

# PLAYCARE ACADEMY PRESCHOOL AND CHILDCARE CENTER



# Parent Handbook

217 S. Maple Street,  
Sonora, Ky 42776

Nov 2022

**MISSION STATEMENTS****PRESCHOOL AND CHILDCARE CENTER**

Our purpose is to provide the best quality care and to educate each child in clean and caring surroundings.

We nurture and encourage each child in development of spiritual and moral values, as well as social and cognitive skills. Our sharing and caring, creates an environment in which each child can grow and feel safe and accepted for his or her own individuality.

**VISION STATEMENT**

We pursue excellence in the care and safety of each child, to fulfill all their developmental, physical, and moral needs.

**EQUALITY OF EDUCATION STATEMENT**

We admit children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the preschool and childcare center. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school and childcare center-administered programs.



## **STAFF**

Our early childhood teachers have a degree or years of experience working with young children, Both in and out of the classroom, .

All staff members stay current with new and innovative teaching methods through training and continued education. They are dedicated to providing an enriching environment that satisfies the needs of all students in the program.

## **PROGRAMS OFFERED**

We provide developmentally appropriate programs designed to focus on the individual

- For infants and toddlers we provide an environment where they can feel secure, encouraged to explore their world, and to learn who they are.
- Children in the 2 and 3 year old programs learn best through play. As they play, listen to stories and music, and explore their world, they are provided opportunities to build their vocabulary and learn about the world around them.
- Pre-Kindergarten is for students 4-5 years old who are getting ready for kindergarten. We plan learning activities that help children have fun while they are building skills necessary to succeed in kindergarten.
- After school children are bused by Hardin County Schools We have snack, planned active and quiet activities as well as the opportunity to work on homework if they wish.

## **Group Sizes**

- Infants: 1 staff to 5 children
- Ones: 1 staff to 6 children
- Two's- 1 staff to 10 children
- Threes-1staff to 12 children
- Fours-1 staff to 14 children
- Afterschool- 1 staff to 25 children

## **ENROLLMENT POLICIES**

As long as we have space for children our enrollment is ongoing

### **Required Paperwork**

According to state guidelines, all children that enroll are required to have certain forms on file prior to the first day of attendance. Most of the forms can be filled out on line through the enroll button on the home page.

### **All Programs Require:**

- 1. Current Enrollment Form**
- 2. Kentucky Immunization Certificate (Original only)**
- 3. Birth Certificate (We will make a copy)**
- 4. Emergency Medical Release Form**
- 5. Family Information Form**
- 6. Signed Payment Contract**
- 7. Federal Food Program Forms**
- 8. Photo Release**
- 9. Animal Release**

## **STARS PROGRAM**

We are dedicated to the continuous improvement of the care we provide. We actively participate in the Kentucky ALL STARS rating program.

## **SAMPLE ROUTINE**

Our Full Day Program includes activities that foster and encourage the growth of each child. Blocks of time are scheduled within a daily routine for sharing meals, creative play, arts and crafts, naps, outside play, periods of structured learning, music and literature. The program is designed to include, or exceed, all standards for an Early Childhood Center. Please be familiar with your child's daily schedule. When given the ability to predict 'what comes next,' children will thrive and feel safe.

Please take certain planned activities (\*) into consideration when bringing your child in, or picking him /her up.

6:00-8:00 a.m	Arrival time, organized free play
*8-8:20 a.m	Breakfast is served
8:30-9:00 a.m	3-year-olds and 4-year olds prepare for Preschool
8:20-9:00 a.m	2-year-olds potty time, diaper checks, stories/music
*9:00-11:30 a.m	3-year-olds Preschool
*9:00-11:30 a.m	4-year-olds Preschool
*9:00-11:00 a.m	2-year-olds have outside play, planned lesson potty time,
*11:00-12:00 p.m	prepare for nap
*11:30-12:00 p.m	3 and 4-year-olds share lunch, potty time, prepare for nap
*12:00-2:00 p.m	Rest time for all
2:00-2:30 p.m	Waking up, potty time, diaper check, put away mats and blankets
2:30-3:00 p.m	Snack time, stories
3:00-5:00 p.m	Outside
5:00-5:30p.m.	Prepare to leave and await parents

## **ARRIVAL AND DEPARTURE PROCEDURES**

*Please keep control of your children in the parking lot*

### **Sign In/Sign Out**

Upon arrival parents need to:

- sign in
- Your child's safety is of the utmost importance to us. No child will be released to anyone other than those designated on the enrollment form. When anyone other than the parent is to pick up the child, they may be asked to provide current and proper identification. You may add or remove someone from your pick up list by visiting Procure and making a change in your child's record.
- Please note that the sign-in process on Procure is mandatory and is a legal process.

