

Cherish the Child



Welcome

Thank you for choosing Cherish the Child Care Center for your child care needs. Our center strives to meet the social, emotional, and developmental needs of each child, while maintaining a cozy home like atmosphere. Our small class sizes guarantee that every child gets the individualized care and attention that all children need. Cherish the Child Care Center has an open door policy which means you are welcome to come and visit any time. We want to do everything we can to make your child's experience here a happy one.

Thank you,
The Staff of Cherish the Child

Educational Philosophy

In a caring and positive atmosphere, we create a warm and happy place for young children to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a school setting.

Sensory, motor perception and language skills are introduced through materials and activities which are both child centered and teacher directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

We value the active involvement of parents in our program. Parents helping in classrooms enables the children to see their parents as important and concerned members of the new school environment, while providing parents with the opportunities to view the child with teachers and other children.

Parents may gain valuable insights and techniques from the expertise of the staff, and at the same time, share their own talents and interests to maintain excellent quality here at Cherish the Child. School then becomes a shared experience, which hopefully will continue throughout each child's educational process.

Admission Policies

Children will be accepted on a first served basis, with the exception for employee's children and siblings of currently enrolled students.

The center accepts children regardless of race, religion, sex, economic status, or nationality, providing there is an opening and a current Kentucky Certificate of Immunization.

The center will accept children six weeks to five years.

Children will be placed in a classroom according to birth date and space availability.

All forms must be filled out and signed by parent upon enrollment.

- * Center enrollment forms
- * Emergency contact cards

- Federal Food program application forms
- * Federal Food program income application

CHR Requirements

According to Kentucky law, the center must keep the following health records on file for your child:

- *Up to date Immunization Certificate
- *Medical history including any known allergies. Please remember it is important to report any health information changes.

Custodial/Guardianship

A copy of the custodial or guardianship agreement must be on file here at the center. Without a custodial agreement, we must allow the child to go with either parent.

Schedule of Fees

TUITION

The tuition of \$195 is the same for all age groups.

Signing In and Out

The parents are responsible for payment of tuition regardless of absence due to vacation, weather, or illness.

For the safety and security of your children, parents must sign their child in and out. Sign in sheets are located at each classroom door. Parents should write the time of drop off and pick up as well as your initials. Please remember we are not legally responsible for your child unless you sign them in. Parents must bring their child into the building and see they are under supervision of a teacher before leaving. Parents are asked to have their child here by 11:00 or after 3:00. Children will not be allowed to be dropped off between these times as it disrupts nap for all the other children.

Diapering

Diapers will be changed every two hours or earlier if needed. Diapers and wipes must be provided by the parent. The teachers will notify the parent when more are needed on the daily sheets. If the child requires ointment the parent must complete a permission slip to be on file with the teacher.

Dress

Children are to be dressed in practical, appropriate, washable clothing so the child may participate in various activities. We do get messy! Please provide extra clothing, labeled with the child's name. We go out in any

weather, except rain so children will need hats, gloves, and coats in the winter.

Naptime

Parents need to provide a crib sheet and blanket for nap time. Bedding will be sent home every Friday to be washed and returned on Monday.

Outdoor Policy

It is our policy that if a child is well enough to be at school they are well enough to go outside. It is regulations that children go outside at least 30 minutes a day unless it is below 32 degrees or raining.

Disaster and Emergency Plan

During a tornado warning the children will be taken to the bathrooms with inside walls. In case of fire, the children will go the playground. Emergency plans are posted at the entrance to each room.

Health Policies

IMMUNIZATION CERTIFICATES

Pursuant to Kentucky Law, all enrolled children are required to provide current Kentucky certificate of Immunization within ten days of enrollment.

WELL CHILD CENTER

It is our goal to provide a healthy and safe environment for everyone. Cherish the child is a well child center. NO CHILD WILL BE ADMITTED TO THE CENTER THAT IS VISIBLY ILL OR IS SUSPECTED TO BE CONTAGIOUS. CHR and Kentucky regulations do not allow the center to keep a sick child under any circumstances. If your child does get sick or is injured at school we will attempt to contact the parent or guardian immediately. Please make sure you have updated emergency numbers of where you can be reached. The child will be isolated and cared for until someone arrives. The child must be picked up within one hour after the first notification to the parent. A five dollar charge per fifteen minutes will be enforced. Sick children may not return for 24 hours without a doctor's excuse stating that the child is not contagious. Please notify the center immediately if your child is diagnosed with a communicable disease. The center must post a notice to notify all parents.

