

# The Clark County Early Learning Center's



## Family Handbook

for

the First Steps, Daycare,  
& Montessori programs

We are located at 150 Maryland Avenue  
Our Mailing Address: PO Box 643  
Winchester, KY 40392  
Phone: (859) 744-3183 Fax: (859) 744-4403

We are a proud part of the Clark County  
Association for Handicapped Citizens

Dear Parents,

Welcome to the Clark County Early Learning Center. Thank you for the opportunity to be a part of your child's education. We strive for all of our programs to be nurturing environments that promote creativity, educational development, appropriate social skills, and a desire to learn. During your child's time with us, please let us know if you have any questions or concerns. We are continually trying to improve the program and your feedback is a great tool to help shape the program. Please feel free to speak to your child's lead teacher or the center director with any suggestions you may have regarding the program.

If there are issues that you are trying to work on with your child, like potty training, please make sure to let us know your methods, so that we may help reinforce what you are trying to teach. At any time you may request a parent meeting with the lead teacher and center director to discuss your child's time here at the Center.

We do ask all parents to please look through this handbook and come to us with any questions you may have. We are a licensed daycare facility, participating in many programs including STARS and the Federal Food Program. As such, we are required to keep up to date records regarding medical, income, and participatory information. When these forms are sent home, please send them back in a timely manner. Throughout the year we will host several fundraising events. The funds raised are used to purchase new equipment and make other improvements to the Center. If you can volunteer your time for an event, please let us know.

It is our policy at the CCELC that children and their families will not be discriminated against for any reason including but not limited to gender, race, religion, national origin, disability, or economic condition.

Again, thank you for the opportunity to have your child in our program!

Sincerely,

*The Early Learning Center Staff*

# PROGRAM POLICIES AND PROCEDURES

## ATTENDANCE

Your child's attendance is very important to the program. We cannot hold places for children with poor attendance without good reason. A staff member will contact you after three consecutive absences. If you receive childcare assistance and your child misses more than five times in a month without a doctor's note, you will be required to pay for the days that childcare assistance does not cover.

## CHILD RELEASE FORM

You will fill out this form at the beginning of the school year to indicate who may take your child from the center or bus. This form is designed to ensure your child's safety. You must update it as needed. Anyone picking your child up **MUST** be on this form and have photo identification before the child will be released.

## CHILD SIGN IN/OUT

You must sign your child in/out when you drop your child off and pick them up. This gives us an additional attendance record and a current phone number on a daily basis. Please sign your first and last name.

## CANCELLATIONS AND EARLY DISMISSALS

The daycare portion of our program will make its own determination about canceling or closing early. In those events, we will list it on the local TV stations as Clark County Early Learning Center. The First Steps and Montessori programs will follow the public school schedule.

## CHILD DROP OFF TIMES

All children must be arrive at the daycare by 11:30am. Between 11:30am and 2:00pm **NO CHILD MAY BE DROPPED OFF AT THE DAYCARE**. During these hours, we have lunch and nap. Children arriving at the facility during this block of time tend to disrupt the whole class and it is not fair to the other children. If you pick up your child to take them to the doctor, they can return after nap, provided that you do so between 2:00pm and 3:30pm. We are a small facility and cannot accommodate afternoon drop-ins. If you have any questions about the terms of this policy, please see the Director.

## PAYMENTS

Payments for services are to be rendered in a timely manner. You may at any time ask for a balance on your account. You are expected to pay for the time the child is enrolled in our

program, not for the days he or she attends. If your child is sick or you go on vacation, payment is still due for those days. If you have any questions about this policy, please see the Director. Payments should be placed in the black box on the wall in the daycare office. Checks can be made payable to CCELC.

## **CONFIDENTIALITY**

The Privacy Act (PL93-579) safeguards confidential information. Parents and guardians of ELC children can be assured that information in a child's record will not be shared with unauthorized persons.

### **Confidential Information**

Personally identifiable information on children, families, and staff including material compiled by The Early Learning Center and other agencies and acquired by this center that is considered confidential. This includes any information entered in the Center's Computers

### **Permissible Use of Information Without Consent**

Information which may include determinations of eligibility, medical, emergencies, investigations, court orders and criminal proceedings may be shared with other agencies without consent based on local, state, and regional agreements and in compliance with Kentucky Revised Statutes on Confidentiality.

