



**BOYD COUNTY
LIONS**

Boyd County Childcare & Little Friends Handbook

This is the parent/guardian & staff information handbook for all Boyd County childcare center:

- Hours of operation
- Policies /Procedures
- Mission /Vision
- Location
- Rules/ Protocol
- Rates
- Parent & Child's Rights, Responsibilities & Registration Guidelines

Director's office is located@

Little Friends

12300 Midland Trail Dr. Ashland, KY 41102 (far right side of the Boyd County Career & Technical Center)

Director Email: Courtney.Newman@boyd.kyschools.us (best way to contact)

606-928-7118 ex. 2579

Fax # 606-928-6432

Our Mission.....

In partnership with our community, Boyd County Childcare promotes a safe and happy learning environment away from home that is conducive to play, learning and other activities important to children for healthy development.

Our Vision.....

All Students will be active and self-motivated lifelong learners, all students will graduate and demonstrate the skills and knowledge to support productive citizenship.

Hours of Operation/Rates

All daycares follow the school district calendar, beginning date, holidays, and ending dates: (If district is closed, so are that daycares except for Summit, unless under a directive from the superintendent/director) There have been times due to situations out of the districts control that we have had to close Summit. Examples are inclement weather, lack of utility services, dangerous road conditions, not enough employees, etc. Please plan accordingly for your child/children.

***Little Friends Daycare**-7:00 am- 4:30pm (6 weeks- 5 years old) (\$150.00 a week, M-F, staff rate \$125.00 a week M-F whether they attend or not, doctor excuses will be required.) Drop off is from 7-8am and pick up is from 2:30-4:30. Breakfast and Lunch price is \$6 a day.

***Ponderosa**-2:00 PM-6 PM (afterschool) **on school Closures** hours are 7am-6pm registration fee is \$25.00 per child and \$10 per added student. Must be pre-enrolled **BEFORE** attending. Summer & District Breaks hours are 7am-6 pm must be pre enrolled and have conformation with the director for staff to student ratio. \$15 a day mandatory 5 day pay equaling to \$75 a week, full day is \$30 a day if not a full week, full weeks are mandatory \$150.

***Summit**-2:00 PM-6 PM (afterschool) **on school Closures** hours are 7am-6pm registration fee is \$25.00 per child \$10 per added student. Must be pre-enrolled **BEFORE** attending. Summer & District Breaks hours are 7am-6 pm must be pre enrolled and have conformation with the director for staff to student ratio. \$15 a day mandatory 5 day pay equaling to \$75 a week, full day is \$30 a day if not a full week, full weeks are mandatory \$150.

***Cannonsburg**-2:00 PM-6 PM (afterschool) **on school Closures** hours are 7am-6pm registration fee is \$25.00 per child \$10 per added student. Must be pre-enrolled **BEFORE** attending. Summer & District Breaks hours are 7am-6 pm must be pre enrolled and have conformation with the director for staff to student ratio. \$15 a day mandatory 5 day pay equaling to \$75 a week, full day is \$30 a day if not a full week, full weeks are mandatory \$150.

Students attending Summit Daycare full days should be dropped off between opening and no later than 8:30 am to keep them in a structured and disciplined routine. This will need to be enforced. It is also a mandatory 4 day pay and you will receive 5 vacation days.

During breaks and summer: Summit is the only site open. Must be 5 years old & enrolled in kindergarten- 12 old to attend. Pre- Registration is required prior to sending child/children, along with childcare subsidy. Summit Childcare 606-928-7118. \$30 a day and mandatory \$150 a week.

Registration fee/ \$25.00 per child- each additional child adds \$10.00 to the fee per child (EX 3 children, the fee would be \$45.00)

Afterschool Rate is \$15 a week. Will be charged for 5 days even if child doesn't attend.

Drop in and half days are not accepted. We are sorry for the inconvenience.

Late Fees are \$5.00 a minute per child beginning one minute after the time the center closes and will be billed to the account automatically.

Accounts must be kept current. Please pay weekly to insure your child's position in the center.

We are sorry we are unable to provide discounts for having multiple children enrolled.

