

KinderCollege Boyd County Child Care



Parent Handbook

This packet contains the following information:

Mission and Vision Statements

Hours of Operation

Rates

Policies, Procedures, Rules and Regulations

Parents' and Children's Rights, and Responsibilities

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KinderCollege Boyd County Child Care Parent Handbook
Table of Contents

About Us.	4
Mission and Vision.	4
Rights and Responsibilities.	5
Hours of Operation.	6
Rates and Schedules.	7
Procure.	8
Payments.	9
Procedure.	10
Health Policies.	11
Family Supplied Items.	12
Lunches.	14
Mats and Sheets.	15
Behavior Expectations	15
Parent Appeal Process.	16
Forman and Informal Communications.	17
Suspicion of Child Abuse.	17

About Us

KinderCollege (KC) is a State-Licensed Childcare Facility in Ashland, Kentucky. The center is All Star Rated with a three-star *** rating. KinderCollege is affiliated with Ashland Community and Technical College (ACTC) and the Boyd County Public Schools (BCPS). KC is very fortunate to have these partners, as they support the center in a variety of ways. Located across the street from the ACTC College Drive campus, KC has been at this location for eight years. Previously, KC was located in the ACTC building for over 20 years.

KinderCollege serves children 6 weeks to 4 years of age. We have four classrooms.

- Infants (The Teddy Bear Room), 6 weeks to 12 months
- One-Year Olds (The Giraffe Room), 12 months to 24 months
- Two-Year Olds (The Monkey Room), 24 months to 36 months or two-to-three-year olds
- Preschool (The Butterfly Room), three and four year olds

Children must be toilet trained for this classroom. Facilities are not available for diaper changing. Four-year olds who turn five after September may continue to be enrolled in the program, if it is meeting their needs.

Note: At the time of this printing, KinderCollege is only accepting full-time students.

Our Mission...

To provide a safe and happy environment that focuses on the child's total development through play and active learning

Our Vision...

To create happy, self-motivated, life-long learners who are fully prepared for kindergarten and beyond

Family Rights and Responsibilities

Families have the right to:

- Know their child is in a safe environment where he/she is free to choose from a variety of age-appropriate activities.
- Participate in all levels of decision making concerning how their child spends the day.
- Know what types of programs and activities are being planned and to offer feedback.
- Know if their child misbehaves and/or spends time talking with the staff concerning a solution.
- Share concerns with the director about anything they do not feel is in the best interest of their child.
- Submit any concerns in writing to the director.
- Voice special concerns and considerations not covered in the handbook.

Families are expected to:

- Read correspondences (handbook, newsletters, emails, etc.) to know about and understand any changes in policies and procedures.
- Observe the rules of the program as set forth in this KinderCollege Child Care Handbook and any additional Boyd County Public Schools policy statements.
- Complete ALL forms, to keep on file at the center before your child's first day: immunization records on Commonwealth of Kentucky form; birth certificate; emergency card and forms; and family work/class schedule.
- Keep your child's files up-to-date with changes in phone numbers, addresses, immunization records, contact persons, etc.
- Pay your child care account in full on a weekly basis, or as agreed upon with the Director.
- Sign-in or sign-out your child at the appropriate time using the correct process.
- Notify a staff member when another person is picking up your child. That person must be at least 18 years of age and on the student registration pick-up list. (State Day Care Licensing Regulation)
- Dress your child appropriately for indoor/outdoor play. (It is understood that parents have to choose their battles. It is also understood that young children are developing a sense of independence. If your child decides he/she wants to wear something you don't think is appropriate just pack the appropriate clothing in a backpack or tote and we will use it as needed.)
- Know and understand the discipline procedures of the program as explained in this handbook.
- Listen to concerns that staff members have about your child's development and behavior, and work with staff to reach an agreeable solution to any concerns.
- Share concerns with the director if the program is not meeting your child's needs.

