Oldham County Schools Youth Enrichment Programs



Parent Handbook

2025-2026

Goals of the Enrichment Program:

1. To provide a quality, developmentally appropriate childcare program at a reasonable cost and in a convenient location.

2. To provide a safe, relaxed atmosphere for recreation, creativity, and socialization to each child regardless of race, income, creed, or ethnic origin.

3. To provide enrichment services, which will afford learning experiences, promote artistic endeavors, and provide for the whole child's development.

4. To provide a “learner-centered” environment, mutual respect, and opportunities to promote life-long learning through meaningful real-life experiences.

TABLE OF CONTENTS

Philosophy/Welcome 1
Table of Contents.....2
Children & Parent Rights 3
Licensing & Staff-to-Child Ratios.....4
Registration & Eligibility.....4
Services, Hours of Operation, and Tuition.....5
Payment.....6
Communication.....6
School Breaks & Holidays.....6
Vacation Policy.....6
Withdrawal from Program.....7
Right of Dismissal.....7
Dress Code.....7
Arrival and Departure Procedures.....7-8

- Sign in and Sign out
- Authorized Person(s)

Custody Dispute Policy.....8
Daily Activity Policies and Procedures.....8-9

- Transportation
- Quiet Time
- Play
- Homework Policy
- Field Trips
- Swimming
- Parent Volunteers/Chaperones
- Toys

Discipline.....9
Health and Safety Policies and Procedures.....10-11

- Health and Attendance
- Illness
- Accidents and Emergencies
- Medications
- Immunizations

Emergency Preparedness.....12

- Emergency Evacuation Plan Overview
- Fire, Tornado, Earthquake, and Lockdown Drills

Grievance Policy.....12
Parent Agreement.....13

CHILDREN AND PARENT RIGHTS

According to KRS 199.898

1. **All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**
    a. The right to be free from physical or mental abuse;
    b. The right not to be subjected to abusive language or abusive punishment; and
    c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
2. **Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:**
    a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
    b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
    c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
    d. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
    e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
    f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
3. **The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program**.

KY Revised Statutes - 199.898

Division of Regulated Child Care
275 E. Main Street, 6E-B

Licensing

OCS Youth Enrichment Programs are licensed by the Kentucky Cabinet of Health and Family Services which recognizes and supports quality early care and education programs throughout the Commonwealth. Centers are inspected annually by the Kentucky Cabinet for Health and Family Services, as well as, the Oldham County Health Department and the state Fire Marshal's office.

Staff-to-Child Ratio - KY

One staff member for every (15) school-aged children who are five to seven years of age (1:15). One staff member for every (25) school-aged children who are seven years or older during before-school or after-school care (1:25).

Registration and Eligibility

Annual Registration Fee: $40.00 per child enrolled

Registration begins as early as the summer before a child starts Kindergarten through the summer after they complete the fifth grade. It is handled on a first-come, first-served basis. Every child must be pre-registered to use an OCS Youth Enrichment Program. Completed forms and deposits are necessary to hold a space for child(ren). All applications received after the program is full will be placed on a waiting list.

Eligibility

- Must already be enrolled as a student at the Youth Enrichment Program host Elementary school
- Must have proof of current insurance to participate