Notice: If Child/Children are brought back to any of the after school centers because no one was present to get the child/children off the bus, transportation will return the child/children to the nearest or home elementary school. The school office personnel will use all resources available to contact parent/guardian to pick up at the school. If child/children to the daycare for safe supervision until the parents arrive. Upon the 3rd occurrence, the parents/guardian will need to enroll the child /children in daycare for the center to remain in compliance with the state, and for the safety of the child/children. An account will be created and parent/ guardian will be billed for the full registration fee/fees and the 3 times that the child/children were in attendance along with any future attendance. Each child will have a separate billing sheets for attendance and accounts must be payable weekly. All accounts carry from year to year when there is an outstanding balance. If an account is not paid it will hinder future enrollment until account is brought up to date. Repeated offenders who do not follow the Boyd County School districts transportation policies may be reported to the proper authorities within the district and/or outside of the district to protect the child/children. This would truly be a last resort. However, safety is the focus. If you have an issue or questions for Boyd County Schools Transportation, please contact @606.928.7126

Parent Information

- Please, NO EARLY Drop offs, we cannot have children in the center before working hours.
- Daycare does NOT transport children
- Meals (breakfast/Lunch) have been provide in the past by the school system if this was to change we will notify you as soon as we are aware. Snacks are provided by the daycare, we request that a water bottle if brought and left at the daycare daily for water refills.
- **Child Subsidy-** <https://www.dcoffices.org/office/ky> 41105 Boyd-county-social-services-office or you may create an account on MyKentucky.gov to check resources offered by the state to families. You will need to contact the director to complete this process BEFORE you send complete the registration packet. You will need supply proper documentation required by the center to complete the registration process. Registration, co-pays, and late fees are not paid by subsidy. The parent/guardian will be responsible.
- **If your child is subsidized and goes to one center and Summit on breaks, your caseworker needs to know that the subsidy will be for two locations.** This service agreement must be on file prior to registration of your child. Please seek help from the director for this. 606.928.7118 or Courtney.newman@boyd.kyschools.us

Checks are to be made out to Boyd County Childcare or BCCC.

- **Payments are to be made to the center that your child/ Children attends.** If you child attends Summit on breaks and your child attends another center you will handle separate account (not another registration fee.), at the Summit location as well.
- **Returned checks may be charged a \$25.00 fee for reprocessing. We are sorry for the inconvenience.**
- **BCCC Accepts checks and cash for payments.**

Childcare Center Rules

The following must be in file with the center before your child /children may attend. Registration process is not complete until all necessary information is on file:

1. Parents/guardians, for NEW enrollments must call the director @606.928.7118 or email at Courtney.newman@boyd.kyschools.us to discuss site, student, etc.....
2. Parent/ Guardian must completed registration packet
3. Parent/ guardian must complete emergency card. Please note that ONLY the person listed on the card will be able to pick up your child. Also, Kentucky Childcare regulations state you must be an adult to sign children out. **That means ON ONE below the age of (18) eighteen years of age may pick up your child for any reason or circumstance.** Please do not ask nor send someone to do this, it always puts the staff and individual in an uncomfortable situation. If you want someone to pick up your child who is not on the Emergency card, you must call the center and give permission by phone, with instructions as to who it will be and approximate time. Please note that anyone that you send will have to produce a valid driver's license to the caregivers on duty.
4. Parent/guardian must provide a current immunization on Kentucky form. (No out of state immunization not the pediatrician's letterhead) Kentucky state childcare regulations require the Kentucky form. (Please note that the Division of Childcare.) For childcare purposes, the parent/guardian must provide a new immunization form BEFORE the expiration date on the existing immunization record.
5. Parent/guardian must provide a copy of the child's birth certificate
6. Parent/ guardian are responsible for keeping all information up to date. (EX. Immunizations, family member gets a new phone-which information needs to be given to the center in case of an emergency, divorce, any court documents, moving, and changes in household...)
7. Parent/Guardian must follow all protocol for safety enforcement issues as directed by the Boyd County School district and center sites.
8. **Parent/Guardian will not allow child/children to bring toys, candy, gym, soda pop of any kind, to the centers.** Boyd County Childcare will not be held accountable if lost or stolen.
9. **Parent/guardian who allow children to bring electronics be aware that Boyd County Child care will not be held accountable if lost or stolen.** The student will be held accountable for taking care of their own possessions. Child/children will be responsible for keeping them in their bags at all times until they are dismissed from daycare.
10. Parent/ Guardian of the youngest of children must have two changes of clothes/underwear in a zip lock bag in case of any incidents,
11. Parent/guardian must provide a backpack for the needs of the child to carry back and forth daily.
12. Parent/guardian will be asked to sign a medical form **DAILY**, if a child must have medication given while at the center. Medication must be in its original container with the instructions on it as prescribed by the physician, have child's name on it, be given directly to the staff member on duty. Do not leave in backpack and not tell caregiver that there is medication in the child's backpack. This is a safety issue. Must have physician contact information if different from the one listed in the registration packet.
13. Parent/ guardian must sign children in/out daily. Proper time in and out. Again, State regulation and the morning initial is acceptable, however the state requires ALL parents to sign the end of the week slot, and it must be legible.

