

Georgetown Child Development Center

Parent Handbook



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Amanda Palmer
Executive Director

Dear Parents:

The Georgetown Child Development Center is a non-profit agency governed by a voluntary board of directors consisting of parents and members of the community. It was organized in 1971 to meet the needs of working parents in the community.

Our purpose is to provide each child with the highest quality programming for their age and development level. We strive to provide all children with the best possible day they can have from the time they arrive until they depart.

We are a state-licensed child care facility with a total capacity of 151 children. The center is licensed by the Cabinet for Human Resources and meets all State, County, and City health standards. We strictly adhere to the state requirements of adult-child ratios. We are also a two star rating with the STARS for Kids Now Program. No child shall be left alone or unsupervised at any time.

Each of our staff members meets the criteria established by the state as care givers of young children, as does the administrators of the program. The laws and rules governing childcare are available upon request. Our policy is one of non-discrimination based on race, color, religion, sex, national origin, or financial status or disability.

We appreciate the opportunity to serve your family.

Sincerely,

Board of Directors
Georgetown Child Development Center

Our Philosophy

The philosophy of the Georgetown Child Development Center is the belief that all children should have the opportunity to grow, learn, and develop to their fullest potential. We recognize and accept each child as a unique individual with their own strengths and weaknesses and having their own rate of growth and development. We intend that this include children with disabilities to the extent that our staff and physical facility can meet their needs.

Every child grows and develops physically, intellectually, emotionally, and socially. A child grows physically through active participation in motor activities; develops intellectually (becomes a thinker) through problem solving experiences; develops emotionally and socially by becoming aware of their own feelings and those of others while interacting with peers and adults.

From the philosophy the following goals have been established for our Center;

- Assist the child in acquiring speaking (expressive) and listening (receptive) skills necessary for thinking and problem solving.
- Assist the child in developing visual discrimination and auditory perception (sensory-perceptual) skills necessary for interpreting the world around them.
- Assist the child in developing large (gross) and small (fine) motor skills necessary for maximum participation in the physical aspects of life.
- Assist the child in acquiring social (interpersonal) skills necessary for interacting with others.
- Assist the child in acquiring self-care (intrapersonal) skills necessary for achieving independence-emotional security. During the process of achieving the above goals, each child will have the opportunity to be an active participant in achieving positive attitudes toward themselves (positive self-image), toward learning, toward others and toward their environment.

This active participation takes place in a warm, friendly and caring atmosphere, guided by experienced and trained teachers who regard each child with respect.

The Georgetown Child Development Center believes that the family is the primary unit in the child's life, with day care being a secondary, supportive unit and a partner with the parents in sharing ideas and working through issues. Such a relationship gives the child a feeling of security, which will add to the benefits they receive from experiences in the program.

Policies and Procedures

Enrollment:

Enrollment of a child takes place by personal interview. At this time, policies will be explained. Parents will receive an information booklet and an application packet. All forms must be turned in to the office before a child can begin at the Center. All immunization forms must be kept up to date.

Hours of Operation:

Monday – Friday

5:30 am to 6:00 pm

A late fee of \$15 will be charged after 6:00 pm. The charge increases to \$30 at 6:15 pm. If a child is not picked up by 6:30 and we have not heard from a parent, Child Protective Services will be contacted.

Holidays:

We observe the following holidays and will not be open:

New Years Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Day after Christmas
Thanksgiving Day	New Years Eve

If a holiday falls on a Sunday, it will be observed the following Monday. If a holiday falls on Saturday, it will be observed on the previous Friday.

Our tuition is based on 52 weeks per year; therefore, there will not be any reduction in tuition for holidays.

Absence – Late Arrival:

Please phone the Center to let us know of any changes in your regular schedule. It helps us in the planning if we know a child is going to be early, late, or absent.

Emergency Closing Policy:

Should unforeseen circumstances require the closing of the Center, announcements will be made on WLEX-TV channel 18.

Promotion:

Children are grouped by age and developmental level. Each child will be promoted to the next level or age group when the teacher and director feel the child is developmentally ready, parents have been consulted, and space is available in accordance with licensing requirements.

Open Door Policy:

Parents are free to visit the Center at any time during regular hours of operation. Some children have trouble separating from their parents, but most children adjust rapidly after the parent leaves. If your child is upset, please leave them with the teacher, explaining that you will return for them. If, after a reasonable amount of time, the child does not seem to be adjusting well, the parents will be consulted for further action.

It is generally better not to stay with the child during the adjustment period but observation is available via the monitoring system in the lobby. Parents are welcome to visit the Center to observe their child. Please make arrangements with the child's teacher.

