

Memorandum

To: Members of the Board

From: Charles Adams, Superintendent

Attached is a revision to the Spencer County Bear Care Handbook. I am asking your consideration and approval of the following revisions;

- 1) Removing the \$50 per month summer enrichment fee (June and July)
- 2) Increasing the summer weekly rate from \$94.50 to \$105, the daily rate from \$26.25 to \$28.
- 3) Adding the day after Christmas (if a weekday) to the holiday closing list.
- 4) Increasing the current two exempt weeks for the school year to three exempt weeks for the fiscal year.
- 5) Implementing a re-enrollment time restriction of 21 days to allow parents on the waiting list an opportunity to enroll their child.
- 6) Emphasizing the timeliness of payments. Payments are due on Monday the week of attendance. A \$5 late fee will be assessed for payments not received timely.
- 7) Clarifying 4C subsidy payments – parents are responsible for co-pays assigned by DCBS. Parents are responsible for payment of any additional time their child attends beyond the approved 4C schedule.
- 8) Adding clarification for the additional fees charged for PDs, breaks, snow days, etc...
- 9) Added meal patterns as a helpful tool to parents sending a bagged lunch with their child.

SPENCER COUNTY PUBLIC SCHOOL'S

BEAR CARE PROGRAM

A YEAR AROUND - FULLY LICENSED - CHILDCARE PROGRAM

Spencer County Preschool (Ages 3 to 5)

110 Reasor Ave, Taylorsville, KY 40071 (License #357956)

Kindergarten to 5th Grade

Taylorsville Elementary School, 206 Reasor Ave, Taylorsville, KY — (License #357956)



ALLYSON BERRY

DIRECTOR OF CHILDCARE SERVICES FOR SPENCER COUNTY SCHOOLS

(502)477-3273

allysonberry@spencer.kyschools.us

Dear Parent:

Bear Care is a licensed childcare program that provides developmentally appropriate education programs, based on the same instructional components students study in school. We offer a variety of fun and educational activities each week. Our main focus for school age children is to offer homework assistance daily during the school year. We know your lives are busy, so with Bear Care helping your child with their homework before you pick them up is helpful. This gives you more time to spend as a family. Bear Care also prepares daily lesson plans and weekly themes that extend your child's learning when out of school.

Our Preschool Bear Care Program helps build a foundation of learning by teaching the children their colors, shapes, letters, etc. They also have daily lesson plans and weekly themes. Many of the activities that we do are hands on, which helps children gain better knowledge of what is being taught. We have skilled staff and low student/teacher ratios.

We are open year around, providing childcare for students of SCES, TES and Preschool. We operate before and after school for the K-5 program and we are open on all breaks, school closings and snow days from 6:00 a.m. to 6:00 p.m., excluding holidays. We operate 6:00 a.m. -6:00 p.m. Monday-Friday at the preschool program, excluding holidays.

We feel confident that the Spencer County Bear Care enrichment programs will provide you and your child the services that you need and are consistent with your child's learning process. Feel free to discuss any concerns or ideas with the director or on-site team leader so we may continue to provide the best service for your child(ren). We value your opinions and are always open to suggestions. The Director and/or On-Site Team Leader will be glad to schedule a conference upon request.

The Bear Care Enrichment Program is designed to be a safe and engaging place for your child(ren) to learn and have fun. We are glad you have chosen us for your childcare needs.

Sincerely,

Allyson Berry
And
The Bear Care Staff

TABLE OF CONTENTS

Program Goals	Page 2
Eligibility for Bear Care	Page 3
Registering for Bear Care	Page 3
Summer Enrichment Program	Page 3
Program Fee Description	Page 4
Fee Schedule	Page 6
Staff	Page 7
Student Responsibilities	Page 8
Daily Activities	Page 10
Outdoor Activities	Page 10
Student Arrival and Departure	Page 11
Personal Belongings	Page 11
Security Issues	Page 12
Medications	Page 12
Health Rules	Page 12
Grievances	Page 13
Inclement Weather Policy	Page 14
Subsidy Childcare Assistance	Page 14
Holiday Closings	Page 15
Exemption Weeks	Page 15
Termination from the Program	Page 15
Parent Handbook Agreement Form	Page 16
Meal Patterns for Children	Page 17
Registration and Agreement	Page 18
Registration Check List	Page 21
Emergency Information Form	Page 22
Medication Release Form	Page 24

Spencer County Public Schools BEAR CARE PROGRAM PARENT HANDBOOK

**PRESCHOOL LOCATION – 110 Reasor Ave, Taylorsville, KY 40071
(Beside Taylorsville Elementary School) – License #357956**

**SCHOOL AGE LOCATION – Taylorsville Elementary School
(Under 8 and Over 8 Classes located within TES Classrooms) – License #357956**

We welcome you and your child(ren) to Spencer County Bear Care!
We have a basic code we will be following in our program.

