



# Firm Roots *Begin Here*

## 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

### 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:

- 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.
- A conference with the Director of designated staff person may take place.
- Parents will be asked for ideas on solving the conflict.
- Parents may be asked to keep the child at home for a few days until the child is ready to cooperate.
- 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:

- An oral temperature of over 100 degrees
- Discharge from ears
- Discharge from eyes or red eyes
- Excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing
- Lice
- 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. 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:

- Contact parents using current phone numbers as indicated on the child's emergency forms
- If unable to reach parents, the staff member will contact emergency people listed upon enrollment
- If other listed people cannot be reached, Center staff will call the physician or hospital specified on the health record form
- 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 for 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 \$1.00 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:

- Nonpayment of required fees
- Poor behavior creating an atmosphere, which is chronically disruptive to the functioning of the program.
- Lack of cooperation of parents in resolving issues that impact the program.
- 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 \$1.00 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.



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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.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_/\_\_\_/20\_\_\_  
Date