Boyd County Childcare Biting Policy:

- **First offense.** Both parents will be informed of the incident. One for the biting and the other for the accident. Both will sign documents to the same and said documents will be filled out and placed in students file.
- **Second Offense.** If it is apparent that a child bites the second time, the parent/guardian will be called at once to come pick the child up. After three (3) days out of the center, if the parents of the child who bites wasn't to re-enter the center, they must meet with the director to see if the child has progressed enough to rejoin the community. It will be the director's decision that is final for the safety of all the children.
- **Third Offense.** IF the child returns to the center having gone through 1&2, they will be closely monitored and if the child continues to bite again, the child who bites will immediately be separated from other children and dismissed from the program. Staff/ director who will call parent guardian for the child to be picked up within the hour.

While your child is at daycare:

If your child is injured, the caregiver's and/or director will take whatever steps necessary to obtain emergency medical care. These steps include but are not limited to.

- Contacting the parent/guardian
- Contacting persons listed on the emergency card/form

If parent/guardian cannot be reached, the staff will do any or all the following:

- Call 911
- Direct medical attendants to take child to emergency room in the company of a caregiver.

Health Policy

For the comfort and protection of all children and workers, no child with the following symptoms will be allowed to enter or remain at the center. (Also, in the event of a pandemic and/or epidemic, all federal, state and local mandates will be followed as ordered by the parent/guardian regarding attending the center.)

- Fever (100.4 or above)
- Rashes
- Headaches
- Sore Throat
- Chronic croupy cough
- Vomiting+ Diarrhea
- Eye infection(pinkeye)
- Ear infection
- Communicable diseases
- Yellow/green discharge with runny nose
- Nit/lice (We have and NO NITS policy. If your child becomes ill at childcare center, you will be contacted and expected to plan for the child to be picked up as soon as possible.(within an hour)

Your child will NOT be allowed to return to the childcare center UNTIL your child has remained free of any symptoms without medication assistance for at least 24 hour. A Physicians' release may be required depending on the illness. This is for students and staff protection against these issues. Thank you for understanding.

Child Care Rules

If the rules below are broken after warnings it will result in a write up. After 3 write ups your child will be dismissed from the daycare program for 4 days. After that the child can return and has 3 more write ups before being dismissed from the program indefinitely.

- Speak for yourself and use our “inside” & “outside” voices in the proper setting.
- Stay out of situations that do not pertain to you.
- We are polite, mannerly and helpful to our friends and staff members,
- Listen to others, and they will listen to you, be caring,
- Being Kind and respectful to staff and student in the daycare.
- Keeping hands and feet to themselves
- Listening to their teachers
- Cleaning up after themselves
- No running as this can cause serious accidents
- No yelling or the use of harsh words toward others.
- Keeping shoes on at all times
- Using School appropriate language and behavior
- No Biting/Hitting
- No Bullying (not teasing, shoving, pushing, hitting etc., of our center friends) this action will be reported to the director as well as the child’s parents/ guardian. Repeated pulling may result in dismissal for the remainder of the year or permanently.
- No throwing toys, as this may be age appropriate behavior it can hurt others.
- Do not bring toys to school
- We share
- We use “inside voice”
- We do not play in the restroom
- **Do not bring toys from home!**
- We follow caregiver’s instructions. Every environment has a set of safety roles we must all follow. **Our most important rule is to follow the caregiver’s instruction for safety.** Daily communication with parents is vital to our center. We will tell you if your child is behaving dangerously or acting in a way that is potentially harmful to themselves or to others. It is important that the rules be followed for safety of all the children. It is our intention that each child enjoy the activities planned but understand that he/she is responsible for his/her actions. As in any group activity, inappropriate behavior for a few can spoil the experience for the entire group. The following policies apply directly to each person and will be used to determine his/ her eligibility to participate in and activities.

