



**Christ's
Kids**
LEARNING CENTER
ST. PAUL'S LUTHERAN CHURCH

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Christ's Kids Learning Center

St. Paul's Lutheran Church | 1320 Bath Avenue | Ashland, KY | 41101 | p: (606) 324.7729
www.stpaulsashland.org

PARENT HANDBOOK & ENROLLMENT FORMS

August 11, 2010



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PARENT HANDBOOK

Mission

Recognizing the importance of planting young souls in the faith, Christ's Kids will provide a quality educational program in a Christ-centered environment.

Educational Philosophy

Our Christian-based curriculum introduces children ages three to four to the alphabet and related sounds, numbers 1-20, shapes and colors. Children will learn how to socialize with others in a Christian manner. All daily activities will be based on sound education and Christian principles appropriate for age. The daily schedule will include activities in spiritual/emotional development, communication (language), expressive arts (creative activities), and wellness (physical development).

Program Description

The program provides a high quality education program for children ages 3-4. For enrollment, children must age 3 or 4 by October 1 and must be toilet trained. The Center is open between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday. The preschool classes will be held mornings 9:00 am to 12:00 noon.

Staff

Christ's Kids staff are screened and approved by St. Paul's Board of Education. Teachers and other staff members have required state training and meet academic qualifications for their positions. They maintain professional growth and possess Christian love and concern for children and their families. Our goal is always to have the best qualified staff available and maintain a 12:1 child-teacher ratio.

Parent Involvement

Parent involvement in the Center is encouraged. Children enrolled in the Center will benefit most from the program if parents and staff communicate regularly in both formal and informal conversation. A program will be designed that will respond to the individual needs of each child through parent involvement with the Center. Parents are welcome to observe and participate in the classroom whenever they wish. We encourage parents to feel a part of the Center by becoming involved in the parent programs.

Center Operations

The Center will be closed on the following holidays:

- Labor Day
- Thanksgiving Day and the day before or after
- Christmas Day and the day before or after
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

The Center will post communication indicating actual days of closure at least two-weeks prior.

The Center may close due to inclement weather. Closing will occur only if absolutely necessary. If the decision is made to close the Center during operation, parents will be notified and will be responsible for making arrangements for the pick up of their child as soon as possible. Parents should tune to radio stations WKEE, WTCR, and WLGC; and television stations WOWK and WSAZ for information on Center closings or delayed openings because of bad weather.

Arrival, Departure, and Release

Arrival and departure of each child is the responsibility of the primary care giver. The Center does not provide transportation to and from preschool. Every child will need to be brought to and picked up from the attendance desk just inside the back entrance of the classroom wing. Please use the back parking lot. Children may not be dropped off and sent into the building alone. Staff must be made aware of each child's presence and log in the arrival and departure. Parents are responsible for the supervision of their child before and after sign in. Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up. A photo id will be required. The children's safety is our priority and staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Authorities will be called if necessary.

Meals and Snacks

The Center does not prepare lunch or snacks on site. It is the primary care giver's responsibility to send daily with the child a healthy nutritious lunch and snack. Guidelines will be provided at the beginning of each school year for what is acceptable and what should be avoided. Refrigeration for lunches will be available. Please feel free to provide your child with a toothbrush and toothpaste for brushing after eating. Please make sure that your child's name is on both.

Discipline

The Center uses disciplinary techniques that help children to understand rules and become self-directed in their behavior. Choices are given, problem solving occurs, natural and logical

consequences are provided and behaviors are redirected. The Center does not employ any form of corporal punishment. Additional information on discipline is available from the staff.

When conflicts over the rights of other people and property develop, it is our goal to work with the individual child, listening to what each has to say and helping to resolve the conflict through effective communication. If a conflict continues to exist:

- ü A child may not be allowed to participate in the particular activity where conflict exists for a period of time as deemed appropriate by the Director and or staff.
- ü A conference with the Director of designated staff person may take place.
- ü Parents will be asked for ideas on solving the conflict.
- ü Parents may be asked to keep the child at home for a few days until the child is ready to cooperate.
- ü A child may be disenrolled or recommended for counseling.

