, will be discussed regularly and practiced twice a year.

Unexpected closings due to Weather or utility outage

In the event the center has to close due to bad weather or utility outage (water, heat, electric, etc..) there will be no adjustments made in your tuition. These events can not be predicted. And when this occurs the staff is still paid for their scheduled time that day.

Personal Belongings (please label)

Please do not bring in diaper bags or book bags unless your child is in the infant room, attending Whites Tower, or has a planned pick up with someone other than you. Space is limited.)

Infants: Label and bring all blankets, bibs, changes of clothing, **prepared bottles with lids**, pacifiers, diapers, wipes, etc. (Most of the items can be kept in their diaper bags.) Children's place is not responsible for these items. We supply crib sheets for our cribs. We need a minimum of 2 bibs a day for your infant. We can not make any bottles only **prepare** them to proper temperature. **When your child turns 1 years old they will move into the transition room unless your child is not walking. They will remain in the infant room and the current tuition rate will still apply.**

1's and 2's: Label and bring an extra outfit, bibs (minimum of 2 for the week), sippy cup(to stay here), pacifiers, diapers, wipes, crib sheet and blanket or sleeping bag (mats are 24"x 48"). and an old **oversize** t-shirt for art class. **Please transition your child with our assistance in giving up the pacifier. They are *not to* have it to enter the 3 year old room. Also no bottles are given in the 2 year old room. Only sippy cups. Again help us in this transition. Any child who is not ready for the next age group will remain in their class and the same tuition rate will apply.** Children's place is not responsible for these items. The Department of Health request that all parents **take** home all bedding and bibs on Fridays to be cleaned and returned on Monday. Be sure to return items on Monday.

3's and up; Label and bring an extra outfit, small pillow, crib sheet and blanket or sleeping bag (mats are 24" x 48"), seasonal clothing (hats, scarf, gloves), and a supply of diapers and wipes (if not fully potty trained). Children's place is not responsible for these **items**. The Department of Health request that all parents take home all bedding on Fridays to be cleaned and return on Monday. **No pacifiers are allowed in the 3 year old**

room. Please help us with this transition prior to their 3rd birthday. If your child has not given up their pacifier by their birthday they will remain in the toddler room and the current tuition rate will apply.

We discourage bringing toys from home except on "Show and Tell" days. Toy guns, knives, gum and candy are not allowed. For the children 1 year of age and **older** do not pack drinks or food with them unless they are not participating in the lunch program. It may cause a mess! Except for the preschool room, unless your child is still in diapers, you will get a daily report on your child that tells what kind of day they had and what supplies, if any, are needed for your child. Let the director know if you are not receiving the daily reports. It will be addressed.

Personal supplies on demand

We will record ON your child's daily sheet any necessary items(diapers and wipes) needed as they get low. If you do not stock it up and your child needs any one of these items you will be charged \$1 per diaper and \$.25 per wet wipe. This is payable at drop off the next day or it will be added onto your account and receive a \$25 late fee after one week.

Toilet Training

We will assist in **any way we can with this. However, we do not believe in pressuring a** child during toilet training. Inform us of when your child is ready and keep an adequate supply of diapers or training pants until your child is accident free for at least two full weeks.

Naps

All children will be given the opportunity to take a scheduled nap during the day. Any child who does not take a nap will be allowed to lie quietly on their mat or given a quiet playtime instead (books to read, puzzles, crayons, etc.). Each child requires a different amount of sleep. If a child is still asleep at the end of nap time, the child will be allowed to continue sleeping. If you prefer that an attempt be made to wake your child after a given period of time, please let us know.

Vacation Time

Families whose children attend full- time and have been enrolled for more than 1 year will receive 5 days of vacation time. ***This will not apply if at any time over the course of the year you have changed from full -time to part -time and vice versa.*** Please try to give the director a 4-week notice

Transportation

School Bus Riders

If it is necessary to transport your child because the bus was missed you will receive a phone call and all seat belt/car seat laws will be adhered to. A signed **Transportation Authorization Form** for all school age children will be kept on file in case this service is needed. A copy of proof of insurance from all drivers will be kept ON file by the director for your viewing.

Field Trips

Parents must sign a Transportation Authorization Form for each child along with a signed permission slip for the specific field trip. A copy of proof of insurance from all drivers will be available by the director for your viewing. We may even take public transportation like the bus.

Medicine and Illness

If your child is allergic to any foods being served during lunch on any given day, please inform the director, the cook, or your child's teacher. The parent will provide any substitutes. Please look over the lunch menu ahead of time.

If your child will be out for the day please call before 9:00am to let us know. This helps with our meal counts and with staffing.

