

Parent Handbook

Christ the King Catholic Church

Learning & Growth Center

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Mission Statement:

To nurture children in a Christian environment.

Effective April 1,2022

As a part of the Christ the King Catholic Church, Christ the King Learning & Growth Center does not discriminate on the basis of race, color, national origin, sex, age, or disability.

We are a nonprofit organization.

Table of Contents

Christ the King Learning & Growth Center Philosophy.....	4
Christ the King Learning & Growth Center	
Goals.....	4
Services Provided by the Learning & Growth Center.....	4
Programs Available.....	5
Admission	
Policy.....	5
Dismissal Policy	
.....	6
Financial Arrangements.....	6
Statements.....	
.....	6
Payments.....	6
Registration and Supply Fee.....	7
Overtime Charges.....	7
State Child Care Assistance Program.....	7
Make-Up Days.....	7
Withdrawing from the Center	7
Health and Safety of Your Child	8
Immunizations.....	
.....	8
Medications.....	
.....	8
Illness.....	
.....	8
Disaster and Evacuation Plans.....	9
Discipline.....	
.....	9
Food Program.....	9
Daily	
Schedule.....	10

Curriculum.....11

.....11

General
Information.....11

.....11

Authorization to Pick Up Child.....11

Birthdays & Invitations.....11

Closings for Severe Weather.....11

Clothing12

Concerns About the Center12

Holiday Closing.....12

Parent Conferences and Communication.....12

BRIGHTWHEEL APP.....12

Personal Items.....13

Pictures and Video Taping.....13

Potty Training.....13

Preschool Placement.....13

Transition
Time.....14

.....14

Volunteers.....14

APPENDIX A: Christ the King Learning and Growth Center Biting Policy.....14-15

Parent Handbook Receipt of Acknowledgement.....16

For financial concerns, in regard to statements, billing, account balances, etc., please contact:

Christ the King Catholic School
Office Manager

Phone: (270) 821-8271
Fax: (270) 825-9394
Email: office@ctksmadisonville.com

Christ the King Learning & Growth Center Philosophy

Our philosophy as childcare givers:

- We foster growth for every child's cognitive, emotional, physical, and social development
- We respect the dignity of each child
- We provide developmentally appropriate activities within a Christian environment
- We foster independence to promote positive self-esteem and self-efficacy

Christ the King Learning & Growth Center Goals

Our goals as childcare givers:

- To help children give love and share their gifts from God
- To help each child develop a strong self-concept and an emotionally positive attitude to insure he or she will continue to enjoy and be successful in school and in life
- To provide cognitively developmentally appropriate activities to stimulate each child and keep learning exciting
- To teach children the importance of being social, to respect others, and to function within a group
- To provide physical activities that will help bodies to grow healthy

Services Provided by the Learning and Growth Center

Hours: Monday – Friday 6:30 A.M. – 5:30 P.M.

We request that your child be in the building by 9:30 A.M.; this helps your child better adjust to our daily routine. We also require notification of late arrivals by 8:30 A.M. in order to prevent your child's reserved spot from being offered to a drop-in child, for the day.

* Unless otherwise approved by the Director, a Doctor's Note is required if a child is dropped off after 9:30am.

Programs Available

Childcare Services

- Are offered 5 days a week
- These include weekly themed, preschool and enrichment activities
- We provide care for children ages 1 and 2 years of age
- 3-year-old children that are still not potty-trained are only taken if there is an unfilled-spot in our 2-year-old classroom, based upon the maturity of the 3-year-old child. Once the 3-year-old child becomes potty-trained and upon consultation between the CTK L&G Center Director, the CTK School Principal, and the parent/guardian: the child will be transitioned to the 3-year-old Pre-K Classroom at the CTK School. Transitions checkpoints are scheduled during each school break: Fall Break, Winter Break, Spring Break, and beginning of each scheduled school year start date.
- A balanced breakfast, lunch, and snack served daily.
- **Childcare Service Rate: flat rate of \$ 140.00 per week, per child, for all children attending the Learning & Growth Center.**

Admission Policy

Children will be admitted into the program on a first-come, first-serve basis.