Transportation Policy

The transportation BCCC daycare centers utilize the Boyd County Schools Transportation department.

In the event of inappropriate behavior, a child may be:

1. Asked to sit in the “thinking chair” to think about what they could have done instead of what they did. The caregiver will go over the rules and give better options for the child and the child may continue to participate.
2. Lose the privilege of participating in a specific activity.
3. Be suspended from the program for a specified amount of time.
4. Be dismissed from the program. Inappropriate behavior includes but is not limited to:
 - Going to unauthorized areas of the facility without permission.
 - The use of foul language and/or rude behavior.
 - Defacing/stealing property (daycare property or another student/staff property.)
 - Possession of drugs, weapons or any behavior deemed inappropriate.

Incident Reports: A written log is kept by caregivers each time an incident occurs, which may include information about a child’s particular behavior as well as information collected in conversation with the child, caregiver, or parent

Discipline and Dismissal Policy: The severity of this disciplinary issue may warrant other actions, but under normal circumstances, the following procedures will be followed:

- Should discipline problems arise, the caregiver will speak to the child with the hope that the discussion is all that is required to correct the problem.
- Should behavior problem continue, the director will notify the parent/guardian
- If these steps do not correct the problem, the parent /guardian, child, caregiver, and director will meet to discuss corrective procedures. This may be performed via phone or in person.
- Should this process fail, and behavior problems are not corrected, the child may be dismissed from the program. NO child will ever be disciplined or reprimanded with abusive language or physical contact. Such action by staff person should be reported immediately, and the situation will be handled following Boyd County Schools’ policy. Parent appeal process in order to appeal a disciplinary action including dismissal:
 - Parent/Guardian must submit a written complaint to the childcare director within thirty (30) days of a disciplinary action or dismissal.
 - The director will convene a conference of all concerned parties to attempt to settle. Suspicion of child abuse it is our legal obligation to report any suspicion of child abuse or neglect to the Child Protection Services Unit.

If you should need to report suspected abuse, please call 1-888-351-8901

Children have the right to:

- A safe environment.
- Equal use of equipment and space.
- Have their ideas and feelings respected.
- Discipline that is fair, equal, and respectful of them.
- Express their creative ability.
- Continue developing to their full potential.
- An environment that offers a variety of choice, physical activity, quiet time, indoor- outdoor play, creative activities and dramatic play.
- Staff members that are trained and care about them and enjoy helping them grow and learn.

Children need to be responsible for:

- Learning to accept the consequences of their actions.
- Respecting the rules that guide them during the day.

- Controlling their feelings so that their actions do not harm themselves, anyone else in the program and staff.
- Destroying any equipment associated with daycare or the building furnishings, inside or outside.
- Sharing with all children.
- Always remaining with staff.
- Dressing appropriately for indoor / outdoor play. (No Flip Flops or open toed sandals please.) Please send your child in appropriate footwear to protect their feet.
- Returning materials and equipment to the place they found them or to other children before choosing another activity.
- Completing an activity that they have committed to.
- If a child breaks or destroys daycare games, toys, etc., the child's parent/guardian may be asked to replace the item. (Habitual or repetitive behaviors of this nature would warrant recouping the cost of item/items.)
- Adhere to the Boyd County Schools Code of conduct located on the district website.

Please keep this information packet for your records. Fill out the registration packet and submit it along with a copy of your child's birth certificate, Immunization records on a Kentucky form and completed emergency card. Contact 6069287118 if you have any questions or email director found on the Boyd county website under Little Friends daycare tab.

By filling out the registration packet, you are stating that you have read this handbook and that you agree to the terms of its content.

Welcome to our Daycare Centers and sharing your children with us.

Parent Signature: _____

Date: _____

Child's Name: _____

Director Signature of Approval: _____