- Replace any equipment, toys, books, etc., damaged deliberately by your child.
- Inform the staff if your child has been exposed to a contagious illness.

Children’s Rights and Responsibilities

Children have the right to:

- A safe and healthy environment.
- Use all the equipment and space on an equal basis with peers.
- Have their ideas and feelings respected.
- Discipline that is fair, equal, and respectful of all.
- Express their creative ability.
- Continue developing their full potential.
- An environment that offers a variety of choice including physical activity, quiet time, indoor- outdoor play, creative activities, music, and dramatic play.
- Voice their opinions of rules and activities.
- Staff members that care about them and enjoy helping them grow and learn.

Based on their developmental ability, children are expected to:

- Respect the rules that guide them during the day.
- Control their feelings so that their actions do not harm anyone in the program.
- Learn to accept the consequences of their actions.
- Respect equipment and materials and use these as intended.
- Share equipment and facilities with peers.
- Finish an activity before moving to the next.
- Pick up after themselves.
- Return materials and equipment to the place they belong before taking out a new activity.

Holidays and Hours of Operation

KinderCollege is open Monday thru Friday, 7:00 AM—6:00 PM. Since the center closes at 6:00 PM, there will be a late fee of \$5.00 per minute/per child starting at 6:01 PM.

KinderCollege follows the ACTC schedule for holidays and breaks, as well as snow days. If ACTC is closed for snow or an emergency, KinderCollege will also be closed. The center is closed on the holidays listed below. Please check the current calendar for the exact day and date, as it often changes from year to year.

Holiday/Break	Month
4 th of July	July
Labor Day	September
Thanksgiving and the day after	November
Winter Break	End of December and Beginning of January
Martin Luther King Day	January
Presidents' Day	February
Good Friday	March or April
Memorial Day	May
Juneteenth	June

KinderCollege is **closed for a two-week winter break during December–January**. This will correspond with ACTC’s winter break. The actual dates will change yearly. It may or may not coincide with local school districts’ winter breaks. Reminders of the exact dates will be posted at the center and in family correspondences (newsletters, emails, etc.). The center does not close for any spring, summer, or fall breaks.

Rates and Schedules

Before a child can attend KinderCollege the following items must be completed and submitted.

- \$20.00 registration fee (see chart for multiple children)
- completed registration packet
- copy of the birth certificate
- up-to-date shot records (on the Commonwealth of Kentucky form)
- emergency forms

Your registration is not complete and your child cannot start at KinderCollege until all items listed above are submitted. It is the family’s responsibility to keep the information in the registration packet updated. This includes, but is not limited to, phone numbers, addresses, emergency contact information, and updated immunizations.

Upon enrolling, each family is asked to pay a non-refundable registration fee.

\$20.00 for 1 child	\$35.00 for 2 children	\$10.00/each additional child after two
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Daily Rates: \$25.00 standard fee or \$20.00 discounted fee for BCPS employees and ACTC employees and students

Attendance	Weekly Fee	Attendance	Weekly Fee
Full-time	\$125.00	Discounted Full-time	\$100.00

Families are asked to notify the center if their child will not be attending on a particular day and the cause of the absence.

Vacation Policy

Each family qualifies for vouchers good for two tuition-free weeks between July 1st, 2021 and June 30th of each year. You must let the director know at least two weeks ahead of time and it must be in increments of a week/five days. This will be reflected in the Procure system as a credit.

Procure Software Program

KinderCollege uses a software program, Procure, for billing and communication needs. We will be expanding the use of Procure but for now, most of our billing is being handled on-line through this software. Newsletters/parent communications also are sent though the program. When your child is enrolled, you will be sent an invitation to join and download the App onto your phone or other devise. Your child will be assigned to a class and you will have access to communicate or send pictures back and forth, as time allows, with the adult assigned to that class and with the director.