Services, Hours of Operation, and Tuition

FEES ARE SUBJECT TO CHANGE WITH WRITTEN NOTICE

Services	Hours of Operation	Tuition
After School (Full-time) *Three or more days a week*	2:15 - 6:00	• **$90/week** for first child • **$65/week** per additional child
After School (Part-time) *One or two days a week*	2:15 - 6:00	• **$30/day** for first child • **$25/day** per additional child
Full Days during the school year *Non-work days, or Snow Days**	Non-work days- 7:00 - 6:00 **Snow days may have adjusted hours.*	• **$50/day** for first child • **$40/day** per additional child
Seasonal Breaks *Fall Break, Winter Break, and Spring Break* *Field Trip costs are not included in weekly/daily rates*	7:00 - 6:00	• **$160/week** for first child • **$120/week** per additional child OR • **$50/day** for first child • **$40/day** per additional child
Summer Program (Full-time) *Three or more days a week*	7:00 - 6:00	• **$160/week** for first child • **$120/week** per additional child
Summer Program (Part-time) *One or two days a week*	7:00 - 6:00	• **$50/day** for first child • **$40/day** per additional child
LATE PICK-UP FEE: A charge of **$1.00 per minute** will be imposed after 6:00 PM and due immediately upon pick-up.		
ANNUAL REGISTRATION FEE: $40.00 per child Non-refundable; due at the beginning of each school year		
SUMMER ENRICHMENT FEES: To be determined each summer by Youth Enrichment Programs Non-refundable; due upon enrollment for the Summer program. Not to exceed $300. **Some programs may request a Kentucky Kingdom pass due to the frequency of field trips to this location.		

Payments

FEES MUST BE PAID EVERY FRIDAY FOR THE UPCOMING WEEK.

Payments can be made for more than one (1) week at a time. Upon enrollment, Youth Enrichment Programs will provide information for ***Tuition Express*** for payments.

A $5.00 late fee will be assessed for any payments not received by 6:00 PM on Tuesday of any week.

If payment is not received by the end of the week, the child(ren) may not return to the program until the account is paid in full. **If payment is not made by the end of the second week**, the child(ren) will be removed from the program.

There are no refunds for daily absences. There are no reductions for holidays that fall outside of School Breaks.

Communication

Updates will be shared with parents/guardians through Infinite Campus.

School Breaks and Holidays

School Breaks include Fall, Winter, Spring, and other non-school days.

School Break Registration is required for child(ren) to attend Youth Enrichment Programs during breaks. This is a first-come, first-served program, and accommodations may be limited. A minimum of **two weeks notice is required** for staffing purposes. A deadline will be established for parents/guardians to make changes or cancel registration for any reason. After the deadline has passed, tuition will be assessed for those days.

Holidays are decided by the Oldham County Board of Education. Youth Enrichment Programs will be closed on approved Holidays and will notify parents/guardians in advance.

Thanksgiving week is the only week in which Youth Enrichment Programs are open for two days and closed for three. The part-time rate will be charged for all families this week.

Vacation Policy

During the Summer, two weeks of tuition-free vacation are permitted annually. **A written two-week notice is required.**

There is no vacation policy while school is in session.

Withdrawal from Program

A two-week notice is required for a child's permanent withdrawal from the program. If a child is withdrawn from the program and then re-enters the program, the registration fee must be paid again.

Right of Dismissal

Youth Enrichment Programs and Oldham County Board of Education reserves the right to remove a child from the program if the child or parent/guardian cannot adjust and function within the program.

They reserve the right to dismiss a child due to non-compliance with the policies by the child or parent/guardian. The child will be dismissed with two weeks' notice. In extreme circumstances, immediate dismissal will be implemented at the discretion of the hosting Elementary school's principal. **The program always reserves the right to dismiss a child if circumstances warrant it.**

Dress Code

Children must adhere to the School Dress Code. Children need tennis shoes daily for physical activity in the gym or outside. All children must have weather-appropriate clothing for daily outdoor activities (except when weather conditions are too wet, too cold, extremely hot, or the pollution index is considered dangerous). To avoid confusion, all clothing should be clearly labeled with the child's name.

Arrival and Departure Procedures

Youth Enrichment Programs do not assume responsibility for a child until he/she is signed in.

A child must be present at school in order to attend the Youth Enrichment Program on after-school days. A child can not be dropped off if they were signed out of school, and are not present during school dismissal

Sign-in and Sign-Out

Each Center has a designated location where a sign-in/ sign-out sheet is kept. A parent/guardian/authorized person must sign his/her name on the sign-in/sign-out sheet. They must also note the time of drop-off/pick-up.