### **Information Released with a Consent**

Information compiled by The Early Learning Center may be released with a consent signed by a parent or guardian or by a caseworker for foster children

### **Information that cannot be released**

Information compiled by other agencies and obtained by the Early Learning Center will not be released to parent's guardians or other agencies

### **Unauthorized Release of Information**

Unauthorized release of confidential information, written, or verbal by any Early Learning Center staff will result in a disciplinary action.

# **Classroom Policies**

## **MEALS**

Your child will receive a nutritious breakfast, lunch and snack. A menu is posted in the classroom. We have copies available for you to take home as well. Food will not be used as a reward or punishment. We ask the parent not to send sweet snacks to the center. For any child who has allergies or cannot eat certain foods due to health issues, the parent or guardian must provide a written statement from the child's doctor listing foods the child cannot eat. For a child who cannot eat certain foods due to religious beliefs, the parent or guardian must provide a written statement of foods the child cannot eat. **WE ARE A PEANUT FREE FACILITY.**

## **CLOTHING**

Please mark all of your child's clothing, jackets, sweaters, coats, and hats with your child's name or initials. Children should be dressed in comfortable play clothes appropriate for the weather. Outdoor play is encouraged all year.

## **EDUCATION**

Children learn through play and experience. We use the Creative Play curriculum to plan activities for all the children at ELC.

## **BITING POLICY**

Children bite for many different reasons. We are here to work with your children and deal with the problem. Each biting situation will be discussed with parents in order to work on the biting at home and in our care. We do not have a set number of bites before a child will be asked to leave the program. Unfortunately, some children use this as a form of communication and we will do everything we can to ensure that no child is bitten. But we want to try and work with the family to fix the issue. Please be aware that whether it is biting, hitting, pushing, etc. we are **NOT** allowed to disclose the name of the child who committed the offense. Please do not ask staff members to identify or confirm which child it was. It is a privacy issue and you would want the same respect.

## **CHILD HEALTH AND WELLNESS**

### **POTTY TRAINING**

We are willing to participate in your child's potty training. Information on potty training is available at the center. Our policy is to begin potty-training when a child is ready and able to communicate the need to go to the bathroom. Our only requirement is that he/she wears pull-ups during this process.

### **ILLNESSES**

If your child has a fever, vomiting, diarrhea, rash, ear infection or other signs of illness, he or she should remain at home until the condition is no longer present. If your child becomes ill while at the center, you will be contacted and expected to come to the center and pick up your child within 2 hours of being contacted.

### **COMMUNICABLE DISEASES**

A large number of communicable diseases can be prevented by good personal hygiene. Certain symptoms in children may suggest the presence of a communicable disease: child looks or acts differently, tired, pale, poor appetite, confused, irritable, or hard to awaken. Notify your child's teacher or the office if you believe your child has a communicable disease.

Children presenting with these symptoms should be kept at home until:

1. A physician has certified the symptoms are not associated with an infectious disease or they are no longer a threat to the health of the other children at the center.
2. The symptoms have gone away.
3. The lead teacher has checked the child.

Lice are a common school/daycare problem. No child will be allowed to stay at ELC if any lice or nits are found. Parents are responsible for treatment and removal of lice and nits. A staff member must check a child before they will be allowed to return to the center.

If a child has any of the following childhood diseases they are not to attend: Chicken Pox, Impetigo, Influenza, Lice, Pin Worms, Pink Eye, Ring Worm, Roseola, Rubella, Scabies, Scarlet Fever, Strep Throat, or Viral Diarrhea.

## **IMMUNIZATIONS**

All children must have a valid immunization certificate when enrolling in the program. The immunizations must be kept up-to-date throughout your child's enrollment. We will send home notices alerting you that your child's shot record needs to be updated. After two notices, if you fail to bring in an up-to-date shot record or a note from your doctor regarding the need for a delay in the shots, your child will not be allowed to attend until you can present a current shot record.

## **TB SKIN TEST/ CERTIFICATE**

All of our staff members are required to have a TB skin test and certificate.

## **INJURY AT SCHOOL**

If your child suffers a serious injury at the center, you will be contacted immediately. If your child needs to be taken to the doctor, dentist, or emergency room you will be expected to come as soon as possible. You will be notified of injuries not requiring medical attention by an accident report and/or phone call. You must sign and complete an emergency medical treatment form.