You have the option to set up your billing preference. Once this has been completed, you can choose to pay by credit card, debit card, or direct withdraw from your checking or savings account. Some parents prefer to pay twice a month and that is acceptable too. You do not have to denote this but wait another week and then pay the balance. It will keep track of what you have paid and what you still owe. Every Thursday you will get a reminder that payment for that week is due on Friday and it will note if you owe any back payments.

As newsletters are written, they will be sent online through the Procure Parent Portal. Hard copies will also be printed and left at the front desk in the foyer. Feel free to pick up one if you didn't receive the online version or take a hard copy if you prefer. Family members who are registered in Procure may communicate back and forth with staff.

Making Payments

Now that we are using Procure, making payments is much easier and efficient than previously. There are options in making payments: cash, check, debit card, credit card, direct withdrawal from a checking or savings account, or state assistance.

- KinderCollege accepts Child Care Assistance from KY and OH. Families must call the appropriate development council and complete all necessary forms.

Boyd County Development Council	800-809-7076
Greenup County Development Council	606-473-7311
Carter County Development Council	606-474-7714
Lawrence County Development Council	606-638-4065
- If the assistance results in a co-payment, then families are responsible for the weekly difference between our fee and the state assistance. At the time of this publication the State Dept. is covering all co-pays thru December 2021. Monies from the Covid-19 Relief Bill are being used for this purpose. If there are any questions about assistance.
- If paying in cash, give the exact amount to the director. Change is not kept at the center. The director will deposit the money and enter it into the Procure system. It will show up on your account.
- If paying by check, make it payable to KinderCollege or BCCC (Boyd County Child Care). Again, the payment will show up on your account.
- Receipts are written for every transaction. However, they are distributed monthly per family. If you would like your receipt after each payment, just ask.
- Procure keeps a record of all transactions. This can be used as a receipt, as needed.
- We ask that families pay fees each Friday. Families may pay every other week or how it best supports the way you are paid. If there is trouble paying your bill, discuss it with the director. Prolonged overdue bills could result in your child losing his/her child care spot.

If the amount charged by a center is more than what the state is covering, it is called an overage. In KinderCollege's case, our base charge is \$25.00; however, the state only pays \$22.00 per day. That causes a \$3.00 daily overage or \$15.00 per week. Families receiving childcare assistance are responsible for paying this \$15.00 a week in any of the ways outlined in this section (directly to Miss Merry or through Procure).

The New Normal and Back Again

The following procedures were adapted from the previous KY State Regulations to meet the new regulations as directed by Governor Beshear for being Healthy at Work due to Covid-19. These regulations went into effect July 1, 2020. These may change as things improve or worsen. However, these will continue until there is notification from the Governor's office. Things did improve and we did lift the mask and number of people coming into the center with one child restriction. However, things are worse again and we have reinstated those stipulations. We will always notify families if there are changes in our day-to-day routines and/or regulations. Thank you in advance for being flexible and respectful of our procedures as we try to keep all our children and staff healthy.

Note: At this time, only one adult is able to enter the building per child for arrival and departure. Siblings are not allowed to accompany an adult into the center or enter a classroom. The director will work with families, if needed, to provide supervision of younger siblings during arrival and dismissal.

- **Arrival Procedures**

- **Front doors are locked.** Accompanying adult knocks or honks (if he/she doesn't see anyone in the foyer). You may also call or text the director.
- Accompanying adult signs-in his/her child in the foyer according to the child's age. Be sure the correct time is recorded when dropping off and picking up your child. The sign-in and sign-out form is a little tricky. Be sure on the first day of the week when the child arrives that you write your child's name at the beginning of the line and your name at the end of the line. During the week you will need to initial the time of drop-off and pick-up.
- Children have their temperature taken and a health check completed each morning upon arrival.
- Accompanying adult must also have his/her temperature taken.
- If all checks out, the accompanying adult will take the child to the appropriate room with the health check form.
- Accompanying adults are to bring only the necessities to leave at the center. Diapers, wipes, needed ointments, extra set of clothes (or two), pre-made bottles, lunch as needed, pacifier, blanket or small stuffed toy.
- The adult leaves by the side outside door after the child is dropped off in his/her room.

