

Georgetown Child Development Center

Parent Handbook



123 West Clinton Street
Georgetown, Kentucky 40324
502-863-1970

Ruth Ann Wright
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 five star rating with the STARS 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 caregivers of young children, as does the administrators of the program. The laws and rules governing child care 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.

Georgetown Child Development Center believes that the family is the primary unit in the child's life, with daycare 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.

GCDC offers an array of services that may include developmental screenings, educational evaluations, behavioral observations, short term objectives and long term goals, Individual Education Plan (IEP)/Individual Family Service Plan (IFSP), and therapeutic evaluations. The implementation of these services is based on the individual needs of the child. We are able to work with licensed therapists and other professionals who lend their expertise from their respective practices to assist our children with special needs, evaluate children about whom there are concerns, and offer guidance to all of our families as requested.

Children who enter the school with a diagnosed disability or a predetermined condition, or who present delays in one or more areas of development, will be eligible for further evaluations and/or therapeutic assessments and additional services. An IEP or IFSP will be implemented, which includes yearly goals and objectives.

Developmental screenings are conducted on all children within 90 calendar days of enrollment. We use the following screening tools: Brigance and Ages and Stages. These tools are chosen because they are valid, reliable, easy to administer and can be used for referrals to other agencies.

We hold parent conferences once a year or we will contact the parents immediately for a conference if there is a concern about a child's development.

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.

Hours of Operation:

Monday – Friday

7 am to 5:30 pm

Late Fee:

A late fee of \$100 per child will be assessed if a parent picks up 15 minutes or more after **their scheduled pick up time**. The fine must be paid that day. The child(ren) will not be able to return to the Center until that fee is paid in full. If a child is not picked up by 6 pm and we have not heard from a parent, Child Protective Services will be contacted. More than three late pick ups in a month will result in expulsion from the Center.

Holidays:

We observe the following holidays and will not be open:

Thanksgiving Day and Day after Thanksgiving
Approximately Five Days Between Christmas and New Years
Memorial Day
1-2 Days for Independence Day
Labor Day

Our tuition is based on 52 weeks per year. **A full week's tuition will be charged for holiday weeks and vacations.**

Children's Arrival and Departure:

Children are expected to be dropped off and picked up at the same time each day. Drop off and pick up times are not flexible and parents must adhere to their child's set schedule. If any changes need to be made to a schedule, it can be requested via email to georgetownchild@gmail.com. Any changes must be made two weeks in advance. Georgetown Child Development Center reserves the right to reject schedule changes. No child will be allowed to stay in the care of Georgetown Child Development Center for more than 10 hours.

Please let us know if your children will be absent for illness or planned time out.

Emergency Closing Policy:

Should unforeseen circumstances require the closing of the Center, announcements will be made on Facebook, and via text message. To receive text messages, you must provide your cell phone carrier. Please make sure you report any changes in your number or cell phone provider to a member of administration so this information can be updated in the system.

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:

Due to COVID-19, as of June 15, 2020, parents are not able to visit classrooms unless approved by the Director. Parents will be allowed to visit classrooms and the normal policy will be reinstated When the Center is instructed by state officials. Each classroom has its own extension and parents are always welcome to call the classroom at any time.

~~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 classroom is set up to provide toilet training experiences. Parents are asked to start bringing in "Pull Ups" when their child transitions to this room. Each child handles potty training differently and the teachers will consult parents throughout the process.

Nutrition:

Children are served breakfast at 8 am, lunch at 11 am, snack at 2 pm, each day. We are not able to "hold" meals for children who arrive late, so please serve your children food if you are going to arrive after the start time of a meal. Menus are prepared 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.

Breastmilk/Formula/Milk:

Children under the age of 1 year old are required to have formula or breast milk. All bottles should be labeled with the child's first and last name on both the bottle and the cap. Formula bottles are to be fully prepared, with both the water and formula in the bottle. Breast milk can be either thawed in a bottle or brought in frozen (with empty bottles) while in the Bunny/Bear rooms. Frozen milk should have the label completely filled out, including the date and time it was pumped, full name of the child (not initials), and how many ounces.

While in the Bear Room, children will be taught to drink from a straw. When they transition into a one-year-old room, they will drink whole milk from a straw. Whether a child transitions from inside the center or outside, will allow a 2 week transition from bottles to straws, if needed. If a parent wishes to have their children remain on breastmilk while in the 1 year old room, the milk should be brought in thawed out in a labeled sippy cup(s) and placed in the Bear refrigerator. We are not able to use frozen breastmilk in the 1 year old room due to freezer and thawing requirements.

Any child 2 or older will be given fat free or low-fat milk.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

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. Instead of food or "parties," we encourage parents 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. Please do not bring a sick child to the Center, including giving them medication for a fever before bringing them in. 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 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 100.4 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.

If a child has any symptoms of the COVID19, the parent will be asked to pick them up and take them to the doctor. A doctor's note will be needed to return to the center.

When you are called to pick up your child, you will have one hour to pick them up.

State regulations require that medication can only be administered with daily, written orders from a guardian. 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 can only be given if there is a doctor's note with the dosage, reason for medication, date(s) medication should be given, and how often it should be given. The original medication label must have the child's name and an expiration date. Any samples from your child's physician must also be accompanied with a doctor's statement.

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, throwing, 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 suggestions 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.

Policy on Biting

Biting is a behavior often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. However, biting can be an upsetting and potentially harmful behavior.

As a development center, it is our philosophy that we will work with parents and children who bite to develop solutions to prevent/stop biting until the child grows out of the behavior. We do not dismiss children who bite unless the child is beyond the developmentally appropriate age for biting and the child is using it as part of an aggressive or dangerous behavior.

Methods we employ when a child is biting:

- Following or “shadowing” the biting child so they are always within an arm’s reach of a teacher.
- Providing language the child can use instead of biting.
- Provide teether or soft ring for those who need something to chew on.
- Move a child to another classroom (if space is available).

Helpful Hints

- Have your child wear play clothes – our work can be messy. Always keep 2 changes in their box.
- 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’s foot in securely are permitted.