



BOYLE COUNTY
EARLY LEARNING
CENTER

24-25 Family Handbook

EARLY CHILD CARE EDUCATION WITHIN THE BOYLE COUNTY SCHOOL DISTRICT

LOCATED AT JENNIE ROGERS COMMUNITY CENTER
410 EAST MAIN STREET
DANVILLE, KENTUCKY 40422

859-236-6634

WELCOME! Thank you for choosing the Boyle County Early Learning Center (" ELC") as a partner in your child's early education and care. Our mission is to create a safe nurturing environment for children to learn through play, exploration, and social/emotional connection. The Boyle County ELC team strives to prepare each child socially, cognitively, and emotionally for kindergarten and beyond!

The ELC is a licensed child care center within the Boyle County School District located at the Jennie Rogers Community Center. Our classroom Teachers and Assistants are employees of the Boyle County School District and have completed the Kentucky Child Care Orientation training, CPR/First Aid Certification, Pediatric Head Trauma & Safe Schools trainings.

Please take some time to read over this handbook and reach out with any questions you may have. We will have various family engagement events throughout the year, but my door is always open if you have any questions or concerns.

Together we can provide the best early childhood educational setting where "Kids Come First!"

Tonia Darnell, Director

PEOPLE TO KNOW

Boyle County Board of Education

Mark Wade, Superintendent

Jennifer Newby, Chairperson

Ruth Ann Elliott, Member

Jesse Johnson, Member

Steve Tamme, Member

Laura Weddle, Member

Administrative Staff

Chelsea Clark, Boyle County Schools Preschool Director

Tonia Darnell, Boyle County Early Learning Center
Director

Our Mission

To provide a safe, nurturing and engaging early learning environment that effectively supports the diverse needs of children and families in our community and creates a foundation for children to become lifelong learners and critically-thinking citizens

Our Vision

To be a trusted community partner dedicated to improving lifelong outcomes for children and families with a targeted focus on wellness, education, and family partnerships

Objectives

Through participation in the early childhood program the children will:

1. Develop the ability to make decisions about the use of time and choice of activities.
2. Learn how to interact appropriately with other children and adults outside their home environment.
3. Extend fine and large muscle skills.
4. Become aware of and appreciate their individual worth and uniqueness.
5. Become comfortable in a public school setting in preparation for kindergarten and beyond.
6. Become familiar with pre-reading, pre-writing, and early mathematical concepts.
7. Learn basic personal identification information.
8. Enjoy classroom experiences.

Student Information

The ELC maintains individual records on each child. You have the right to review these records and to have copies of anything in your child's file. These records are kept confidential, but may be viewed by ELC personnel, Boyle County Schools Personnel, and KY Division of Regulated Child Care Inspectors. Parents or guardians of children enrolled in the ELC may at their discretion grant signed permission to therapists or other 3rd parties.

The following information is required and must be submitted with your child's enrollment information before first day of attendance:

- Government Issued Birth Certificate
- Updated Immunization Record
- Signed Medical Questionnaire with preferred medical provider/phone number
- & preferred hospital/phone number
- Diapering Form (if applicable)
- Sunscreen form (if applicable)
- Audio/Visual/Social Media Release
- Signed Family Handbook Acknowledgement Page

Health Precautions

The ELC maintains a record of daily attendance. Our program will be of maximum benefit to your child if he/she attends regularly. In the event your child is ill, please notify the ELC. Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep him/her at home if he/she is sick. Children who exhibit any of the following symptoms may be sent home or not permitted to attend classes:

- Any child who had a fever of 100 degrees or greater must be free of the fever for 24 hours without medication prior to returning to school
- Diarrhea
- Vomiting
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound, or sore throat or difficulty swallowing
- Difficult or rapid breathing
- Conjunctivitis (pink-eye)
- Stiff neck or other pain about which the child complains and interferes with activity
- Contagious skin rash
- Evidence of infection, such as red and swollen or draining sores, green or yellowish nasal discharge or ear discharge.

Any child who has had a fever must be free of the fever for 24 hours prior to returning to school.

Should your child become ill while at the ELC, he/she will be isolated from the other children and you or the emergency contact person will be contacted to pick up the sick child. Parents of all children will be notified if there is a documented case of head lice.

Please let your child's teacher or the ELC office staff know if your child will be absent.

Play, Playground & Dress

Young kids enrolled in our program will spend a lot of time playing! Children learn best through meaningful play experiences. Our kids will spend part of their day outside to develop gross motor skills and to release excess energy. In addition, our children will spend a significant amount of time inside playing.

For these reasons, please dress your child appropriately for running, climbing and for out-door play. We strongly encourage all children to wear tennis/athletic shoes.

Please do not send your child to school in flip-flops. Children's shoes should have a closed toe and secure back in order to be safe while playing! Please send adequate outdoor gear for the playground (coats, hats, etc.) in colder weather. We will not go outside on days it is raining or during extreme heat, extreme cold and/or when a weather advisory is in effect.