Our health policies **are as follows:**

1. For the protection of all the children, if a child is ill with a communicable condition (sore throat pink eye, vomiting, diarrhea, fever, etc.), attendance must be discontinued until the child is symptom free for 24 hours. If any of the symptoms are noticeable and you are not sure if it is communicable keep your child home to avoid receiving a possible phone call from us. A fever is 100 degree under the armpit, 101 degrees under the arm, and 102 degrees rectally
2. If a child has obvious symptoms of illness, a parent will be promptly notified and the child will be sent home. In some cases, a doctor's note will be required for the child to return.
3. Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date. Each child must have a copy of their immunization record ON file within 30 days of admission. This must us be kept up to date. Be sure to get a copy of it each tone your child goes for their immunizations.

Our medication policies are as follows

1. Prescription medication that is to be administered during the hours of child care must be labeled and in the original container. The medication must be accompanied by written instructions from the prescribing physician, along with a written **note** and a medication authorization form filled out by the parent for each day the child needs to take it.
- 2 Over the counter medication will only be administered with a note and a medication authorization form filled out by the parent. We will only administer the dosage amount given on the label. Be sure to fill out form correctly. All medication must be in their original container with the child's full name written on the label.

We will not administer any medication that has expired!

ALL MEDICATION MUST BE TO BE GIVEN DIRECTLY TO THE TEACHER OR DIRECTOR SO THAT IT MAY BE SAFELY LOCKED UP AND STORED. THIS INCLUDES COUGH DROPS. WE WILL THEN RECORD IT ON YOUR CHILD'S DAILY SHEET AS A REMINDER TO US FOR ADMINISTRATING.

Accidents and Emergency Medical Treatment

1. Parents are required to sign and have an emergency release form on file for each child before a child can attend.
2. Keep all emergency contact phone numbers up to date.
3. In the case of a **minor accident** the provider will administer first aid. The parent will be contacted immediately if necessary. Otherwise, an incident report will be written for you to read and sign.
4. In the case of a **serious accident** the provider will administer first aid, if possible. The parent or an emergency contact person will be notified. If medical **attention is** needed we will react accordingly using your consent to do so as stated and signed on the emergency release form. If necessary, an ambulance will be called to transport the child to the hospital and the provider will stay with your child until someone arrives. An incident report will be filled out for the parent to read and sign. If necessary a insurance form will need to be completed.

Immunization Records

Please keep these up to date as required by the Kenton County Health Department and the State of Kentucky. A reminder note will be sent home approximately 1 month prior to the expiration date. You will have 10 days to update your expired immunization record. If you fail to keep it updated your child will be suspended from attending until it is on file. If there is a medical reason for the delay a signed doctor note must be on *file*.

Discipline

Children's Place has open enrollment to families **of any** faith, race, and creed or **ethnic** origin provided there is an available spot.

Children's Place *is a* SMOKE FREE Facility... We ask you and thank you to please extinguish any cigarettes in your car's ashtray before exiting the car.

Children's Place emphasizes positive reinforcement and redirection whenever possible. We will explain to the child what they have done wrong and why it is wrong. A 'time out' from activities is sometimes implemented if the disruptive behavior continues. **Corporal punishment is never used.** Communication and cooperation between the parents and staff are the key to fostering desired behaviors. See KRS 199 896(18) below.

Child -care center licensed pursuant to this section and family child-care homes certified pursuant to KRS199.9982 shall not use corporal physical discipline, including the use of spanking, shaking, or paddling, as a means of punishment, discipline, behavior modification or for any other reason. For the purposes of this section, '**corporal physical discipline**' means the deliberate infliction of physical pain and does not include spontaneous physical contact which & intended to protect a child from immediate danger.

Inappropriate Behavior

Children's Place wants parents and children to feel secure during their time at the center. Children may use forms of inappropriate behavior as a way of communicating their needs or wants. We will redirect inappropriate behavior by modeling correct behavior. However, some children will continue to use their own means of communicating by biting, hitting, pinching, etc..., which takes away the feeling of security we have worked so hard to insure. Excessive inappropriate behavior will not be tolerated. Every time your child exhibits this type of behavior you will be given a written notice. Too many notices may cause in terminating your child's enrollment.

Civil Rights Compliance and Grievance Procedures

"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, sex, age, or disability.

To file A complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington. DC 20250-9410 or call (202)720-5964 (voice or TDD). USDA is an equal opportunity provider and employer."

Personal Records

Plkase keep your parent handbook and your own personal records for child care expenses. **We do not send or give out statements at the end at the end of the year for your taxes.**

Thank you for choosing us for your child's learning center. If you should ever have any questions or concerns do not hesitate to call us. We are there for you!
Center's #356-5111
owner's cell # 835-4827 Marie Whalen

I HAVE READ AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS GIVEN TO BE IN THE PARENT HANDBOOK PROVIDED BY **CHILDREN'S PLACE LEARNING CENTER**, I UNDERSTAND THAT IF I DO NOT ABIDE BY THEM LATE FEES CHARGES, AND EVEN TERMINATION OF MY CHILD(RENS) ATTENDANCE WILL APPLY.

PARENT SIGNATURE

DATE

PARENT SIGNATURE (IF APPLICABLE)

DATE

DIRECTOR'S SIGNATURE

DATE
