

# CARDINAL KIDS CAMPUS

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PARENT HANDBOOK



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## PHILOSOPHY

The Wayne County Board of Education offers a licensed Child Care Program. In this program, we want children to feel accepted and special and to treat each child individually. We will allow the children to express themselves in various ways and provide for enhancement of growth and enjoyment.

We believe each child is a unique individual. Each child has worth and much potential and high expectations yield high results.

We believe in providing developmentally appropriate programs to meet the physical, intellectual and social needs of children in a safe, caring manner.

We believe in positive methods of discipline. Discipline will be consistent, age appropriate, and designed to help children function in their world with a sense of independence and responsibility.

We believe children should have a physical environment that is clean, safe, healthy, and child oriented. The child should feel secure and free to express themselves and their ideas in an appropriate manner.

We believe a childcare program should encourage self-confidence and self-discipline. It should offer the opportunity for the child to relax, be himself/herself and have the choice of a variety of activities.

We believe a program is strengthened through a well-qualified staff. Therefore, we support them with training, staff development, and other opportunities for professional growth.

## GOALS

The overall goal of the Child Care Program is to bring about a greater degree of social competence in children. Social competence means the child's everyday effectiveness in dealing with both environment and responsibilities in school and life. To the accomplishment of this goal, objectives and performance standards provide for:

- (1) The improvement of child's health and physical abilities.
- (2) The encouragement of self-discipline, spontaneity, and curiosity, which will assist in further development of the child's social and emotional health.
- (3) The enhancement of the child's mental process and skills with particular attention to conceptual and communication skills.
- (4) The establishment of parents' expectations of success for the child, which will create a climate of confidence for present and future learning efforts and overall development.
- (5) An increase in the ability of the child and family to relate.
- (6) The child will have the opportunity to relax, be himself/herself, and enjoy a variety of activities.
- (7) The enhancement of the senses of dignity and self worth for the child.

## SCOPE OF SERVICES AND ACTIVITIES

The Center offers a recreational program. Children will be introduced to new activities and new situations but will also have the opportunity to be involved in their favorite familiar activities. Children will be encouraged to participate in a variety of activities and will be given choices.

This program will provide age appropriate services and activities for children in Preschool – Primary programs. This program will operate Monday – Friday. Hours are from 7:00 AM – 5:30 PM. The program will not be open on legal holidays.

Other services will include:

- (1) An alternative source of child care for parents allowing them to focus more fully on job demands.
- (2) Structured learning and programs that are recreationally based to encourage social interactions and growth.
- (3) A program that promotes the child's physical needs and enhances his/her cognitive skills.
- (4) A program that is conducive to the emotional needs of the child.
- (5) Health referrals in connection with the Family Resource Center.
- (6) A clean well equipped facility.
- (7) Nutritious snacks.
- (8) Hire and train qualified staff and maintain child-teacher ratio that meets state requirements.
- (9) Parent and child training through parent meetings and resource materials.
- (10) Adapt physically and administratively into the schools to provide convenience to the administration and to the parents.

## PROGRAM ACTIVITIES

The Cardinal Kids Campus Child Care Program will enlist a variety of activities to assure children have a safe, exciting environment. Children will be encouraged to participate in a variety of activities and will be given choices. Some of our program components will be:

### Planned Project Activity

Each day a project activity will be provided for children such as crafts, arts, dramatic play, music, dance, stories and books, science, block building, etc...

### Recreation

Weather permitting; children may play outside on the playground. Children are required to follow general school rules. Rules will be established by the child care staff regarding the use of certain play equipment.

### Free Play

Free play encourages imagination, curiosity, self-motivation and spontaneity in children, therefore, free time will be part of the daily schedule.

## FOOD

Breakfast will be served at 8:00 AM and lunch at 11:00 AM. Snack will be served at 2:00 PM for Preschoolers. After school program snack will be served when children arrive. Our full day preschoolers may purchase lunch for \$2.50 from Walker Early Learning Center. If your child is absent at the time of meals, please be sure to feed children before bringing them to the Center. Be sure to let the staff know of any food allergies by filling out the appropriate forms in the enrollment packet. Parents who wish to send a special snack for a special occasion should notify the staff. Any food brought in must be commercially prepared.

## ILLNESS

The Center is unable to care for sick children. For the safety of all children in the program, we cannot accept children with the following:

- Any contagious disease
- Temperature of 100 degrees F or above
- Vomiting
- Diarrhea
- Skin rash (unless accompanied by a physicians' statement)
- Lice or similar infestation

\*\*If a child becomes sick while in child care we will take care of the child's immediate needs, isolate the child from the other children and notify the parent to come and pick up their sick child

## VISITORS

We welcome parents or guardians to visit the Center at any time; however, all visitors must complete background checks and be approved through central office.

## PARENT MEETINGS

Parent meetings may be scheduled as needed. Contact the Child Care Director if you have a particular concern or interest.

## CONFERENCES

Our goal is to assist the child in developing self-control. The program has defined limits and consequences when these limits are broken. Both the limits and consequences of our program will be discussed with each child at the beginning of the program.