Meals & Snacks

During each class, children have a meal or snack time. You are more than welcome to send in a meal with your child following the nutrition guidelines per regulations (copy attached). The ELC provides all snacks; however, if you would like to provide commercially prepared snacks for your child's birthday, please coordinate this with your child's teacher. We welcome this opportunity for you to be involved in your child's class! If you do not wish to provide your child's lunch or breakfast, the ELC procures meals from various licensed catering services, including Boyle County Schools Food Service. If your child has allergies or cannot

eat certain foods because of health problems, parents must provide a written statement including the foods your child cannot eat and what your child can eat in place of those foods. Families of infants will provide desired meals labeled with name/date (breast milk, baby food, formula, etc.) for their children.

Inclement Weather Policy

The ELC will make every effort to remain open during inclement weather. The safety of our children and staff will always be the deciding factor in adjusting the daily schedule due to inclement weather. Families will be notified of delays or closings via the text Remind App and the Boyle ELC Facebook Page.

Medication

If your child is required to take prescribed medication during regular school hours, you must provide:

written statement from a physician which includes the name of the medication, the dosage, the dosage time, interval that the medication is to be taken and the reason

for the medication to be given and a statement signed by parent/guardian giving

permission for the staff to administer medication.

Medication must be in original container. The medication will be kept in a locked cabinet at the ELC.

Non-prescription medication cannot be given to a child by the ELC staff.

Behavioral Management

The ELC is committed to providing a safe, secure, supportive learning environment for all students. Providing activities and experiences for children to develop and grow to their potential includes assisting children to understand boundaries and to develop internal control to appropriately relate to others and to participate fully at school and home.

A child's misbehavior at the ELC is interpreted through a development perspective; in other words, recognizing a child's behavior relates to his/her cognitive developmental level and responding accordingly.

Following is a list of interventions used at the ELC:

- Ignore minor misbehaviors when possible
- Redirecting to an appropriate behavior and/or activity
- Leading a child to a different area or activity
- Reminder of expectations
- Time Out: the child will be removed from the activity to sit on a chair or in a space within the classroom for a period of time appropriate to the developmental level of the child.
- Removing a Child from the Classroom: this technique will only be used if the child is a disruption to the other students. We have a sensory room to help calm a child during escalation.

-Temporary Modified Schedule: Teachers will work with families in adjusting a child's schedule temporarily if it's determined that the negative behaviors are due to a child's inability to attend a full day.

All interventions listed will be implemented and teachers and staff will communicate any discipline concerns with the family. Staff may also make referrals to the family and provide resources for aiding in behavior management. Permanent removal from the ELC is not ideal; however, if the child's behavior is a safety concern to the child, other children or staff, the ELC will work with the family to find alternate placement with a two weeks notice.

The ELC staff understands that toddlers are learning how to regulate their emotions and verbally express their frustrations. This learning curve may cause biting behavior for some of our toddlers. Biting mostly occurs in children from 1 1/2 to 3 years of age. Our staff will make every effort to assist children who bite by momentarily separating the child, using positive reinforcement and redirection. We will always contact the families involved in a biting incident and work together with the student who was the aggressor to work on a behavior plan.

If the biting behavior does not improve after repetitive positive reinforcement, the ELC may determine that the behavior is a safety concern to other children and staff. If this occurs, the ELC will follow the steps outlined above per our behavior policy.

Communication

The ELC teachers and assistants are not to have cell phones out during the day. It is policy that our staff provide direct supervision of children in our care at all times. We strive to create an atmosphere in the classrooms that minimize any distractions, allowing our staff to keep their full attention and focus on the children.

Brightwheel will be your primary tool for communicating with your child's teacher for non-emergency items. Changes of authorized pickups should be communicated in advance to the Director or Administrative Assistant. If you have an immediate need to contact the teacher, please call the office phone or the Director at 859.329.7661.

Supplies and Such

Classroom teachers will provide families with a supply list upon enrollment. Families should supply an extra set of clothing to keep in their child's cubby along with any changing supplies (diapers, pull ups, wipes, etc.) for staff to store in a secure cabinet away from all children. There may be times throughout the year, especially cold/flu season that Boyle County ELC may ask for donations of tissues and sanitizing wipes to aid in the prevention of spreading illnesses.

Description of Services

The ELC is designed to provide supervision and enrichment activities for children ages six weeks through five years old. Quality child care will be provided on the following schedule and is a hybrid calendar of the Boyle County School District.

Monday through Friday: 7:00 am - 4:30 pm (drop off/pick up times will be agreed upon in the family child care contract via Brightwheel)

The cutoff time to drop off is 10:00 am unless prior arrangements have been made. All child care rooms nap or take quiet time and coming in later than the designated time disrupts lunch and nap times.