- **Pick-up Procedures**

- The only people authorized to **pick up your child**, other than yourself, are the people listed on the registration and emergency forms. These people must be at least 18 years old. We cannot let your child leave with someone who is not approved and listed on the appropriate forms. There will be no acceptance of a phone call asking for an additional person to be added to the list. This must be done face-to-face.
- **Front doors are locked.** Accompanying adult knocks or honks (if they don't see anyone in the foyer). You may also call or text the director.
- Accompanying adult must use the front entrance of the center when picking up his/her child. This is a safe-school policy.
- Accompanying adult signs-out his/her child in the foyer according to the child's age.
- Accompanying adult picks up used items, checks progress reports, and leaves by the side outside door within each classroom with his/her child.

Health and Safety Procedures

- If your child receives new/updated **immunizations**, you have five days from that date to submit a copy of it for our records.
- Children are not allowed to bring chewing gum, pop (of any kind), candy, toys, or any sharp objects to the child care center. This includes personal items such as expensive toys/games that can be easily damaged or stolen. If this should ever happen, the child care center will not be held responsible.
- The following directions for administering any type of **medication** at the child care center must be followed:
 - The medication must be given to the child care staff member(s) on duty.
 - A written permission slip must be completed and signed by a family member each day the child is to be given the medication. (State Daycare Licensing Regulation)
 - Medication must be in its original container, with child's name on it.
 - Written instructions as to quantity and time(s) the medication is to be administered should be written on the form and match the directions on the bottle/tube.
 - Physician's contact information should be on the original bottle.
 - You should follow the same procedures for over-the-counter medicine or ointments.
- If your child is **injured**, the director/caregiver(s) will take whatever steps necessary to obtain emergency medical care as quickly as possible. These steps may include, but are not limited to, the following:
 - Start emergency treatment or first aid as needed
 - Call 911 when necessary
 - Contact the family
 - Contact persons listed on emergency form as needed

- Communicate with Drs. or hospitals as listed on the emergency form as needed
- Complete accident or incident form

Boyd County Child Care Health Policy

For the protection of all children and workers, no child with the following symptoms will be admitted to KinderCollege. This also applies to our staff.

- | | |
|---|-------------------------------------|
| • Fever (over 100.4 degrees) | Chronic cough |
| • Rash other than diaper rash | Vomiting |
| • Severe headache | Diarrhea |
| • Sore throat | Eye infection (pink eye) |
| • Ear infection | Communicable diseases |
| • Yellow/green drainage from nose or ears | Nits/lice (We have a NO nit policy) |

If your child becomes ill at the childcare center, you will be contacted and expected to make arrangements for the child to be picked up. Your child will not be allowed to return to childcare until twenty-four (24) hours after the symptoms disappear and/or fever has subsided without medication. In case of serious illness, a doctor’s note indicating it is okay for your child to return will be required.

If a child has tested positive for **Covid-19**, the Ashland-Boyd County Health Department (606-329-9444) must be notified and the center’s director also notified as soon as possible (606-324-2280). The child may return to the center after the Health Department determines that it is safe for all involved (this is usually 10 to 14 days after testing positive depending on the severity of the symptoms).

Items Supplied by Families

Please send as little as possible with your child since extra care is being given to stopping the spread of germs in the midst of this pandemic. However, there are some things that families will need to bring for their child.

Infants

Families need to supply diapering, food, and clothing needs for their infant. Please label everything with your child’s name. Also include an outline of your child’s schedule at home so that it can be followed as close as possible. As schedules, likes, and dislikes change, please let us know. There are three identified areas for each family to store their child’s personal belongings. This includes a clear bin below the diaper

changing table which mainly houses diapers and wipes. A plastic basket-like tray in the kitchenette, off of the Infant Room, is for food and drinks. There is also a space on the shelves by the cribs for diaper bags, extra diapers, and other large supplies. Each will be labeled with your child's name. A crib is designated for only one child. This too has your child's name on it and the activities and skills he/she is working on specific to age. Families may provide a crib-sized sheet and take it home each weekend to wash. It needs to come back each Monday. However, KC has crib sheets that can be assigned to each child. This will only be used for one child and it will be washed and sanitized weekly or more, if needed.