## **MEDICATIONS**

If prescription medication needs to be administered while your child is at the center, a doctor must provide the center with a medication permission form. If your child needs to take any over the counter medications (ex. Tylenol, Motrin, Orajel, etc.) while at the center then you must fill out and sign a medication permission form. If your child needs medication during center hours, the following steps must be taken:

1. You must obtain, complete, and return the medication permission form. For prescription medication your child's doctor must complete the form. The medicine must be in the original appropriately labeled container.
2. If medicine, dosage, or time to be given is changed, the physician must send a written note indicating changes and a new form must be filled out. The container label must reflect these changes.
3. Non-prescription medication will only be given if the medication permission form is filled out by a legal guardian.
4. The lead teacher and parent must develop a written plan describing exchange of medicine considered a "controlled substance" such as Ritalin. This exchange of medication must always be done by an adult and arranged with ELC staff daily, weekly, or monthly. (Medication should NOT be carried in the child's backpack.) The medication must be in the original container appropriately labeled by the pharmacy.
5. Medications are stored at the center out of children's reach in a locked box.

6. Each time medication is administered; a staff person must complete the medication log.
7. Medication should not be left in your child's backpack. It should be given to either your child's teacher or a staff member in the office

### **MULTICULTURAL POLICY**

Our policy is committed to multicultural education. We share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff, and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive educational experiences by affirming human differences.

### **OUTDOOR PLAY**

Outdoor play is an important part of your child's day and contributes to his or her health. Weather permitting; the children will play outdoors each day. All children are expected to participate. Any concerns regarding this policy can be expressed to the teacher or program director. You can help your child enjoy this time outdoors by being sure that your child is in comfortable clothing and dressed for existing weather conditions. If you do not want your child to go outside because of allergies or any other reason, a note from your doctor is required.

### **TOUCH AND NURTURING**

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported by the touch of nurturing adults and peers. Staff members are sensitive to children's responses and nurturing touches. Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults' and other children's touch preferences. Our policy is to inform parents of the nature and type of routine physical contact that your child will experience. Please feel free to discuss or question anything you read in this document.

1. Affectionate nurturing touch includes: hugging, holding on lap, carrying, rocking, patting backs, cuddling and handholding. Children always have the right to refuse these touches.
2. Personal care touch includes cleaning and dressing and is done in a gentle and respectful manner.
3. First aid is administered as gently as possible and is always accompanied by verbal explanation and appropriate comfort.
4. Physical intervention is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation.



## CONFLICT RESOLUTION

We approach between children by redirection and working through the problem. Discipline such as “time away” is used only as a last resort and after other methods of guidance have proven ineffective. Any other behavior management plan will be developed with and approved by a child’s parents. Our goal is to teach social skills rather than use disciplinary measures. The following is an example of a conflict resolution procedure.

\*\*The steps in resolving conflicts between toddlers: taken from “Tender Care and Early Learning” p90\*\*

1. Approach calmly, stopping any hurtful actions.
  - Place yourself between the children, on their level.
  - Use a calm voice and gentle touch.
  - Remain neutral rather than take sides.
2. Acknowledge children’s feelings.
  - “You seem pretty upset.”
  - Let the children know you need to hold the object in question.
3. Gather information.
  - “It looks like the problem is....Is that right?”
4. Restate the problem
  - “So the problem is...”
5. Ask for ideas for solutions, and choose one together.
  - ”What can we do to solve this problem?”
  - Encourage children to think of a solution.
  - Check to make sure the solution is acceptable to both children.
6. Be prepared to give follow-up support.
  - “You solved the problem!”
  - Stay near the children.

# **Parent Involvement**

## **PARENT INVOLVEMENT**

Parents are encouraged to participate in center activities as much as possible. As a parent you are always welcome in your child's classroom and do not need to provide notice before coming. If you would like to volunteer in the classroom please refer to the volunteer guidelines. We are also available for conferences as is needed. Please call and schedule a time to meet.

## **PARENT-CENTER COMMUNICATIONS**

Parental involvement is necessary to the continuing success of the program. We try to maintain personal contact with you on a daily basis. Please approach staff at anytime with questions or concerns. It is very important to check your child's backpack daily. Areas of communication which are provided by ELC include:

- A monthly menu
  - Parent conferences will be scheduled as needed
  - Phone and written communication between staff and parents
  - Daily experiences sheets
  - Accident reports
- 
- Daily experience sheets will be sent home with the children outlining what they did at school that day and related to their general health and well-being.

## **PARENT / CHILD CLASSROOM ACTIVITIES**

We will provide opportunities for parents to participate in "special days" with their children in the classroom. We enjoy celebrating birthdays and holidays with the children in the classroom and encourage you to let us know if you want to do something special for you child on birthdays.