- **DO WHAT'S RIGHT!**
- **DO YOUR PERSONAL BEST!**
- **TREAT OTHERS THE WAY YOU WANT TO BE TREATED!**

With this code we hope to promote positive relationships between the students, parents, school staff, and community at large. We recognize the importance of providing children with the best possible opportunities to grow into healthy, well-adjusted adults. We believe that nurturing and education during the hours in a childcare setting, away from family, should be similar to that of the home environment. The Bear Care staff will strive to provide a safe, relaxed atmosphere that is conducive to positive growth and meets the needs of the whole child.

PROGRAM GOALS

1. To provide a quality, developmentally appropriate childcare program at a reasonable cost and in a convenient location.
2. To provide a safe, relaxed atmosphere for learning, recreation, creativity and socialization for each child regardless of race, income, creed or ethnic origin.
3. To provide learning opportunities through enrichment activities to promote artistic endeavors.
4. To provide additional opportunities for students who need extra help in subject areas.

ELIGIBILITY FOR BEAR CARE PROGRAM

Bear Care is a state licensed childcare facility that participates in the “STARS for Kids Now” Program. Bear Care is open to all students of Spencer County Elementary and Taylorsville Elementary in grades Kindergarten through Fifth, regardless of race, creed, ethnic background, or income. We are also licensed for ages 3-5, (not yet in kindergarten) at Spencer Co. Preschool. We have a 1:14-staff: student ratio for Under 8 school age students; this means that your child(ren) will be in a setting under the supervision of one (1) childcare worker and 13 other students. The Over 8 program has a 1:20 staff: student ratio and Pre-school is staffed 1:12 for 3-4 year olds and 1:14 for 4-5 year olds. **We do not accept children who are not potty trained.** Your child **MUST** be completely potty trained, with no more than one accident per week. Your child must be able to function in a group according to ratio.

REGISTERING FOR BEAR CARE

Registration is taken on first come, first served basis (so register early to assure a spot). To register, review this handbook, and complete the Registration Check List (page 20), detailing all forms, fees and items needed to complete the registration process.

The registration fee is a one- time fee per child upon enrollment as long as your child(ren) remain in the program. If you remove your child (i.e., summer break) a \$20 fee will be assessed upon reenrollment into the program.

If you remove your child from the program during the school year (excluding the summer break period) there will be a twenty-one (21) day waiting period before you can reenroll your child(ren) in the program. This allows those parents on Bear Care’s waiting list the opportunity to the vacated spot.

SUMMER ENRICHMENT PROGRAM

The Summer Enrichment Program will begin on the first day of summer break.

The Summer Enrichment Program includes, field trips, guest speakers, weekly themes, singing and dance; arts and crafts time; gym or playground; Reading, Math, Science and other academics. We ask that all children arrive on time, so that they may benefit from the educational fun of each activity. All field trips will require a signed permission slip before leaving. On field trip days we will be leaving at the designated time on the permission slip. Please have your child on-site by 8:15 on field trip days. Due to time restraints, we will not be able to wait for students arriving late, the bus will leave at the stated time, no exceptions.

PROGRAM FEE DESCRIPTION

The following is a list of services and fees for the Bear Care Program:

FEES ARE SET ANNUALLY BY THE BOARD OF EDUCATION UPON PROGRAM REVIEW. THE FEES ARE EFFECTIVE FOR THE PERIOD OF JULY 1ST THROUGH JUNE 30TH.