The steps for admission are as follows:

1. Parents must complete a registration form and return it to the Learning and Growth Center Director, in order to be placed on the waiting list.
2. The Director will notify the parent of acceptance, when availability allows.
3. At this time, the annual registration/supply fee (\$50 per family) and billing requirements must be completed with the Christ the King Catholic School Office Manager, prior to the child's first day at the Center.
4. A current immunization certificate and verification, by the Director, that all information on the registration form is complete is also required for the child, prior to the child's first day at the Center.

Dismissal and Behavioral Policy

A child may be removed from the program for the following reasons:

1. There is a lapse in payment for childcare services for more than two weeks.
2. The child/parent poses a threat to self, staff, or other children in the program.
3. The child/parent uses abusive language or threatens other children or staff.
4. The child or family exhibits behavior that acts against Center policies, as detailed in the Parent Handbook.
5. If the child is absent for 2 weeks, without notice or payment, your child's spot will be filled.
6. **If a child/parent has 3 infractions against policies in the Parent Handbook, then dismissal may incur at the Director's discretion.

Financial Arrangements

Statements

All billing is electronic through personal emails. Billing Statements will be sent each Thursday for childcare for the following week. Payments will be due on Monday. If you should have any questions about your statement, please be sure to contact the Christ the King School Office Manager at (270) 821-8271.

Payments*

All statements will be sent through personal email on Thursday of each week. All payments are due the following Monday before services are to be provided. An account will be placed on a "probation" status if childcare fees are not paid in full by the end of each week.

*If there is a lapse in payment for childcare services for more than two weeks, a child may be removed from the program.

The Center must have two-week notice if you are planning to leave the program. Families who leave the program owing a balance, (not paid in full), will be turned over for collection to an attorney for payment, plus court costs.

***All payments will be collected through the Bill and Pay autopay system. Please see the Christ the King School Office Manager to register for this service.**

Registration and Supply Fee

There is an annual registration fee of \$50, per family, for all children at the Center. It is due as part of the registration packet, once a reserved spot becomes available at the Center, for that child.

Once a child is enrolled in the Learning and Growth Center, this \$50 per family a supply fee will be due annually, from all current families, on September 1st, of the current year.

Overtime Charges

We do understand that sometimes things happen that prevent you from picking your child up on time. Please understand that our staff also have families of their own to care for.

We do charge a late fee of \$10.00, per quarter hour, starting at 5:30 P.M., to be paid at the time of pick-up. If consistent tardiness occurs, the child will potentially be dismissed from the Center.

State Child Care Assistance Program

The state of Kentucky offers a program providing childcare assistance to families based on income levels. If you think you may qualify, please contact the Kentucky DCBS-Hopkins County Office, which is located at 1084 Thornberry Drive, Madisonville, KY 42431. The phone number is (270) 824-7566.

If assistance is awarded, the center signs an agreement with the agency and the family. If a portion of your registration fee or tuition is not paid by the agency, the family is responsible for this payment balance. The family billing is the same as other families in our center (please refer to "Payments*" section above).

Make-Up Days

There is no credit given for days missed. This will also apply to days the Center is scheduled to be closed and/or closures due to snow/illness/attendance related days.

Withdrawing from the Center

If you withdraw your child from the center, we require a two-week notice. All accounts **MUST** BE paid in full by your child's last day of attendance at the Center. Families who leave the program owing a balance, (not paid in full), will be turned over for collection, plus any costs incurred. If you have any questions about your current balance, please ask the Christ the King Catholic School Office Manager before your child is withdrawn.

Health and Safety

Immunizations

As required by Kentucky State Law, each child enrolled in our program MUST HAVE an up-to-date Immunization Certificate on file. This certificate should be the official Kentucky certificate and should be turned in at the time of enrollment.

All children are always required to have a current immunization record on file at the L&G Center . Children with expired immunizations exceeding the 14-day grace period will be removed from our center, if updated immunization forms, showing compliance, have not been turned in to our office. Based on new licensing, we will need evidence of an appointment card, from your Pediatrician and/or Family Doctor, if immunization has expired and parents intend to update immunization for the child.