Report of Suspected Child Abuse and Neglect

It is our intent to build a partnership with parents to help them provide the most suitable environment possible for a child. **It is important for parents to be aware that state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency.** It is the responsibility of the agency to investigate each reported case.

Health Information

To maintain a healthy environment, parents are asked not to bring a child to the Center if there are signs of illness. If a child becomes ill during Center hours, parents will be contacted immediately and requested to pick up the child.

Parents will be contacted if child shows any of the following symptoms:

- Ø An oral temperature of over 100 degrees
- Ø Discharge from ears
- Ø Discharge from eyes or red eyes
- Ø Excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing
- Ø Lice
- Ø Appearance of acute illness or complaint of severe pain

Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a “quiet area” secluded from the main program area.

Medication

State law requires a prescription for all medications and aspirin to be administered in a child care facility. It is strongly recommended that all medication be administered at home or by the parent/primary care giver at the Center. If that is not possible, the director will decide on an individual basis if the Center will administer medications on a short term basis. All over-the-counter medications must be in the original container and labeled with the child’s name, dosage amount, and when the medication should be administered. All prescription medications must be

in the original container bearing the pharmacy label that includes the name of the medicine, date filled, pharmacy name and phone number, physician's name, child's name, and directions for dosage. In addition, any medication will be dispensed only upon the daily completion of the Center's medications form. Any expired medication will not be distributed.

Medical Conditions

It is important that parents inform the Center staff of any allergies or medical conditions that the child has. This will assist the staff in being better prepared to handle any emergencies that may arise.

Emergency Procedures

In case of a child's injury or medical emergency, the staff member in charge will:

- 1) Contact parents using current phone numbers as indicated on the child's emergency forms
- 2) If unable to reach parents, the staff member will contact emergency people listed upon enrollment
- 3) If other listed people cannot be reached, Center staff will call the physician or hospital specified on the health record form
- 4) In case of serious emergency, the closest hospital will be used via an ambulance service

Parents are responsible for all medical costs associated with emergency care. Please keep the Director and Center staff updated of changes in your business/home address and phone numbers.

Center staff will complete an accident report form on all injuries. Accident report forms will be sent to the Director no later than the second working day after the injury occurs. The Director will follow school district guidelines on reporting.

Enrollment

The Center is licensed for enrollment of children between the ages of 3 and 4 years of age. We encourage parents to visit the Center with their children to meet the staff, observe the program in action, and obtain enrollment information.

Pick-Up

All children must be picked up no later than 6:00 PM. Any child who has not been picked up by 6:00 PM will be assessed a per minute late pick-up fee. If a parent cannot pick up their child by 6:00 PM, the parent should call another designated person to pick up the child. If a child is not picked up by 6:00 PM, the Center staff will call the individual designated for emergency pick-up on the registration form. A child will only be released to those persons listed on the registration form as authorized to pick-up. A late fee of \$5.00 per minute per child will be incurred, payable on the date of the late pick-up.

Disenrollment From the Program

A child may be disenrolled for any of the following reasons:

- q Nonpayment of required fees
- q Poor behavior creating an atmosphere, which is chronically disruptive to the functioning of the program.
- q Lack of cooperation of parents in resolving issues that impact the program.
- q Consistent late pick-up beyond 6:00 PM

Parents of a disenrolled child may file an appeal in writing to the Christ's Kids Board of Directors for review of case and applicable policy.

Clothing and Outdoor Play

Children should be dressed in comfortable clothing suitable for play. Children spend time outdoors if weather permits, and should have appropriate outdoor wear. It is best if no belts are worn as it can be a frustrating item for children. Dresses should have shorts or pants underneath. Please do not send your child in flip-flops or sandals that do not strap to the foot. Jackets, coats, and sweaters should be marked with the child's name.

Field Trips

Classrooms often take walks in the vicinity around the Center. Parents will be informed prior to any field trips taken off-campus.