## **ATTENDANCE**

If your child is going to be absent, please call our center before 9:00 a.m. Our cut off time is 9am children will not be accepted after 9am without prior approval.

**VACATIONS**

The center is closed the week of July 4 each year you will not be charged for this week all other vacation taken outside of this week will be chargeable time.

**HOLIDAYS**

No care is available for the following holidays: Labor Day, Thanksgiving, Christmas, New Year's, Memorial Day, and the week of Fourth of July. (Subject to change due to when a holiday may fall)

**INCLEMENT WEATHER**

In the event of inclement weather, the easiest way to find our closing/delay information is receiving the text message from Procure

**FEES**

We commit ourselves to holding a space for your child when we receive the registration fee, therefore, the registration fee is non-refundable.

Our weekly fees are as follows:

Infants up to 1 year 150\$ Per week

Toddlers up 1 to 3 years 130\$ per week

Pre school 3 yrs to 5 yrs 125 per week

School age 100\$ per week

School released full day 22\$

We close promptly at 5:30pm, a fee of \$1.00 per minute will be charged for every minute past that

## **DRESS CODE**

- Safety is always our first concern. Sandals, high heels, and **flip-flops are not permitted**. For safety reasons, **bring your child in simple tennis shoes, so he/she may participate in all activities**.
- Clothes should be clean, comfortable and weather appropriate. *We will continue to go outdoors year-round*, even if it is just for a few minutes, to allow the children some fresh air. Any exceptional situations will require a doctor's excuse.
- Children should not have to worry about getting their clothes dirty. Please make sure that they wear suitable "play clothes".
- Independent use of the bathroom is a big accomplishment for preschoolers. Please help him/her by avoiding clothes with complicated buttons, belts, straps, etc.
- Please send a complete change of clothes (Underwear, socks, shoes, shirts and pants) in a large Ziploc plastic bag. These items will be kept at the center and should be replaced when used.

## **Belongings**

- Please label all of your child's belongings, such as coats, backpack, school box, and folder and extra tennis shoes.
- **All bedding needs to be laundered weekly.**
- Children should not bring any toys from home unless arranged with the teacher prior to the class sessions.
- Electronic items or gaming systems of any kind are not permitted.
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## **Policy To Address Behavior**

Staff will guide children with learning behaviors that are acceptable.

Guidance will involve supporting children as they learn self-control, to develop appropriate ways to express feelings and to help them learn appropriate behavior.

If the staff needs additional help in developing these techniques, they will have the following options available to them through the director:

- A staff mentor
- Conferences with parents will be scheduled to insure everyone is working together in the child's best interest
- If needed, a consultation with outside resources will be utilized as appropriate (eg Child Care Aware, Healthy Start consultant, Communicare Early Childhood Mental Health Specialist, other appropriate resources in the community)
  - In rare circumstances if a child's behavior is found to be a danger to themselves or other children or adults; expulsion may be necessary.

## **Conflict Resolution**

### **A Peaceful Place**

Appropriate resolution of conflict is essential if we are to be a peaceful place, Conflicts will be resolved with following the example first to go to the person with whom we are in conflict and then involve others with the goal of restoring relationships.

Great things can happen when children, parents, and staff, handle problems appropriately with love in our hearts and with the desire to simply do what is right.

So all can be accomplished in good order, the school's "Chain of Command" is as follows:

- Teachers
- Director

### **Due Process** (Regarding classroom conflict)

1. Conference with the staff and parents/guardians
2. Conference with the director

### **PROGRESS REPORTS**

Parent/Teacher conferences will be held when ever there is a need .Parents are welcome to request a conference any time to discuss their child/ren's progress. Teachers may also schedule a conference when a special need arises.

### **PHOTOGRAPHS USED IN PUBLIC RELATIONS**

Both candid and formal photos are used in the classroom as well as in the local media, website and for marketing brochures. If any parents/guardians do not want their child/ren to be photographed or do not want the photos used in the classroom or outside the school, they should indicate the applicable box on Photo Release in the enrollment packet.

### **ILLNESS POLICY**

In order to protect the health of all the children, **it is essential that parents do not send their children when they are sick.**

Please refer to the following guidelines.

- When the child has symptoms, such as fever at 100.3 degrees or higher, pocks, rash, diarrhea, vomiting, sore throat, headache, swollen glands, pink eye etc., the child must be cared for at home until the symptoms cease. Parents will be contacted if their child displays any of these



symptoms and the child must be picked up from childcare as soon as possible. The child may return after 24 hours if he/she is no longer contagious, is no longer running a fever and is able to participate within the normal routine.