Medications

We can provide Tylenol to all children with a parent or guardian's approval. Approved prescription medications (from a doctor), diaper cream, and sunscreen are also items that can be administered by our staff.

Please sign the medical request form daily if your child requires medications. All medications must be given to the Center personnel upon arrival at the Center. Please try to make the dosages administered as near as possible to lunch time (11:30 am). All prescription medications must be in their original container(s), with the child's name clearly labeled.

Illness

If your child becomes ill while at the Center, you will be required to take him/her home. If you cannot be reached, we will contact your daily pick up person. Please make sure that you have current phone numbers (including cell numbers) on file with us, in case we need to contact you.

To protect the health and safety of other children at the Center please do not send your child to the Center if he/she is ill. Children who are vomiting, have diarrhea, fever, or other signs of illness will not be allowed to remain at the Center. Children must be free from diarrhea, vomiting, and/or fever (fever free with no medication) for at least 24 hours before returning to

the Center. Depending upon the varying degree of the illness, a Doctor's Note may be required upon return unless previous authorization by the Director. The Director reserves the right to refuse care that day unless a Doctor's Note is submitted. Failure to adhere to this policy will be considered an infraction. We follow guidance from the local health department and CDC on exposures and positive test results due to Covid.

Licensing requires that we provide outside time for all children. If your child is too sick to be outside, they are too sick to be at the Center.

Disaster and Evacuation Plans

There is a written disaster and evacuation plan in place. Drills are practiced regularly to ensure that teachers, aides and children are prepared in the event of a disaster. Parents will be notified of any special circumstances that arise through the Brightwheel APP. Please make sure you and any persons needed are registered on the app. If you need assistance contact the Director.

Discipline

Our goal is to reinforce positive behavior. In cases of unacceptable behavior, our staff will try to reason with the child or redirect his/her behavior to an acceptable behavior. If this is ineffective, we use time-out methods. This is removing the child from any activity for a designated amount of time. We try to set clear limits, so misbehavior can be avoided. We do not administer corporal punishment. At our center, we try to stress kindness to one another, so behaviors such as hitting, kicking, biting, or hurting other children or staff will not be tolerated.

If unacceptable behavior continues, the Director will set up a conference with the parents to discuss alternative solutions. If these alternative solutions have been implemented with both parent and teacher cooperation, but the unacceptable behavior continues, the child may be removed from the program.

A **Biting Policy** is now in effect at the Learning and Growth Center.

PLEASE REFER TO APPENDIX A, in the back of this Parent Handbook, for specific details.

Food Program

We serve well-balanced meals. We post menus on the bulletin board at the front of the Center, on the website and Brightwheel APP so that you know what your child is/will be eating. We provide food every 2.5- 3 hours for our children as follows:

Breakfast 8:30- 9:30 A.M.

(PLEASE NOTE: If a child is not here by 8:30am, that child will not receive breakfast that day)

Lunch 11:30- 12:30 P.M.

Snack 2:35- 3:25 P.M.

Since meals are provided by the Center, children may not bring any type of food, snack or candy into the Center.

(PLEASE NOTE: *If your child is on a special diet, or has allergies to certain foods, we must have a special form on file from your child's doctor.*)

Daily Schedule

Our classroom schedules are posted on the wall of every classroom. We use a living schedule, which gives us the flexibility to accommodate unexpected circumstances.

Curriculum

Young children learn best by doing. Children must interact with their environment in order to make sense of the world. When they interact with other materials and people, they add to their language, learn new ideas, and develop new understanding about the world. That is why our curriculum includes large blocks of time for free play and outdoor play to allow children to explore their environment. We also include various centers like housekeeping, puzzles, blocks, and others that encourage development. Our preschool activities use themes to focus on hands-on activities along with pencil and paper so that we can provide more effective learning for your child. Since we are a Christian-based Center, we include prayer, bible stories, and songs as part of the curriculum that teaches about Jesus Christ. We do not allow any type of guns, war toys, or other toys of destruction at the Center.