During the school year, all children must be signed out by a parent/guardian/authorized person before leaving

During the Summer program, all children must be signed in upon arrival, and signed out by a parent/guardian/authorized person before leaving

Authorized Person(s)

An Authorized Person(s) is someone who the parent/guardian has given permission to drop off or pick up their child(ren) from the Youth Enrichment Program. **This information should be provided to the Youth Enrichment Program in advance, in writing.**

- Authorized persons are advised to have a photo ID ready to show to staff before the child will be released
- If a situation occurs where a person does not have proper identification or is not listed on the release form of a child, the child is kept on school grounds until the legal parents or guardians are notified
- Requests for a child to be picked up by a non-authorized person can be made over the phone in case of an emergency only. A code or answer to a security question must be provided to authorize the request

Authorized Walker Form may be utilized if needed.

Custody Dispute Policy

Children will only be released to adults listed on the registration form. In case of a custody dispute, the Center will not undertake the decision of legal and physical custody of a child but will rely on the information provided by the enrolling parent/guardian. **The enrolling parent/guardian has the responsibility of informing the Director or Assistant Director about any custody situations in which a parent/guardian is not allowed to remove their child from the program.** Copies of legal documents regarding custody will be maintained in the child's file.

Daily Activity Policies and Procedures

Transportation

On scheduled Field Trips, Oldham County School buses and drivers are used.

Quiet Time

Children are always permitted to rest when they feel the need. On full days, there is a regularly scheduled period of quiet time after lunch. Children are encouraged to rest, read, or play quiet games.

Play

Weather permitting, daily outdoor activity will be scheduled. Activities will be supervised and organized. This will include team games, locomotor skills, exercises, or playground time.

Homework Policy

Students will have the freedom to work on school assignments and projects as needed. A location that is quiet and conducive for task completion and assistance from staff will be provided. High school student tutors **may** be available at some Centers; see your Youth Enrichment Center Director for availability.

Field Trips

Field trips are occasionally scheduled on full days that school is not in session, including periodically throughout the Summer. Parents/Guardians will be informed at Registration of all scheduled Field Trips and associated Field Trip fees. Summer program Field Trip costs are included in the Summer Enrichment Fees. **No staff remains behind on Field Trip days** - if a child does not have permission to attend a Field Trip, their parent/guardian must make other childcare arrangements for that day, and no discount will be

applied to the daily/weekly rate. Some Youth Enrichment Programs require special t-shirts to be worn by students on Field Trip days; check with your Youth Enrichment Center Director for details.

Swimming

Weather permitting, some Youth Enrichment Programs offer swimming during the Summer program; check with your Youth Enrichment Program for details. Each child will need to bring a towel, a change of clothes, a swimsuit, and a bag to hold all of their items.

Parent Volunteers/Chaperones

Parents/guardians interested in chaperoning a Field Trip or volunteering in any capacity that puts them in direct contact with children are **required to have a Criminal Record Check (CRC) on file**. To begin the volunteer/chaperone process, an interested parent/guardian needs to inform the Youth Enrichment Center Director and provide them with a **$10.00 per person CRC submission fee**. CRC background checks remain valid for five (5) years in any Oldham County public school.

Toys

Children should be discouraged from bringing personal toys, books, and electronic devices to the program, which may promote conflict with other children. **The program cannot be responsible for personal items, which may be damaged, lost, or stolen.** It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Discipline

Oldham County Schools Youth Enrichment Programs strive to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used.

A child's behavior that causes a safety issue to themselves or others, a continuous disruption to the program, and/or engages in bullying behavior against another student or staff person, will not be tolerated.