Notes:

1. The enclosed Fee Schedule (page 6) details the cost to attend Bear Care. In the first column, find the Program that describes the type of care for which you are enrolling your child(ren). The second column states the price for that type of care. Siblings receive a 10% discount, which is noted in the Fee Schedule.
2. A one-time (non-refundable) Registration Fee of \$20 is due upon registration. If your child is withdrawn from the program, another registration fee will be required. Please see page 3, Registering for Bear Care , for details about reenrollment.
3. ALL fees are due on Monday of the week of care. A **\$5.00 late fee** will be added to the student's bill on any payments received after 6:00 pm on Monday.
4. If you miss two consecutive childcare payments, we will be forced to remove your child(ren) from the Program.
5. Every child MUST be pre-registered to use Bear Care services. Emergency contact forms must be on file with the director. We are not a drop in childcare facility.
6. LATE CHARGES WILL BE ASSESSED IF A CHILD IS NOT PICKED UP BY CLOSING TIME (6:00 P.M.) THE CHARGE IS \$3.00 FOR EACH FIVE (5) MINUTES BEGINNING AT 6:05 P.M. LATE CHARGES ARE DUE AT TIME OF PICK-UP! Repeated late pick-up will result in termination of care and a child left will be reported to the authorities.
7. Any additional time your child attends Bear Care over and above their regular scheduled days (example – Professional Development Days, Records Days, Spring, Summer, Fall, Winter Breaks, Snow Days or anytime Bear Care is open, but regular school is not) they will be charged additional fees for the additional time in attendance. Please refer to the enclosed Fee Schedule which details the cost for additional time/days attendance. In the first column, find your child's Program, 2nd column is their normal weekly fee, third column is the rate for one additional time/day spent at Bear Care (this amount will be added to your regular weekly fee). Fees charged for additional time/days within the same week will not exceed the maximum weekly amount of \$94.50 for the school year or \$105 for the summer break. **Please note:** your weekly fee will never be less than your enrolled program fee or more than the maximum weekly amount. For example, your child attends School Age – PM Care at a rate of \$47.25, they only attend one day during Spring Break, their fee will be \$47.25, they attend two days during spring break, their fee will be \$52.50 (\$26.25 daily rate X 2), they attend three days, their fee will be \$78.75 (\$26.25 daily rate X 3), attending four or five days would result in the maximum fee of \$94.50. These fees are due the week that the student attends the additional days or week.

8. Your child will be granted three (3) exempt weeks during the fiscal year (beginning July 1st through June 30th). These weeks may be taken when your child is not in attendance, (i.e. break weeks, vacations, illness, etc...). **The exempt weeks must be taken in full week increments (Monday through Friday).** You will not be charged your regular weekly fee for these exempt weeks. You must notify the Bear Care Director or your child's Bear Care teacher when you are claiming an exempt week. You will be charged your regular weekly fee even when your child(ren) do not attend a full week of Bear Care, with the exception of the three (3) exempt weeks. A two week advance written notice is required (for staffing purposes) to utilize an exempt week, illnesses excluded.
9. Students will be charged for any extra time spent at Bear Care over and above their registered program attendance. For example, if you register your child for PM (after school) care, but your child attends an AM (before school) session, they will be charged an extra \$10 for the AM care. Additional care requested beyond your child's regular schedule must be approved by the Director for staffing purposes.
10. Registration is handled on first come, first served basis. All applications received after the program is full will be placed on a waiting list.
11. Receipts are available upon request. All cash payments receive a receipt.
12. Checks should be made payable to Bear Care. Please note your child's name and school site in the memo area.
13. THERE WILL BE NO CREDIT FOR ABSENCES DUE TO ILLNESS, DEATHS, AND MISSCHEDULED DAYS. Etc. (You may use an Exempt week for these absences.)
14. A mandatory two-week written notice is required before removing your child permanently
15. Children should NOT bring in sharp objects, candy, toys, make-up, electronic devices or money to Bear Care unless otherwise specified.