To help you know what your children are doing each day, we do post our weekly lesson plans on the walls of each classroom and on the Brightwheel APP.

General Information

Authorization to Pick Up Child

This may be done on the registration form, daily notes, or by phone. If you have any concerns about a possible problem, please notify the Director. We will not release a child to someone who is not authorized by the parent(s) to pick up that child. To protect your child, we will ask for identification from the person picking up that child. **It is the parents' responsibility to keep our files updated with working phone numbers and addresses.**

Parents must check in and sign when dropping off and picking up a child, **daily on the Brightwheel APP**. This ensures an accurate attendance in emergency situations and is **required by the KY State Regulations**.

A current custody statement must be on file at the center for children of separated or divorced families. This is for the protection of your child.

Birthdays & Invitations

We feel it is important to protect the privacy of our children at the Center. For this reason, we cannot provide phone numbers or addresses of any of the children at the Center. You are welcome to send invitations for each child invited.

Closings for Severe Weather/Illness

In case of severe weather, the Center reserves the right to close due to safety of its employees and children. Please sign up for the Brightwheel APP, as this is the most efficient method of communication for closure information. Be advised: all messages provide information directly from the Director. Center parents may also watch for Christ the King Learning and Growth Center closings on CTK School Facebook or local TV channels. Please note that Christ the King Learning and Growth does not necessarily follow Christ the King School regarding severe weather closing or delays.

Please be advised that when roads are deemed unsafe, the Center reserves the right to operate on a one- or two-hour delay. Insurance requires that our parking lot and sidewalk be clear of snow and ice before opening. During severe weather, the Center will notify all parents using the Brightwheel APP, so please ensure that all parties needed are enrolled.

Upon discretion of the Director, the Center reserves the right to close due to the high percentage of illness related children/employee absences. This is for the protection of all the children and employees at the Center. During time of closure, employees will diligently be working to eradicate the building from any potential pathogenic illnesses.

Clothing

The children will be involved in active play and painting; therefore, play clothes work best. Please expect clothes to show the effects of the day's play experiences. We will go outside daily. The weather determines how long, so be sure your child has appropriate clothes for the weather. We also suggest that girls wear shorts under dresses. Coats, mittens, hats, etc., should have your child's name on them. To help your child grow in independence, we recommend that your child wear clothes that allow them to go to the bathroom easily, without asking for help.

Concerns About the Center

Even when there is a good rapport among people, there are still occasional areas of disagreement. This is normal behavior. It is the Center's mission to maintain a Christian environment. If you have a concern about actions or procedures at the Learning & Growth Center, please schedule an appointment with the Director to resolve these issues. It takes staff and parents working together to resolve the difficulty by working out a compromise in maintaining the Christian environment.

Holiday Closing

The Center WILL BE CLOSED on the following holidays:

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving (and the Friday following Thanksgiving Day)

Christmas Eve

Christmas Day

New Year's Day.

Please note that **NO CREDIT WILL BE GIVEN IF A HOLIDAY NOTED ABOVE FALLS ON A WEEKDAY (Monday through Friday)**. If one of these days falls on a Saturday or a Sunday, we will be closed on the legal holiday observed for that day. **Before and after scheduled closed holidays, we will be open ONLY if we have 8 or more children needing our services.**

Parent Conferences and Communication

We do publish a monthly calendar and newsletter during the school year to let you know what your child is doing. These will be uploaded on our website and on the Brightwheel APP. Feel free to call and schedule a conference with your child's teacher and the Director, if you have a problem or concern.

One Call System:

We are on the One Call System through Christ the King Catholic School. We will use this system to notify parents of any schedule changes, delays, or closures. **It is every parents' responsibility to keep a current phone number on file with the Christ the King Catholic School Office Manager for this system.**

Brightwheel APP:

We utilize the "Brightwheel APP" to communicate effectively with parents. Please provide your email address to the director to get enrolled.