- **First Offense** - 1-3 day in-Center OR out of Center suspension based on the severity of the behavior. The director contacts parents. (Complete incident report)
- **Second Offense** - 1-3 day suspension from the Center. *No reduction in fees - weekly tuition remains the same (Complete incident report)* Childcare director will work with school staff to develop a plan to support the student. Parents will be informed of the plan and can offer feedback.
- **Third Offense** - 2–3 day suspension from the Center. *No reduction in fees - weekly tuition remains the same (Complete incident report)* Meeting with parent and principal to work with the family on a plan to support the student prior to student returning.
- **Fourth Offense** - 1-week suspension from the Center. Re-entry meeting with host-school Principal and Youth Enrichment Center Director. *No fee for the week.*
- **Fifth Offense** - Expulsion from the Youth Enrichment Program

**The principal has the right to exclude students whose behavior is harmful to the school program.

Health and Safety Policies and Procedures

Health and Attendance

Each child's safety and well-being are important to Oldham County Schools and our Youth Enrichment Programs. In order to keep illness to a minimum, please take note of the following information.

Children should remain at home if they exhibit any of the following symptoms:

- Fever. *May return to care when the child has been fever-free for 24 hours with no medication (i.e. Tylenol, ibuprofen, etc.)*
- Acute cold, coughing, sneezing, and/or runny nose
- Sore throat
- Skin eruptions or rashes
- Nausea and/or vomiting
- Diarrhea

Parent/guardians should notify the program if child(ren) or family members contract any communicable disease, like:

Disease	Incubation Period	Return to Program
Chicken Pox	7-21 days	When all pox marks are scabbed over
German Measles	14-28 days	One (1) day after rash completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2-5 days	When child is under doctor's care
Head Lice		No live bugs can be seen.

Illness

Children with any form of illness should remain at home. If a child arrives at the program with a fever, the parent will not be permitted to leave the child. A child may return to the program when they have been fever-free for at least 24 hours. **When a child becomes ill at the program, the parent/guardian will be required to pick up their child within one hour of being notified.** A parent/guardian will be asked to pick up their child if they have a temperature of 100° or higher, display COVID-19 Symptoms, vomiting, or feel so unwell that they are unable to participate in the regularly scheduled activities.

Accidents and Emergencies

In case of a serious accident, a child will be given first aid, and the parent/guardian will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. A child's registration form should

be **up to date at all times** including the physician's name, phone number, and hospital of preference. Parents/guardians must complete the emergency medical treatment portion of their child's registration form. Up-to-date contact information for all parents/guardians, as well as an alternate contact person, is vital.

Medications

The program will NOT dispense over-the-counter medication without written parent consent and an unopened bottle of over-the-counter medication. **The program will dispense medication prescribed by a physician under the following conditions:**

- Parent/guardian must fill out, sign, and date a medication authorization form every day they want their child to receive medication (Ask your Youth Enrichment Center Director for a Medication form, *9020.020 - AR*)
- Medication must be in the original container with explicit instructions about dispensing the medication.
- Medication will not be given to a child if the expiration date on the container has passed

Immunizations

Each child is required to have a current, up-to-date immunization certificate in order to enroll in the program. Updated certificates should be provided to the program as a child receives further immunizations.

Emergency Preparedness

Emergency Evacuation Plans

In the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard to children, the Center will enact the **Evacuation Reunification plan** that is specific to each Center/School building. **Parent(s)/Guardian(s) will receive a separate copy of the Evacuation Reunification plan for their child(ren)'s building.**

Emergency Drills

Each month the program will participate in a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado, earthquake, shelter in place and lockdown drills will be held as well. In the event of a Tornado Warning, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go to in the event of such an emergency.

Grievance Policy

In the event that a parent/guardian has a grievance with the Youth Enrichment Program, The following procedure should be followed, in order:

1. Communication with the Youth Enrichment Center Director
2. Communication with the hosting Elementary school Principal *for disagreements not settled by the Director*

3. Oldham County Elementary Level Director *for disagreements not settled by the Principal*

Grievance Procedures are outlined in the Oldham County Board of Education Policy Manual.

PLEASE RETURN THIS PART

Parent/Guardian Agreement

I have read and understand the policies and procedures in the Oldham County Schools Youth Enrichment Program Handbook. I will work to the best of my ability to uphold these policies and procedures. I realize the violation of these policies and procedures can lead to termination from the Youth Enrichment Program.

Students Name:

_____

_____

_____

Parent/Guardian Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____