Toys

We request that toys not be sent to the Center with your child. Sharing personal toys often causes conflict, and we cannot be responsible if a toy is lost or broken. Age appropriate items will be provided by the Center.

Payment Agreements

If there is a problem with your account or you are unable to pay on the due date, please talk with the Director before the bill is due. If you are unable to pay your bill on the due date, you may ask for a payment agreement stating when you will pay the amount due. Payment agreements may be for a one-time situation or to change the due date to a different time in the month on an on-going basis. Payment is due each Monday prior to rendered services.

Fees

A \$50 registration fee must be paid for each child. The tuition is \$90/week for Full Day or \$50/week for Preschool only. Multiple child discounts will be considered and tuition assistance will be provided as funds are available. A late charge of \$5.00 per minute per child will be incurred if the child is not picked up by 6:00 PM, payable at that time.

Subsidies

Any family that would qualify for subsidized care will be encouraged to contact a child care subsidy worker at the DCBS office on Greenup Avenue in Ashland (606) 920-2049.

Checks

Checks should be made payable to Christ's Kids. The child's name should be written on the memo line of the check. If a check is returned, parents will be assessed a \$25.00 returned check fee. If the amount is not paid, disenrollment procedures will be initiated. After one returned check, cash payment only may be required.

Public Notice

Christ's Kids does not discriminate on the basis of sex in employment, educational programs, or activities that it operates, and is required by Title IX of the educational Amendments of 1972(P.L. 92-318) not to discriminate on the basis of handicap, in treatment, admission, or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1972 (P.L. 93-112) as amended in section 504 nor does the Christ's Kids discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964. Nor does the Christ's Kids discriminate on the basis of age, religion, or marital status, in the employment, educational programs, or activities it operates.

CHILDREN AND PARENT RIGHTS

pursuant for KRS 199.898

- 1) **All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**
 - A) The right to be free from physical or mental abuse;
 - B) The right not to be subjected to abusive language or abusive punishment; and
 - C) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

- 2) **Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:**
 - A) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - B) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - C) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
 - D) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential.
 - E) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care homes, or the provider or program receiving public funds within the past year; and
 - F) The right to review and discuss with any provider any state reports and deficiencies revealed by such reports.

- 3) **The child-care provider who is licensed pursuant to KRS 199.896 or certified home pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.**

Effective: July 15, 1998
Obtained from Licensing
Application



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ENROLLMENT AGREEMENT

I have thoroughly read the Parent Handbook for the Child Care Program and I am in agreement with the policies as presented in the handbook.

I agree to adhere to the program registration policies and give my child permission to participate fully in this program.

Parent/Guardian Signature

Date



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ENROLLMENT FORM

Date _____

CHILD'S INFORMATION

Child's Full Name _____ Birthdate ____/____/____

Preferred Name _____ Child's Home Phone _____

School District Child Resides In _____

Child's Street Address _____

City _____ State _____ Zip Code _____

PARENT/GUARDIAN'S INFORMATION

Mother's or Guardian's Name _____

Phone (if different from child) _____

Address (if different from child) _____

Place of Employment _____

Work phone _____

Father's or Guardian's Name _____

Phone (if different from child) _____

Address (if different from child) _____

Place of Employment _____

Work phone _____

Special instructions for contacting parents _____

If parents or guardians cannot be reached in case of emergency call:

1. Name _____

2. Name _____

Relationship _____

Relationship _____

Phone _____

Phone _____

OTHER CHILDREN IN FAMILY:

Name _____

Age _____

Name _____

Age _____

Name _____

Age _____

Name _____

Age _____

OTHER INFORMATION ABOUT THE CHILD:

Allergies _____

Special Needs _____

Concerns _____

CHILD'S PICK UP/VISIT PERMISSION

The following person(s) will be permitted to pick up or visit the child:

1. Name _____

2. Name _____

Relationship _____

Relationship _____

Phone _____

Phone _____

3. Name _____

4. Name _____

Relationship _____

Relationship _____

Phone _____

Phone _____

Signature of parent/guardian completing this form

Date



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HEALTH HISTORY

Yes

No

Kidney injuries

Heart condition or diseases

Diabetes

Wears Glasses

Wears Contact Lenses

Date of last Tetanus shot

___/___/___

A Note on Care During Program Hours:

It is strongly recommended that all medication be administered at home or by a parent or primary care provider at the school. The staff will administer prescribed medicines on a short term basis at the discretion of the director and only under extreme circumstances. With approval, all medicines must be accompanied by a signed and dated **Medication Permission Form** (see Director) for each day the medication is to be given. All prescription medications should be in the original container, with the name of the child, doctor, prescription number, and dosage. Over-the-counter medications must also be in the original container and have the child's name written on the bottle.

PARENTS ARE REQUESTED TO NOTIFY THE STAFF WHEN THEIR CHILD IS ILL WITH A COMMUNICABLE DISEASE.



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PERMISSION FOR EMERGENCY MEDICAL CARE

Child's Name _____ Birth date ____/____/____

PLEASE CHECK ONE:

_____ In the event of an emergency requiring medical attention, **I HEREBY GRANT PERMISSION** to a physician or other hospital personnel designated by Christ's Kids to attend to my child. I understand that the school will try to contact me first at the following number(s) and then, if necessary, call an ambulance. I understand that I will be notified at the earliest possible time should prior notice prove impossible. I also understand that I am financially responsible for any expenses for medical care or transportation incurred on my child's behalf.

_____ **I DO NOT GIVE PERMISSION** for my child to have emergency medical attention. I understand that the school will try to contact me at the following number(s). I understand that I will be notified at the earliest possible time should prior notice prove impossible. I agree not to hold the Child Care Program or anyone acting in its behalf responsible for any injury or complication resulting for the lack of emergency medical attention.

Parent/Guardian Signature _____ Date _____

Address _____ Zip _____

Home Phone _____ Work Phone _____

Emergency Number other than home or work _____

Child's Doctor _____ Phone _____

Child's Dentist _____ Phone _____

Hospital Preference _____

Health Insurance Company _____

Policy Number _____

My child is allergic to the following medications/anesthetics/foods:



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PERMISSION TO VIDEOTAPE / PHOTOGRAPH

Dear Parent/Guardian:

At some time during the school year, Christ's Kids personnel or other Center-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during the school day for staff/student evaluative, educational, or public awareness purposes. Such videotapes or photographs may be viewed by peers, faculty, or administrators. On special occasions such as a videotape or photograph of a class or school play, the film or photograph may be viewed by a general audience.

Please review this form carefully, indicate your preference in regard to videotaping or photographing of your child, sign and date the form, and submit the form to the Director. Although we will make efforts to comply with your request, bear in mind that we cannot monitor all adults at all times, especially during special occasions when other parents may take pictures or may tape the event.

Once signed and dated, this form shall remain in effect for the school year. However, at any time during the school year, you may amend this form only for future uses/preference by notifying the Director in writing of your request.

CHILD'S NAME: _____

Indicate your preference by checking the appropriate box below:

- My child may be videotaped/photographed during the school day for evaluative, educational, or public awareness purposes, as well as for special occasions such as participation in a class or school play.
- My child may be videotaped/photographed during the school day for evaluative, educational, or public awareness purposes only.
- I request to be notified in advance any time my child may be videotaped/photographed during the school day and understand that I may deny, by notifying the Director in writing, the videotaping/photographing of my child for that particular evaluative, educational, public awareness, or special purpose.

NAME OF PARENT/GUARDIAN (Please print): _____

DAYTIME PHONE NUMBER: _____

Date: _____

(Signature of Parent/Guardian)

(Signature of Director/Designee)



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PLAYGROUND PERMISSION

I understand that excursions may be planned from time to time to the playground as part of the childcare program.

Every precaution will be taken to assure the safety and welfare of your child. However, the Center and its authorized agents shall not be responsible financially or otherwise, should an accident occur.

My child, _____ has my permission to participate in the playground programs.

Parent/Guardian Signature

Date