Toilet training:

Our two-year old classrooms are set up to provide toilet training experiences. We will coordinate this with parents.

Nutrition:

Children are served Breakfast at 8 am, Lunch at 11 am, Snack at 2 pm, each day. Menus are prepared monthly following guidelines set by the Kentucky Department of Education, Division of School and Community Nutrition. Due to the strict guidelines set by the Federal Food Program, we ask that your child not bring food into the classroom.

Children unable to partake of the prepared foods must have on file a medical or non-medical exemption form. Only those with medical exemptions will be provided substitute menu items.

If you have a grievance with the Federal Food Program, there is a form available in the office to file that grievance with that Agency.

Celebrations:

Due to our Center being diverse in religion and beliefs, we do not celebrate traditional holidays but we do honor these occasions with a special activity. Birthdays will be celebrated in the classroom with a special honor for the birthday child but there will not be parties with food treats brought from outside the Center. You are welcome to purchase a book, game, or puzzle, etc. in honor of the birthday child for the classroom.

Toys from Home:

Please discourage your child from bringing any toys from home as they create sharing problems and run the risk of getting lost or broken. The Center will not be responsible for toys brought from home. Children may bring a "sleep friend" (soft toy), but it must be given to the teacher until naptime. Please check with your child's teacher because they may have set up a weekly share policy for the classroom. Remember to label all items from home.

Blankets and Pillows from Home:

We do not have the space to store blankets and pillows from home. It is also not sanitary for children to carry blankets in the classroom during activities. Please do not bring these items into the building to ease drop off times.

Mailboxes:

Please check your child's mailbox daily for notes, letters, artwork, etc.

Withdrawal:

The Center requires a two week notice of withdrawal to avoid being charged the two week tuition to cover the notice time. If a child is absent for five days without the parent contacting us or if we are unable to contact the parents, the child will be withdrawn and charged tuition for the absent week.

Illness and Medication:

Your child's health is of major importance to us. A child who is ill is not functioning at their optimum level and requires the constant attention of an adult. Since our staffing level does not permit our Center to give constant one-on-one attention and we do not want to expose other children to your child's illness, please do not bring a sick child to the Center. ***It is important that parents have back-up child care in case a child is ill and cannot stay at the Center on a particular day.***

A person trained to recognize the common signs of communicable disease will observe each child every day as they arrive.

Children should be kept out of the Center until they have been symptom-free for twelve to twenty-four hours. The child will be discharged should the following be detected:

- Vomiting – 2 vomits or vomiting combined with another symptom
- Diarrhea (more than 3 abnormally loose bowel movements) in an 18 hour period or 2 loose stools in 1 hour
- Temperature of 101 degrees Fahrenheit.
- Conjunctivitis (pinkeye)
- Any unusual rash
- Evidence of lice, scabies, or other parasitic infections

If a child exhibits any of the following signs or symptoms of illness, the teacher, along with the director of the program will contact the parent and make them aware of the situation and possibly ask the parent to come for the child:

- Severe coughing
- Difficult or rapid breathing
- Yellowing skin or eyes
- Untreated infected skin patches
- Unusually dark urine and or grey or white stool
- Stiff neck
- Sore throat or difficulty swallowing
- Complaints of earache, stomachache, or other pain

When a child has had a communicable disease, we ask that you notify the Center immediately. Written notification from the child's doctor is required for the child to return to the Center after the child has had a communicable disease.

State regulations require that medication can only be administered with written orders from a physician or daily written instruction from a parent. The original medication label must have the child's name and an expiration date. A medication administration form is available from your child's teacher. Medication WILL NOT be given unless the form is dated, indicates dosage, time to be administered, and is signed by the parent. Over the counter medication that does not indicate specific dosage for the child's age and weight, must be accompanied by a note from the child's physician. Any samples from your child's physician must also be accompanied with a doctor's statement. It is Center policy to give over-the-counter medication for five days only.

Emergency:

A first aid kit is kept at the Center at all times. A staff person is always on duty that is trained in Pediatric First Aid. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary, we will contact the Emergency Medical Service to assist us in first aid and transport the child to the nearest hospital, as they see necessary. Should the child be transported, a member of the Center's staff will accompany the child. It is very important to keep your emergency medical information up to date, as this is where we will get our information.

The Center is required by law to immediately notify the local children's protection agency if there is a suspicion of child abuse or neglect.

Emergency drills are practiced on the following schedule. Fire drills are performed monthly and inclement weather/disaster drills are performed on a quarterly basis.

Georgetown Community Hospital's policy is to refuse treatment of non-emergency injuries unless they have written permission from a parent. A medical release form is included in your child's enrollment packet.