- Contagious illnesses should be reported to the childcare immediately to protect other children. Notification of exposure to contagious diseases at the childcare center will be posted on the main entry door.
- **Outside activities are part of our curriculum and integrated into lesson plans.** All children are expected to participate. If a child is not well enough to be outside, he/she is also not well enough to be at the childcare center. In severe cases, such as chronic asthma, an exception may be considered. **A doctor's note to excuse outside activities is necessary to make special arrangements.**
- Sunscreen may be applied with a permission slip on file. Sunscreen is to be supplied by the parent /guardian.

### **MEDICATION PERMISSION**

This policy applies to both prescription and non-prescription medicines (including oral and topical medications, injections (e.g., for allergies to stings), and nebulizers).

Written permission must be obtained from a parent or guardian

Medication will not be given without written permission.

For complete privacy, an individual sign-in sheet is provided.

- Medication must be in the original container; labeled with the name of the medication, expiration date, child's name and dosage strength; and stored according to instructions.
- Staff is prohibited from using force to administer medication. If the child refuses to take the medication, it will be documented on the login sheet.
- The physician or parent will administer the first dosage of any medication.
- No medication will be administered "as needed", except ointments.
- Medication will be stored in a locked centrally located box, out of reach of children. Medication requiring refrigeration will be isolated within the refrigerator in a separate locked container. Topical and Emergency (epipen) medication will be stored out of reach of children.
- To avoid confusion and distraction, when possible, staff may remove the child from the classroom when administering medication.
- Dosages must be administered using a medicine cup or appropriate syringe for measuring.
- Over-the-counter medications can only be administered according to labeled directions for age and dosage unless noted by a physician.

### **ACCIDENTS AND EMERGENCY SITUATIONS**

All activities in which the children will be involved will be age appropriate; safety will always be observed. Accidents, however, unfortunately occur. If your child has been injured in any way – bitten, bruised, fallen, cut, etc., you will be informed by the teacher and/or by an accident report which your child's care giver will fill out for you and send to you on Procure . If a child becomes ill or is involved in a serious injury while at PlayCare, First Aid and C.P.R. will be administered as needed. Every effort will be made to contact you or someone you have indicated to call in case of emergency. Medical help will be called as needed through 911. A staff person will remain with your child until a parent arrives.

**DRILLS**

Fire drills are conducted monthly while Earthquake, Tornado and Lockdown drills are conducted quarterly.

**FIRE AND EMERGENCY EVACUATION PLAN**

In case of a fire or other emergency requiring the building to be evacuated, the children will be escorted across our parking lot. The staff will follow the Emergency/Preparedness plan and the parent should look to the Reunification Plan (provided at enrollment and at the back of this handbook)

**CHILD ABUSE AND NEGLECT.**

While we hope to never to be faced with these situations, it is important that our policy be clearly stated. We are required by law to report to Child Protective Services any suspicious circumstances having to do with a child's physical, psychological, emotional health or well being.

**FOOD/MEALS**

Children will be served foods prepared only by the childcare center unless a special diet is required by a doctor in writing.

**No food or drink may be brought into the childcare center.** Breakfast and lunch times are listed below:

**Breakfast**      8:30- 9 a.m.

**Lunch**

Infants eat on demand ☺

All others eat from 11:30 to 12:00.

**Snacks**            2:30 p.m.

Meals are served "Family Style"

**BIRTHDAYS & CLASSROOM CELEBRATIONS**

Children may bring refreshments for their birthdays if they follow the Federal Wellness Guidelines. Please notify the teacher the day before you plan to send refreshments.

**ANY REFRESHMENTS BROUGHT TO THE CHILD CARE MUST BE PREPACKAGED AT A STORE OR BAKERY.** This is a Health Department ruling with which we must comply.

**NO CELL PHONE POLICY:**

Children require your undivided attention at drop off and at pickup times, please refrain from using your cell phone.

**NON-DISCRIMINATION POLICY:**

U.S. Department of Agriculture (USDA), prohibits discrimination against its customers, employees and applicants for employment on the basis of race, color, or national origin, sex, age, or disability gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 1-800-877-8839 or 1-800-845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

EMERGENCY/DISASTER PREPAREDNESS  
PARENT/CHILD REUNIFICATION PLAN

Name of Provider/Program	PlayCare Academy
Program address	217 S. Maple Street
Emergency/Disaster contact at the child care program	Angela Waller
Phone number of contact	270-307-7511
Cell phone of contact person	270-307-7511
In the event the facility must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at	Large Playground
In the event the facility must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by car to	Hardin County Ambulance Station 3 Dixie Hwy
The contact person at the relocation site is	Angela Waller
The contact person at the alternate relocation site (#2) is	Maranda Waller
If necessary, children will be transported to this health care facility	Baptist Hospital
Address, phone number of health care facility	913 N. Dixie Ave. Elizabethtown, KY 270-737-1212