REASONS FOR EXCLUSION

The following symptoms or signs will serve as reasons for exclusion from the center:

- * Fever of 101 degrees or higher
- * One incident of vomiting
- * Three incidents of diarrhea
- * Rash with fever
- * Croupy cough
- * Eyes that are itching, swollen or pink with discharge
- * Excessive green runny nose

MEDICATION

Medicine will be given if the center has been provided with a written permission slip from the parent. Medications must be in the original container with the child's name amount to be given, doctor's name and expiration date on it. We cannot give medicine contrary to label directions. This is especially important to check on the over the counter medicines and if your child is under the age of two. Medication permission slips must be filled out completely and every day the medicine is needed.

Guidance

The goal of the center's guidance will be to help the child develop self control and understand that within certain limits he/she can make individual choices, experiment with various materials, learn to share and accept, and learn to use voices and express anger in a positive way instead of hitting and biting. Redirection is the primary use of guidance used by the center as well as reinforcing the positive and showing love and warmth through understanding. Should your child's behavior become a problem a conference with the parents will be required to discuss the best solutions for dealing with the problem. Only on severe cases where it is deemed absolutely imperative for the safety of all children, will a parent be asked to immediately withdraw their child (see Children's Safety Policy).

Children's Safety Policy

Some children become "stuck" for a while with certain aggressive behaviors. It is frustrating to all involved. We will do our best to stop the behavior as quickly as we can. We will implement a plan of intervention and consequences agreed on by the parents, teachers, and director. A written notice will be given to all involved detailing the hurtful event. In the case that every effort of the center has been carried out to correct the aggressive behavior and the child poses a danger to others a notice will be given to remove the child from the center.

Biting Policy

The center believes that although biting is very upsetting, it is a natural response due to a child's lack of communication abilities. When a biter is identified the teachers begin to "shadow" the child and help the child to learn more appropriate responses. The parents of each child will be notified in writing of any biting incidents.

Grievance Procedure

If there is ever a problem please feel free to speak to your child's teacher. If you ever need to speak to the director or owner, please go to them anytime. We want to make your child care experience as happy as we can.

Transitioning

It is our policy to follow the Fayette County School system and change classes in August of every year. This will keep the same children together until Kindergarten and help them feel comfortable in their classrooms. If your child's birthday is on or before October 1st they will be moving to the next classroom. Once in Preschool they will stay in the preschool room for the two years. We have found and research confirms that keeping the child with the same teacher helps them retain more information and prepares them better for Kindergarten.

Calendar

The center will be closed the following days:

New Year's Day
Memorial Day

4th of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

If the holiday falls on a Saturday, we will be closed Friday. If the holiday falls on Sunday we will be closed on the following Monday.

Bad Weather Policy

The center retains the right to close during extreme weather conditions. Please watch local television stations for closing information. No credit or refund will be given for weather closing.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, 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 bases 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, 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 U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer."

Statement of Agreement

We agree to comply with the rules and regulations of the Cherish the Child Care Center Parent Handbook. By signing this agreement, I/ we agree with the following:

That we have received a copy of the Parent Handbook, have read the contents, and agree to be bound by the policies, procedures and rules contained within.

That we have been provided with a list of the holidays and breaks for which the Center will be officially closed, and have received read and understand the Center's policy for closing due to inclement weather conditions and agree to comply and be bound by same.

We understand the Center's hours of operation are 6:30am to 6:00 pm. We also understand a late pick up fee of \$5 for each five minutes will be charged if we pick up after 6 pm.

We understand we must give a two week notice before we withdraw our child or pay the full tuition fee for the two weeks.

We give our permission for walking field trips and understand we will be notified of any other field trips that are planned.

We have been given a copy of Children and Parent Right Pursuant to RRS 199.898.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date