Immunizations:

We are required to have a current immunization certificate on file for each child enrolled in the center, unless an attending physician or the parents object to the immunization pursuant to KRS 214.036. Newly enrolled children must submit this information within 30 days of enrollment. Currently enrolled children should submit a new certificate within 2 weeks of immunizations expiring. **Should this information not be received within a timely manner, GCDC reserves the right to suspend a child's ability to return to the center until this information is received.**

Tuition and fees

Supply Fee:

An annual supply fee of \$50 per child is charged each October 15. This fee covers supplies and equipment.

Tuition fees:

Tuition is due every Monday for that week. If the tuition is not paid by 6 pm on Wednesday, late charges of \$5 per day will be added until tuition is paid. If your tuition payments become excessively delinquent, your child will be expelled from the Center.

Tuition is due regardless of the number of days or hours your child attends during the week. We do not have a vacation or holiday policy. Payment must be made EVERY week to keep your child's place in the center.

All payments should be made by Tuition Express. Information will be provided to you at registration. We do NOT accept cash.

Financial Assistance:

The Child Care Assistance Program (CCAP) is available at our Center to all qualified families.

Discipline Policy

Our goal as childcare providers is to help children learn to live comfortably with themselves and others. In order to achieve this, an individual needs to develop self-control, and learn to be responsible for their actions. There are many things we, as teachers, can do to help children recognize alternatives and consequences which affect them as well as others. The way to guide children to this more mature and appropriate behavior is through discipline.

Our first efforts will be towards preventative discipline. Preventative discipline is:

1. Recognize age-level characteristics and needs of children. Plan the program to meet the children's needs.
2. Giving the child a choice only when you intend to leave the situation up to the child.
3. Arranging the classroom to promote protected space for cooperative play as well as privacy.
4. Clearly defining limits and consistently and fairly maintaining them.
5. Health and safety of children are a primary concern at all times.
6. Giving children time and the opportunity to solve problems for themselves.
7. Stating suggestion or directions in a positive, rather than a negative way.
8. Using only words and a tone of voice, which will help the child feel confident and reassured.
9. Redirection is likely to be most effective when it is consistent with the child's own motive and interests.

When behavior gets out of bounds, ACTION needs to be IMMEDIATE:

1. Accept the child's feelings. Say that you know he or she is angry, worried, excited, etc.
2. Place limits on the child by telling them what they cannot do by using mild physical restraint, meaning holding arms and legs to avoid injury to themselves or others.
3. Look for reasons that contribute to behavior problems – is the child needing adult help or attention – are they hungry, tired, worried?
4. When discussion of a situation with the child is not adequate or is inappropriate (see #2) the child may need to be removed from the area. Have the child sit away from the group for a few minutes. When the child has regained their composure, proceed to #5.
5. Help the child not only stop the unwanted behavior, but to understand that they can choose a way of action that will bring pleasant consequences. It is this way that he or she learns self-control.

Policy Regarding Dangerous Behavior

AGGRESSION is defined as the habit or practice of exhibiting hostile action or behavior. Dangerous behavior is that action which can result in personal injury or is in direct controversy with GCDC policy. A few examples of the kinds of behavior that fall into this category are hitting, kicking, scratching and biting.

GCDC is responsible for the safety and well being of each child who attends the Center. All decisions will be based on what is best for the majority. Each individual child is important to the Center's staff; therefore, staff will be available at any time to discuss a child's behavior and will be open to suggestion on preventative measures. When making suggestions, please keep in mind that the Center is limited to state regulations.

1. If a child is exhibiting aggressive behavior, the teacher will notify the parents in writing.
2. Listed below are three of the preventative measures that will be used to discourage aggression:
 - a. Redirection
 - b. Removal of child from situation. This will take place in the child's classroom.
 - c. If removing the child from the situation in the classroom does not work, the child will be taken to the office.

On the occasion of the third trip to the office that day or that week, the child will be suspended until the parents and teacher can conference on the matter and a suitable contract can be reached. This will include all concerned parties to discuss what preventative measures have been tried and to be reminded of the next step (3) and (4) that will be taken.

3. If a child is still displaying aggressive behavior after all preventative measures have been tried; the director or teacher will call the child's parents at work. The parent will have one hour to arrive.
4. If aggressive behavior cannot be brought under control after employing the above methods, the child may be dismissed from the Center.

Helpful Hints

- Have your child wear play clothes – our work can be messy.
- Label all clothes, boots, etc.
- Send or have the child wear a sweater or heavy long-sleeved shirt on cold days.
- Tennis shoes or sneakers are preferred for safety measures. We ask that children do not wear hard-soled shoes, shoes with pointed toes, or flip flops. Sandals which strap the child foot in securely are permitted.