SPENCER COUNTY BEAR CARE PROGRAM

FEE SCHEDULE

PROGRAM	PRICE	1 PD DAY/SNOW DAY, ETC Additional Fees	TOTAL TO BE PAID FOR WEEK with 1 PD Day	WEEKLY FEE FOR SCHOOL BREAKS
Registration Fee (ALL PROGRAMS)	\$20 (Non Refundable)			
Break Week, M-F (PS or SA)	\$94.50			\$94.50
Break Week, Sibling (PS or SA)	\$85.00			\$85.00
Daily Rate for PS or SA	\$26.25		(1 Day) \$26.25	
Daily Sibling Rate for PS or SA	\$23.50		(1 Day) \$23.50	
SUMMER ENRICHMENT FEE (Due July & June 1st)	\$50 each (Total \$100)			
School Age - AM Care	\$47.25	\$16.80	\$64.00	\$94.50
School Age/Sibling AM Care	\$42.50	\$14.50	\$57.00	\$85.00
School Age - PM Care	\$47.25	\$16.80	\$64.00	\$94.50
School Age/Sibling PM Care	\$42.50	\$14.50	\$57.00	\$85.00
School Age - Before and After School	\$84.00	\$9.00	\$93.00	\$94.50
School Age/Sibling Before & After School	\$73.50	\$8.50	\$82.00	\$85.00
Preschool - All Day Care	\$94.50			\$94.50
Preschool/Sibling All Day Care	\$85.00			\$85.00
Preschool/Before and After School	\$88.25	\$6.25	\$94.50	\$94.50
Preschool/Sibling Before & After	\$79.25	\$5.75	\$85.00	\$85.00
Preschool AM or PM only Mon - Thurs	\$55.50	\$15.50	\$71.00	\$94.50
Preschool/Sibling AM or PM, M - Thurs	\$50.00	\$13.00	\$63.00	\$85.00
Preschool AM or PM and Full Day Friday	\$73.50	\$11.50	\$85.00	\$94.50
Summer Break Week	\$105.00			\$105.00
Summer Break - Sibling	\$94.50			\$94.50
Summer - Day Rate	\$28.00			\$28.00
Summer - Day Sibling	\$25.20			\$25.20

STAFF

Spencer County Bear Care staff is certified in CPR and First Aid, and are trained in state approved school-age child care classes and have gone through background checks with the Kentucky State Police.

Bear Care operates with an open-door policy. The program Director and staff are ALWAYS available to answer your questions and hear your concerns.

Allyson Berry, Director of Childcare Services, holds an Associate's Degree in Interdisciplinary Early Childhood Education and a Nanny certificate.

- Laura Wheatley; the On Site Team Leader holds a CDA certificate
- Jamie Prather, childcare worker, Pre-School
- Paula Katzman, childcare worker for School Age Children (Under 8)
- Chastity Claywell, childcare worker for School Age children (Over 8)

TO CONTACT BEAR CARE: Director's office: 477-3273, Pre-School Bear Care 477-3339 ext. 3266, TES Bear Care 477-3339 ext. 3350 (Under 8) or 3229 (Over 8). If you are unable to reach a Bear Care employee at these numbers, an answering machine is available at the Director's office, Preschool and TES have voicemail.

You may also leave a message with the school or you may e-mail the director at: allyson.berry@spencer.kyschools.us

STUDENT RESPONSIBILITIES

Each child will be expected to help keep the rooms clean by performing simple cleaning tasks each day. Your child will not be cleaning with any cleaning products, they will be picking up toys or messes that they have made with paper, paint, etc.

Student Discipline:

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or themselves.

For School Age Students, we use the 1, 2, and 3 Method.

If a child receives a number 1, it is basically a warning. The child will have to write his name beside the number 1 on the board and then write in their journal what they did to receive the number 1. If a child receives a number 2, the child's name gets removed from the number 1 list and moved to the number 2 list. This results in losing some time in an activity, plus writing in the journal what they did to receive the number 2. If a child receives a number 3, then the child moves his name to the 3 list, writes in their journal what they have done. When their parent arrives they have to inform them that they received a number 3 and for what reasons. The parent then has to sign off on the journal sheet stating that they are aware of what has happened. We have them write the offense in their journals because every child and staff may not remember what the child did to get to a number 3. This way it is documented and in the case that a child continues to have behavioral problems that result in suspension and/or being removed from the program, the documentation is all in the journal that the parents have signed off on.

For Preschool we use time out system:

A "time out" will be used for discipline purposes in most cases, depending on the severity of the case. The child will remain in the room with the rest of the children, but will be separated from activities for a short time (1 minute per age).

If "time out" fails to produce acceptable behavior, a child may lose privileges and a note is written to parents.

In the event the unacceptable behavior continues, parental intervention will be requested.

If behavior warrants, parents will be contacted to remove their child from the program for the day.

Continuous behavior problems may result in one, two, or three-day suspension from the program and/or removal from the program all together.