In the event that limits are consistently broken, a parent conference will be scheduled. We will make every effort to attempt to work cooperatively with the parent and child. In the event of unmanageable behavior, we reserve the right to terminate the child from the program. Also, parents may request a conference by calling 348 – 1591.

## FEES

See contract. The fees for the hours you contract will be agreed upon and noted on contract. Additional hours or days will be added as necessary.

**Payment will be due by Friday. We must ask that parents not be late on tuition payments as this is the source of paying our staff.** Make checks payable to Cardinal Kids Campus. If you let payment go over two weeks you may be terminated from the program. You are asked to give 2 weeks notice prior to withdrawing your child from the program. You will be charged 2 weeks from date of notice. (Please note – this is part of your contract).

**\*Absentees are charged**

## LATE FEE

A fee of \$1.00 per minute will be charged for late pick-ups after the program closes. This charge will be assessed the second time a late pick-up occurs. If a situation arises that you know will cause you to be delayed please call ahead, if possible, so staffing arrangements can be made.

If you wish to withdraw your child from the program or amend your contract, two (2) weeks notice is required. Parents will be charged for two weeks from the date of notice.

## HOURS OF OPERATION

**The Center will be open from 7:00 AM to 5:30 PM Monday through Friday,** unless notified otherwise. The Center will be closed on legal holidays indicated on school calendar. Parents will be notified in advance of any other closings. We will make every effort to serve our parents and meet your child care needs.

**SNOW DAYS** – If there is a light snow we will be open, if roads are snow or ice covered we will be closed for everyone's safety. We will make all efforts to send out text messages to our families that are enrolled for full days if we have to close. Please sign up for REMIND text messages this is the easiest way to communicate text @9efahe to the number 81010 to join.

## CONDUCT POLICY

It is our intent that each child enjoys the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct each child is made more aware of how to exercise self-discipline that we are here to help each child to succeed.

- (1) Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, conduct policies outlined in Wayne County Schools Code of Conduct apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the Program.

- (2) Asking a child to stop and think about his / her unpleasant behavior enables the child to develop self control.

For a child not cooperating in a listening situation, the child is seated by the teacher.

Removal from the group for a short period of time will be used for a child who continually demonstrates unacceptable behavior. This time out is not punishment, but rather a time when the child may calm down, remember the behavior the teacher is asking for, and decides when he is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parents will be asked to a conference to discuss what might be helpful in motivating their child to behave in an acceptable way.

In accordance with the severity of the infraction and the number of times the infraction occurs a child may be suspended from the program or be terminated from the program for:

- (1) Intentionally and repeatedly going to unauthorized areas of the facility or leaving the premises without permission.

- (2) Repeatedly using foul language and being repeatedly rude and discourteous to staff and peers.
- (3) Defacing school property.
- (4) Repeatedly refusing to follow basic rules of safety while at program site.
- (5) Stealing or defacing other children's property.

Corporal punishment will not be an accepted way of dealing with the children in this program. Children will not be hit, slapped or spanked in any manner. Staff shall not use profane, threatening, frightening or abusive language. They shall not associate discipline with rest, toileting or food.

It is our desire that every child enjoy his / her experience. It is for this reason that we have initiated policies we feel are fair, easily complied with by any child and of benefit to everyone involved.

## MEDICATION

If it becomes necessary for a student to take any form of medication at the Center the following procedures must be met by the parent / physician.

Medication can only be given to children by written order of a physician. The physician should list the name of the medicine, its dosage, the time it is to be given and the amount of time it is to be given (duration of treatment.) It is best to obtain this information when the child sees the doctor and he writes a prescription for the medication. Please bring the written order with the medicine that is to be administered at the Center. A written order from a physician is required for ANY medicine to be given; this includes prescription, non-prescription or any OTC medicines. This is a requirement that must be followed to be in compliance with state day care licensure. If it becomes necessary for a child to receive medicine while at the Center, the parent or legal guardian must bring the medication to Cardinal Kids Campus's staff and complete the medication consent form. This is in addition to the physician's written order.

The only exception is an asthma-inhaler that the child carries for respiratory difficulty.

The medicine must be in the original container with the pharmacy label intact and readable.

No medication can be given at school until the proper forms and procedures are completed.



### ATTENDANCE

Please call the Cardinal Kids Campus at 348 – 1591 by 8:00 AM if your child will not be attending that day. Absences will be charged. **The answering machine will always be on so parents may call day or night.**

### ARRIVALS / DEPARTURES

Children may not be left before the Center opens at 7:00 AM. Parents must accompany children into the Center and sign them in. When picked up, children must be signed out. For the safety of all children in the program, only persons designated on the pick up list provided by parents will be allowed to pick up children. Information required on this list includes name and SSN and the list must be kept on file at the Center. If the staff members at the Center do not know a person picking up a child, that person will be asked to provide identification. No child will be permitted to leave with a person who is not listed on the pick up list. Everyone will enter and exit by the double front doors.