Please send the following items, and replenish as needed. Make sure names are on everything.

- Diapers
- Wipes
- Pre-made bottles
- Change of clothes or two (as needed)
- Pacifier (if the child takes one)
- Blanket or special small stuffed animal for comfort
- Baby food and juice for older infants
- Snacks for older infants
- Anything else that will help your child feel comfortable in the childcare setting

Toddlers

Each toddler will have a cubby with his/her name on it for personal belongings. Only bring the things they need. All items must be labeled with your child's name. Please replenish the following items, as needed.

- Diapers or pull ups
- Wipes
- A sippy cup (bottles are not used in the toddler rooms)
- Milk substitute if there are milk allergies or sensitivities
- Blanket or special small stuffed animal (if needed—for nap time only)
- Change of clothes or two (as needed)

We supply whole milk for children up to two years of age and 2% milk for children over two years old.

Preschoolers

Children will have a labeled cubby for their belongings. Only bring the things they need. All items must be labeled with your child's name. Please replenish the following items, as needed.

- A sippy cup
- Change of clothes or two (as needed)

- Blanket or special small stuffed animal (if needed—for nap time only)
- Milk substitute if there are milk allergies or sensitivities

Any stuffed toy or blanket brought to the center must stay in a cubby or back pack and can only come out for nap/rest time.

Lunches

When Boyd County Public Schools are in session, families are able to purchase school lunches from Summit Elementary. This is available for any child who is eating table food. The lunches are \$1.75 per lunch, and are delivered to KC daily. There is a monthly menu that is available on the desk in the foyer. Families can select meals that are to their child's liking. You may sign up daily or in advance for lunches. Lunches are usually ordered around 9:00 AM each morning.

There are several options in paying for lunches. If you know you want to order lunches every day, it can be set up in Procure and it will be a part of your weekly payment. However, this cannot be changed week-by-week. Ask the director to create this option for you in Procure, which will enable you to use a credit card, debit card, or direct withdraw from a checking or savings account. You may pay cash day-by-day or at the end of the week. You may also write a check. If you are paying cash or writing a check, put it in an envelope with your child's name, date, and amount enclosed. Give this directly to Miss Merry. Envelopes will be available on the foyer front desk.

During each summer, KC participates in the KY Summer Food Program and we have free lunches and morning snack delivered to us daily. There is no charge for any of this program.

If you choose to pack your child a lunch, there are specific stipulations. All lunches must contain a child serving of the basic five food groups: vegetables, fruit, whole grains, protein, and dairy. Milk must be served at lunch and counts for the dairy requirement. All lunch bags must contain an ice pack and be labeled with your child's name and left in his/her cubby. Do not send Kool-Aid or sugary drinks. Juices may be sent for snacks but not for lunch. KC will supply a morning and afternoon simple snack including drinks. The center provides diluted fruit juice and/or distilled water so you do not have to send snacks or drinks unless you wish.

Please send a note for us to keep on file, if your child has any food or dairy/milk allergies or sensitivities.

Mats and Crib Sheets

All toddlers and preschoolers will have nap time. Children do not have to sleep at nap time but they are expected to lay on their mat and rest. The center will supply a mat. We have new mats that none of our pillow cases fit. However, crib sheets do fit and they are much easier to get on and off for washing. You may supply a crib sheet and take it home on Friday, wash it and then return it Monday morning. If you would rather, a KC crib sheet can be assigned to your child. Only your child will use it and it will be washed every week or as often as needed. Mats will be disinfected at the same time crib sheets are removed to wash.