Weekly Rate for all ages is \$175 per week

Kentucky Childcare Assistance Payments are accepted and forms included in enrollment packet. For more information, go to <https://www.chfs.ky.gov/agencies/dcbs/dcc/Pages/ccap.aspx>.

Fee & Payment Policy

Our program is a full day, full week program. Once enrolled, the weekly fee must be paid whether your child is attending or until you notify the office or ELC director that you are withdrawing your child.

Payment is due at the first of each week on Monday. If your child care account is two weeks delinquent and you have made no effort to set up a payment plan with the Director, you will be notified in writing that your child will no longer be accepted in ELC classrooms as of that date. Once your account is paid in full, we will be happy to re-enroll your child, if space permits. However, we will not hold your child's spot. Consistent late payments will result in dismissal of your child from the program. A fee of \$40 will be assessed to your account for late pickup beginning

at 4:40 pm. Flagrant late pickup is cause for immediately removal from the ELC. Social Services will be contacted for children left passed 4:50 pm, if parent/caregiver has not contacted Boyle County ELC staff.

Withdrawal

A two week notice must be given to withdraw your child from the ELC. This will allow us time to fill your child's position.

Drills

Per licensing regulations, fire drills are conducted monthly. Earthquake, tornado and lockdown drills are performed quarterly.

Child Abuse & Neglect

The ELC staff is legally bound per KRS to report any suspected child abuse, child neglect, exploitation, or deprivation to the designated authorities.

Corporal Punishment

The ELC staff has reviewed KRS 199.8982 and shall not use corporal physical discipline, including the use of spanking, shaking, or paddling, as a means of punishment, discipline, behavior modification, or for any other reason. Corporal physical discipline means the deliberate infliction of physical pain and does not include spontaneous physical contact that is intended to protect a child from immediate danger. The ELC staff cannot verbally abuse or humiliate a child, which includes, but is not limited to the use of threats, profanity, belittling

remarks or screaming at a child. Mechanical and physical restraint devices to discipline children are prohibited.

General Information

- Visitors are limited to only those with a specific purpose and to a specific area. Visitors must check in at the front desk.
- The ELC has an open door policy for families/caretakers, but our doors will always be secured.
- The ELC is not responsible for the child's safety and welfare once the child is released to the authorized "pick up" designee.

**BOYLE COUNTY ELC PARENT
ACKNOWLEDGEMENT OF RECEIPT
OF
FAMILY HANDBOOK**

PLEASE SIGN THIS FORM AND RETURN TO
BOYLE COUNTY ELC. THANK YOU!

I, as a parent of a child enrolled at BOYLE
COUNTY EARLY LEARNING CENTER, am in
receipt of the 24/25 Family Handbook.

Parent Signature:

Date:



Required Meal Components

**Parents are responsible for providing all components

Breakfast

Milk plus 2 other components:

Bread/Grain

- Can be exchanged for meat/meat alternative up to 3 times/week
- Dry cereal must be 6g of sugar or less per dry ounce
- Meat/Meat Alternative
- Fruit/Vegetable/100% juice

Snacks

Pick 2 components:

- Milk
- Bread/Grain
- Meat/Meat Alternative
- Fruit/Vegetable/100% juice

Lunch/Dinner

Must have all 4 components:

- Milk
- Bread/Grain
- Meat/Meat Alternative
- 2 different vegetables OR one fruit AND one vegetable

Unflavored Milk

Whole
Ages: 12-24 Months
4 ounces per Serving*

Skim or 1%
Ages: 2 Year Olds
4 ounces per Serving*

Skim or 1%
Ages: 3-5 Year Olds
6 ounces per Serving*

Skim or 1%
Ages: 6+Year Olds
8 ounces per Serving*

Fruits

Consider Berries, Apples, Oranges, Kiwi, Watermelon, Pears, Pineapple, Bananas, etc.

100% fruit juice served maximum one time a day

Juice shall not be served to children under 12 months

Vegetables

Consider green vegetables such as Broccoli, Green Beans, Peas, Asparagus, Zucchini, Lettuce, Cucumber etc.

Other vegetables: Carrots, Peppers, Squash, etc.

Meat/Meat Alternatives

Consider Lean meats, Fish, Poultry, Tofu, Soy products, cheese (including cottage or ricotta cheese), Eggs, Cooked dry beans, Peanut or soy nut butter, Yogurt (plain or flavored), Peanuts, Soy nuts, Tree nuts, or Seeds

- No imitation cheese
- Yogurt should have 23g of sugar or less per 6 ounce serving
- Consider nut allergies

Bread/Grains

Consider whole grains such as Bread, Crackers, Tortillas, Tortilla Chips, Rice, Quinoa, Pasta, etc.

Bread/Grain shall only consist of whole or enriched grains.

Bread/Grain-based desserts shall not replace the bread/grain component

*All serving suggestions are a minimum. **Drinks shall not have added sugar. Children must be offered only water, milk, or 100% juice with meals and snacks.