### COMMUNICATIONS

Communication between the child, parent, school and the Center is essential to the success of the program. We encourage parents to call and discuss any questions or suggestions. Any concerns involving another child in the Center should be addressed directly to the Child Care Director.

### IMMUNIZATION RECORDS

Children's immunization records must be up to date and a copy on file with the Center. As these are updated within the year, please forward a copy to us.

### EMERGENCIES

In the event of a medical emergency, the Director will attempt to contact the parent or emergency contact person so they may seek treatment. In the event that the staff is not able to reach the parent, we will accompany the child to the hospital. Please make staff aware of any medical conditions such as severe allergies or asthma that could result in an emergency.

### EMERGENCY EVACUATION

Should a disaster occur in which everyone must evacuate the area, Central Office will be contacted for transportation of all students in the center to the evacuation location (Aspire Center). Pertinent children's information and medical records are kept in a readily accessible folder and will be transported with the children by the staff person in charge. All children and staff will be accounted for when loading buses and upon arrival at evacuation location site. In the event that bus transportation is not possible staff will walk children to the Wayne County Middle School. The police department will be contacted for continuous information and instructions. Staff, with directions from Central Office, will arrange for parent arrival and student release center. Both local radio stations, WFLW and Z93, will be contacted to broadcast, at frequent intervals, current status of incident and child pick up information.

### SEVERE WEATHER EVACUATION

In the event of severe thunderstorm or tornado threat children located in Cardinal Kids Campus will move to the interior hallway which is located inside Walker Early Learning Center (606) 348-4251. Please be safe and wait for storm to pass if possible and know that we are doing everything possible to protect your child/children.

### OBSERVATION & SCREENING

For our 3 & 4 year olds that do not attend school we use the ASQ Ages & Stages Questionnaire. \*we will go over this with parents about the forms and this helps us and the family to work together and the child's strengths and weakness to help them reach their best potential

## PARENTS RIGHTS And RESPONSIBILITIES

Please review the next 4 pages and sign. We ask that you do this to ensure that you have an understanding of our program and what services you should expect from us. If you have any questions or concerns regarding the rights and responsibilities statements feel free to discuss those concerns with the Child Care Director.

### Parents' Rights:

Parents have the right to:

1. Know their children are in a safe environment where they are free to choose from a variety of activities.
2. Know what types of programs and activities are being planned and offer feedback on the kinds of activities the children enjoy.
3. Share concerns with staff at any time about anything they do not feel is in the best interest of the children.
4. Know if their child is misbehaving and to spend time talking with the staff concerning a solution.
5. Know when the children will be going any place other than where the program is held.
6. Voice special concerns and consideration not covered in the handbook and discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

## Parents' Responsibilities:

Parents have the responsibility to:

1. Let the staff know if their child will not be attending for the day.
2. Observe the rules of the Center as set forth in the handbook and any additional policy statements.
3. To share their concerns with staff members if the program is not meeting their child's needs. Address all concerns involving another child in the Center with Child Care Director.
4. Listen to concerns that staff members have about the child's behavior and work through an agreeable solution to any problem that might occur.
5. Know about any change in policy or procedure.
6. Know the discipline procedure of the center as explained in this handbook.
7. Replace any equipment that their child is responsible for misusing.
8. Sign out their child at the end of the day.
9. Inform staff if child has been exposed to a contagious illness.
10. Notify staff of planned vacation and other extended absences.
11. Notify staff of withdrawal at least two weeks in advance.
12. To keep the child's record up to date with changes in phone numbers, address or medical conditions.
13. Pick up children on time.
14. Present certificate of immunization upon enrollment.



## CHILDREN'S RIGHTS AND RESPONSIBILITIES

### Children's Rights:

Children have the right to:

1. Safe and reliable environment.
2. Use all the equipment and space on an equal basis; to find equipment where it is intended and in functioning condition.
3. Have their ideas and feelings respected.
4. Discipline that is fair, equal and respectful of them.
5. Express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
6. Express their creative ability.
7. Explore and discover.
8. Continue developing their full potential.
9. Have a safe environment free of hazards.
10. Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, dramatic play, exploring.
11. Have a right to voice their opinion of the rules and activities.
12. Have staff members who care about them, enjoy being with them, and will help them grow.

## Children's Responsibilities:

Children need to be responsible:

1. For learning the consequences for their own actions.
2. For respecting the rules that guide them and help them control their feelings so during the school day their actions do not harm anyone in program.
3. For not willingly destructing or harming any equipment or property belonging to Cardinal Kids Campus or any child in the program.
4. For sharing equipment and facilities with all children in the program.
5. For remaining within sight of a staff member at all times.
6. Putting their belongings in their cubby.
7. For respecting the rules of Cardinal Kids Campus.
8. For dressing appropriately for indoor and outdoor play.
9. For returning materials and equipment to the place they belong before taking out a new activity.
10. For carrying out an activity to which they have committed themselves.

## Children's and Parent's Rights and Responsibilities

I have read the Children's and Parent's Rights and Responsibilities that are in the Parent Handbook and discussed with my child their responsibilities.

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Parent signature

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Date