Behavior Expectations

Children are expected to:

- Listen to adults.
- Follow directions.
- Speak for themselves (as is developmentally appropriate).
- Be kind.
- Show respect.
- Refrain from running.
- Refrain from rough play.
- Refrain from biting.

Inappropriate Behavior

Young children are learning to meet their own needs, to interact in a social setting, and to recognize and follow rules and norms. Not doing these things correctly is part of learning how to do them correctly. Care-givers recognize children's developmental stages and will model and guide positive behavior. Your patience is appreciated as children learn how to operate within our social setting. Our staff also appreciates you working at home on these behaviors as you are able.

Inappropriate behavior includes, but is not limited to:

- Refusing to follow basic safety rules provided by the center.
- Using hands, feet, or mouth to hurt friends.
- Going to unauthorized areas of the facility without permission.
- Using foul language and/or rude behavior.
- Defacing or stealing child care or others' property.

- Possession of drugs, weapons, or any other behavior deemed inappropriate or a safety hazard.

Consequences for inappropriate behaviors:

- Lose the privilege to participate in a specific activity.
- Lose the privilege to use certain materials.
- Be put in a thinking chair to reflect on or think about the rules.
- Visit the Director for a short time.
- Be suspended from the program for a specified amount of time.
- Be dismissed from the program.

In addition to modeling positive behavior and regularly reviewing positive expectations, children who make poor behavior choices may be isolated for short amounts of time by sitting in the thinking chair or visiting the Director. Losing privileges and being removed from an activity in which an inappropriate behavior is being displayed may also be consequences for poor choices.

If a problem persists, all staff involved will work with all families involved. Every effort will be made to correct a problem situation but as a last resort, repeat offenders will not be able to stay in the center for the safety of all children. This includes, but is not limited to, biting.

NO child will ever be disciplined or reprimanded with abusive language or physical contact. Such action by a staff person should be reported immediately, and the caregiver will be dealt with accordingly.

Parent Appeal Process

The following steps should be followed for an appeal to a decision made by the child care director regarding a child's suspension or dismissal. These steps are provided to facilitate understanding of the grievance process.

- A family member must submit a written complaint to the child care director within thirty (30) days of a dismissal.
- The director will then convene a conference of all concerned parties to attempt to settle the issue.
- A decision will be decided by the group and adhered to by all parties.
- If an agreement is not reached, a representative from the BCPS will serve as a mediator and all parties will be asked to conform to the 3rd party's decision.

Daily Communications with Families

A written log is kept by caregivers each day. This is on the backside of the daily health check. This includes basic routines and highlights of the day. Information is also included about a child's particular behavior, as needed. These reports are left in a certain spot in case the main care giver has left before a family member arrives. Ask where logs are kept if you do not see them. It may be different in each room. These will be filed the next morning in each child's folder. If parents would like a copy, a phone picture may be taken, or the Director may make a copy. We do not leave copies out due to our confidentiality policy. The log will also specify if your child is in need of diapers, extra clothes, immunization updates, etc.

The exception is the preschool log where children interact with their care-giver to help complete the form to let families know what they have been doing during the day. These forms may be taken home each day in hopes they will encourage a family discussion.

An incident or accident report will be a record of anything that happens out of the ordinary, which may include:

- Accidents.
- Injuries.
- Misbehaviors.

As children grow, **transitioning** into the next room is very fluid. There is no exact criteria for moving from one room to another. Some children may transition up before their birthday while others may stay an extra week, month, or so. Parents and care givers will discuss the transition, look at developmental checklists, and create a plan to determine when to move the child. There is a form that is completed to give support and understanding of the transition. Availability in the next room may also play a part in making transition decisions.

Suspicion of Child Abuse

All KinderCollege staff are mandated reporters. It is our legal obligation to report any suspicion of child abuse or neglect to the Child Protection Services Unit. All suspicions will be reported immediately, with the child's safety and well-being as our sole consideration. To report abuse use the abuse hotline: 888-351-8901

Additional Notes

