Lyon Cubs Day Care

Parent Handbook



Lyon Cubs Childcare Parent Handbook- School Year

Lyon Cubs Childcare's mission is to provide your child(ren) with a safe, positive, educational, and recreational environment where they can relax and have fun.

Welcome to Lyon Cubs after school program! We want to thank you for choosing our child care program. Lyon Cubs is part of the Lyon County School District. Lyon Cubs is regulated by Kentucky Child Care Regulations.

Hours of Operation
Before School (Afternoon Pre-School)- 7:30 AM- 12:00 PM
After School (Morning Pre-School)- 11:00-3:00 PM
After School (K-5)- 3:00- 5:30 PM

Lyon Cubs, during the school year, follows the Lyon County School District calendar. When school is in session we will provide services. We will not be open for Fall Break, Spring Break, Early Dismissal days, Snow Days, or Professional Development days. In the event that school dismissed early due to weather or other emergency, Lyon Cubs will be cancelled. You are responsible to contact the school prior to the early dismissal to make transportation arrangements.

Enrollment and Attendance
Enrollment at Lyon Cubs shall be open to any child regardless of race, color, creed, sex, religion, national origin or political belief. Each school year and each summer require a separate enrollment form. Registration for the next school year begins July 1 and runs throughout the school year. We accept students in Pre-School through 5th grade that are enrolled at LCES. A child may begin 24 hours after their registration form and the registration fee is received and approved.. Enrollment is accepted in the order received. There is the possibility of a wait list if we have more children applying than we have staff available.

Enrollment forms may be picked up at Lyon County Elementary Office during operation hours or on the LCSD website.

If your child will be absent from Lyon Cubs please notify us by an absent call to the LCES office or a message on our telephone.

If a child will no longer attend please notify the manager. If a child has not attended for 10 days we will call or send an email to find out if they will be attending. If a child has not attended for 20 days and we have not received a parental directive they will be withdrawn from the program. They may be able to attend later in the school year if we receive communication telling us when they will begin again.

Our Programing
Our program is designed to promote social interaction, creative expression and physical activity. We utilize a wide variety of arts, crafts, games and activities. Your children will spend their time on the playground, in the library, computer lab, gym or cafeteria. Check out our information wall for daily schedules and plans.

Our Staff
All prospective employees of Lyon Cubs Child Care must undergo a health screening and state and national criminal records checks. Each Instructional Monitor is required to take KY Child Care Orientation training and 12 educational hours per year. An Instructional Monitor that is certified in CPR/First Aid is always present.

Pick up Information-(K-5 After- School Day Dare)
Children are picked up from their classrooms by Lyon Cubs Staff at the time of school dismissal. Make sure the school teacher knows what days your child will be attending Lyon Cubs.

No one will be able to pick-up your child unless their name is on the authorization list provided to us during registration. If someone other than those provided on the authorization list will be picking up your child, a note must be provided prior to pick-up. Please do not rely on your child to tell us different arrangements have been made. We must have a note.

A parent or authorized person must enter the school through the rear doors (nest to the Lyon Cubs classroom) to sign out your child. The door is locked for security reasons so please ring the door bell to get a staff's attention. If this is the first time that a person is signing out a child they will be required to show identification. Until the staff member at the door recognizes you, you may be asked to show identification.

If you know that you will be late to pick up, please make arrangements for someone on your approved pick up list to pick up the child before 5:00 or contact us by phone to let us know the situation. There will be charge of $1.00 per minute for late pickup.

Registration Form Information
It is your responsibility to notify us of any changes to your registration information. Make sure that all phone numbers are current and that we are able to contact you during Lyon Cubs hours. We must have a current immunization form and emergency numbers on file. I will notify you if your immunization record will soon expire. We must be notified in writing if you would like to add a person to your sign-out authorization list. A court order is required to be on file with us if a child cannot be released to a parent.

Kentucky Child Care Regulations/ School Policies
Lyon Cubs Child Care is licensed through the State of Kentucky so we follow the Kentucky Child Care Regulations. Lyon Cubs is under the jurisdiction of the Lyon County School District so Lyon Cubs follows the same policies as outlined in the School Handbook.

Behavior
Every child has the right to feel safe when they come to Lyon Cubs. Everyone will show respect for staff, school property and other children at all times. We know that there are times we need to talk to a child because of an action or what they say, but we will do it respectfully. Lyon Cubs staff will not use harsh words or corporal punishment.

We have zero tolerance for bullying of any kind—physical, emotional, or verbal. Our staff wants every child to know that they need to report to any staff member any activity in which they feel threatened.

For incorrect choices the Instructor will talk with the child to redirect behavior. If a child continues to make poor choices in their behavior or speech then the child will "take a break" under the guidance of the Instructor. If misbehavior continues the student and staff will converse with the Manager or Director, submit the incidents in writing, and the parent/guardian will be notified. A severe incident such as injuring a staff member or another child will require a conference with the parents/guardians and possible in house detention or probation. Suspension from the program is a possibility for children who repeatedly disregard the rules and regulations.

Homework/ Reading
During the school year we daily have 20 minutes of quiet time designated toward homework or reading.
For grades 2-5. Their Instructional Monitor will be available to offer assistance.
A book will be read to children in grades Pre-K – 1.

Snacks/ Treats
Snacks will be provided each day by LCSD Food Service. All nutrition is operated in accordance with the U.S. Department of Agriculture. USDA policy does not permit discrimination of race, color, sex, age, disability or national origin. Any person who believes he/she has been discriminated against in any USDA related way should write immediately to Secretary of Agriculture, Washington DC 20205.

Food allergies needs to be reported on the enrollment form. Each child is provided a complete snack but it is up to the child if it is eaten.