Personal Items

Please leave all toys, money, jewelry, and valuable items at home. Because we have many children at the Center, it is easy for toys to be lost or broken. Many of these items can also be choking hazards for our very young children. At nap time, the children will need a soft blanket, crib size fitted sheet and may bring a small nap buddy, if desired. As is policy at the Learning and Growth Center, we do ask that the child's soft blanket, sheet, and nap buddy be taken home by the parent(s) every Friday to be washed and returned with the child on Monday morning. Children who have forgotten a blanket and/or nap buddy will be provided those items for the day. Please make sure that all personal items are labeled with the child's name.

Pictures and Video Taping

Christ the King Learning and Growth Center staff may take pictures of children throughout the year. These photos will be used or displayed in your child's classroom only. Pictures and children's work are prohibited from being displayed at conferences, workshops, or shared on any type of social media.

Potty Training

Please inform us of any potty-training efforts. We are willing to assist your efforts throughout the day. Diapers, wipes, and extra clothes must be provided by the parents. Please check your child's supplies regularly to ensure that they are replenished/available and weather appropriate. If the child is not potty-trained, diapers and wipes *MUST* be provided by parents. If a child is wearing non-disposable undergarments: they must be potty trained and/or working to actively potty-train. If a child has 3 accidents in one day and this occurs on 3 different dates, then the child is not considered applicable to be potty-trained wearing non-disposable undergarments at that time. The parent must re-supply diapers and wipes after this occurrence.

Failure to adhere this policy will incur an infraction against policy.

PLEASE NOTE: Those children who have turned the age of 3 and are potty-trained will be transitioned to the Christ the King School, at the end of each school year break (Christmas Break, Fall Break, Spring Break, etc.), per our policy at the Center. If a child is not potty trained at the age of 4, they will be asked to make other arrangements.

Preschool Placement

Kentucky State Law requires that a child must be five years of age on or before August 1st, in order to enter Kindergarten.

Christ the King Catholic School offers a Preschool Program for three and four-year old children. Should you consider enrolling your child in their program, please call the Office Manager, at Christ the King Catholic School (270-821-8271), for any additional information needed.

Transition Time

Starting a new school or new center can be difficult for both parent and child. You and your child are welcome to schedule an appointment to come and interact in the child's future classroom prior to the child's start date. This will better enable the child to become familiar with the surroundings and the teachers. Be positive when dropping your child off. Keep the good-byes short and enthusiastic in the morning. Make sure you also talk about the fun things that your child will do during the day/did the previous day.

Volunteers

Volunteers are welcome. Our license requires that all adults responsible for children, or working with children on a regular basis, have a criminal background check, including fingerprinting completed, as well as a TB Test on file, prior to working with the children. In compliance with the Diocese of Owensboro, Christ the King Catholic Church also requires Safe Environment Training for anyone volunteering in our facilities, during childcare service hours. This training is available online and is required to be completed by all volunteers, prior to their volunteer service. For more details, please contact the Christ the King Catholic School Office Manager.

APPENDIX A

Christ the King Learning and Growth Center

Biting Policy

According to the American Psychiatric Association, developmental research shows that biting is considered child appropriate for children under the age of 3 years old. (APA, 2011). Biting is unfortunately is not unexpected behavior for toddlers and it occurs in almost half of children (APA, 2011). Many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. As a day care, we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur: Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not

use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Biting Form" is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Biting Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised, or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised, or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements**.
4. The Director reserves the right to handle each incident on a case-by-case basis.

If a child, who has been through steps 1 and/or 2, goes 2 weeks (10 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.

**Christ the King
Learning & Growth Center
Parent Handbook**

Receipt of Acknowledgement

I verify that I have read this Christ the King Learning & Growth Center Parent Handbook and agree and abide by all policies and procedures therein.

I further verify that I will seek answers from the Christ the King Learning & Growth Center Director, should I have any questions regarding any material presented in this Parent Handbook.

I understand that the policies and procedures outlined in this Learning and Growth Center Parent Handbook **become effective and will be enforced as of April 1, 2022 for ALL families at the Learning and Growth Center.**

Parent Name (Please Print) _____

Parent Signature _____

Date _____

Please complete this page, remove from packet, and return to Cherish Baldwin, Director of the Christ the King Learning & Growth Center, within two days of receipt of this Parent Handbook