Due to food allergies we cannot accept any outside food as treats.

School Year Daily Rates
Pre- School Daily Rate: 7:30 AM-11:00 AM and 11:00 AM- 3:00 PM- $12.00 per day
Friday Pre-School Daily Rate: 7:30 AM-3:00 PM- $20.00 per day
After- School Daily Rate (Pre-K- 5th grade): 3:00 PM- 5:30 PM- $8.00 per day

Fees and Payment
Each school year requires a non-refundable registration fee of $20.00 per child. Additionally there is a daily charge which is listed above. A child is charged only for the days they are in attendance at Lyon Cubs. **Accounts need to be paid at least every two weeks.** Lyon Cubs accepts cash, checks, or credit cards for payment. We require that your current phone number be written on your check.

We do not have cash on site to make change, so bring the correct amount or we will credit your account. Any returned check will be submitted to the County Attorney for collection.

Account balances: The person enrolling the child is the person responsible for the payment of fees. If a balance becomes due we will notify you by text message, email or phone.

Late Pick Up Fee
If the child is picked up after 5:30 PM there will be a $1 per minute/ per child charge. We will try to call the Parent(s) or emergency contact at 5:30. If a family has multiple times of late pick up, withdrawal from Lyon Cubs is probable.

If a child is not picked up by 6:00, and the parents cannot be contacted or Lyon Cubs staff need to leave then the police will be called.

Illness/ Injury / Allergies
State law requires that a child with a fever of 100 degrees be sent/kept home and may not return until fever free without medication for 24 hours. If your child has diarrhea, vomiting, pink eye, or evidence of any communicable disease the child should not be at Lyon Cubs until the child is symptom free for 24 or a physician statement indicates it is safe to readmit the child.

Please email or call if your child is sick. If your child becomes sick or if we discover lice or ringworm we will keep the child in the Lyon County Elementary office and contact you to come pick up your child.

If a child is injured while at Lyon Cubs we will record the incident in writing and contact you about the injury, when you arrive you will need to read and sign the incident report. We will use proper First Aid procedures to care for the injury such as bandage, ice pack or rest time. If you choose to seek medical care for the injury you need to notify the Director as soon as possible, as we are required to report all medical treatments for injuries to Kentucky Division of Regulated Child Care.

If a child is seriously injured during Lyon Cubs we will call emergency care and contact you.

Parents should notify staff of any allergies or health concerns the child may have on the enrollment form.

Medication
If your child requires prescribed medication during Lyon Cubs hours (even if it is over-the-counter medication that your doctor has told you to purchase, such as an antihistamine) we must have on file:
1. A Lyon Cubs Parent-Physician Medication Authorization form that has your doctor's name and phone number written on the form. No medication will be accepted by Lyon Cubs staff until this form is on file.
2. The original prescription bottle or tube with the child's name on it, the date of expiration and the directions for delivery of medication.
3. You must pre-sign for the administration of the medication on the Lyon Cubs Medication Record.

We will not administer over the counter medication (Tylenol, cold medication, etc.) without a Lyon Cubs Medication Parent-Physician Authorization form.

Electronic Devices/ Toys
Children are **not** to bring toys or electronic devices to Lyon Cubs during the school year.
Lyon Cubs is not responsible for any lost, stolen or broken item.

Child Abuse or Neglect
We care about all of the children in Lyon Cubs. If there are indications that a child might have been abused or neglected we are state mandated to report this and will contact child services.

Emergencies
We perform monthly fire drills and quarterly earthquake and tornado drills so your child knows what to do in case of a real emergency. If there is an emergency we will make every effort to notify you by the phone numbers you have listed on your enrollment form. Make sure these are up to date. Lyon Cubs has emergency plans that are submitted to the Lyon County Emergency Management Director.

Inclusion Policy
Participation of children with special needs will be evaluated on an individual basis and the evaluation will consider the strengths as well as the limitations of the child. The focus will be on the safety, well-being and best interest of the child and other children in the program. The child's teacher, the principal, other LCSD staff and Lyon Cubs staff will be part of the team. The decision takes into consideration the program's capability with reasonable accommodations to meet the needs of the child.

Dress
We will follow the dress code established by the school.

Parent Involvement
Lyon Cubs supports and invites family involvement. There is a bulletin board outside the Lyon Cubs classroom where parent information will be posted for school and community events. Lyon Cubs may hold family activities to familiarize you with Lyon Cubs and its staff. Sometimes these activities will be held in coordination with LCES activities.

Comments & Concerns
We are open to your comments, both positive and negative. They help us develop the program. You may direct your comments to Rob Richey or Missy Nelson.

Parents are welcome to visit at any time. Just stop by the Lyon Cubs classroom and let us know that you are visiting.

We want your child's experience at Lyon Cubs to be positive. They will have much to tell you when each day is finished and hopefully they leave our program with many happy memories and new friends.

By signing the enrollment form you have acknowledged that you have read and understand this information and you and your child have consented to follow the Lyon Cubs rules and regulation along with the contents of this handbook.

The Site Manager is very capable of helping you. She manages the daily activities, special events, as well as interaction with parents, staff and children.
Lyon Cubs Child Care-Missy Nelson and Diane Goodwin

We will send updated information by email, most of the time with your statement. Please read these emails. Sometimes we will post information on our Facebook page at Lyon Cubs Day Care.

If you have any questions, please email us at rob.richey@lyon.kyschools.us or missy.nelson@lyon.kyschools.us, or call one of the following phone numbers:
Lyon County Board of Education- 270-388-9715 ext. 413

If I do not answer, leave a phone message and I will get back with you as soon as possible.

Thank you
Rob Richey,
Director of Pupil Personnel/Day Care Director

Missy Nelson
Lyon Cubs Day Care Instructor