Defiant, disrespectful or dangerous behavior may result in immediate removal from this program. Parents will be contacted to meet with the director. Bullying or taunting of any type will not be tolerated.

Children in the Spencer County Bear Care program must follow the same rules, policies, and regulations that are normally required to follow during school and as outlined in the student code of conduct handbook received at the beginning of the school year, in addition to the Bear Care policies.

**CORPORAL PUNISHMENT IS NOT A PART OF
THE BEAR CARE PHILOSOPHY.**

DAILY ACTIVITIES

The Bear Care Program will include, but not be limited to, the following daily plan of activities. These represent minimum requirements for daycare regulations.

ENRICHMENT ACTIVITIES: Our program will be geared for all learning styles including kinesthetic, auditory, visual, and tactile learners, providing differentiated instruction and enrichment activities for the needs of the individual student. The program will include but not be limited to group tutoring by qualified staff, homework, reading, Writing, dance, art, music, drama, technology, and organized games.

FREE TIME: Children will have plenty of opportunities to engage in free play and socialization. A variety of books, games, toys, puzzles, and craft supplies are available. The staff will encourage all children to participate in group activities on a regular basis.

BREAKFAST/SNACK/ LUNCH TIME: Morning breakfast and lunch (if in Preschool) will be served in the school cafeteria, paid through your child's account with the lunchroom (see price list below) a morning and afternoon snack will be provided. Parents are responsible for providing a sack lunch with a drink on days in which school is closed but the program is open (see holiday schedule). We also participate in a summer food program to provide meals during the summer, the dates for this year's summer will be posted in your student's classroom. At least 15 minutes will be allocated to snack time and 30 minutes for breakfast and lunch. Milk or juice will be provided along with a nutritious snack. The Cabinet for Families and Children recommend when packing lunches for children for full days, they have food from all the major food groups. This includes vegetables, fruit, protein, milk, and bread. (Please see attachment – Child and Adult Care Food Program – Meal Patterns for Children – page 17.) Children are encouraged to bring a water bottle. Bear Care does not allow children to bring canned soft drinks or junk food for their lunch. If a child brings a soda for lunch they will be given water or milk and the soda will be returned home.

OUTDOOR ACTIVITIES

As weather permits, outdoor activities will be scheduled. Activities will be supervised, organized and sequential in nature. They will include team games, exercises, or playground time. Please have children dress accordingly or bring appropriate clothes. **Sunscreen is encouraged and must be provided by the student.** Bear Care does not take children outside when the temperature is **over 90 degrees or is less than 40 degrees.**

STUDENT ARRIVAL AND DEPARTURE

Student drop-off and pick-up:

A.M. Drop-off:

Students can begin to arrive at the Bear Care Programs at 6:00 a.m., and **must be accompanied by their parent/guardian to sign the student in.** This is mandatory under state daycare law. Parents are to park in the parking lot, walk the student into the building, and sign the attendance book each day. While dropping your child off, make sure your car/truck engine is turned off for the safety of other parents and students. Please do not block the school drive or bus drive. If you do not walk your child in and sign them in we will not be responsible for taking them. No child can be allowed to enter into Bear Care before 6:00 AM. No exceptions!!

P.M. Pick-up:

Parents are allowed to pick-up their child from the program at any time **before** 6:00 p.m. Make sure your car/truck engine is turned off for the safety of other students. Only authorized persons who are designated to pick-up will be allowed to sign out your child. Please remember to update your child's record with the director, in writing, if any of your child's pick-up information changes.

Absolutely no changes made by phone will be accepted if the person picking up your child is not already designated on your child's enrollment form.

Proper picture ID must be shown to Bear Care staff when picking up your child. In the event where a person does not have proper identification or is not listed on the release form of a child, the child will be kept at our program until the parents or legal guardian are notified. All children **MUST** be picked up by 6:00PM. If a child remains at Bear Care after 6:00PM we will call all phone numbers for parents and people who are authorized to pick up your child. If we are unable to reach anyone by 6:15PM, by law, we are to call the police and child protective services to come and pick up your child. It is considered abandonment when Bear Care staff do not hear from a parent on being late. ****See program fees for charges assessed for late pick-up after 6:00 p.m.**

PERSONAL BELONGINGS

Children will be given a cubby space or a tub in which to store their personal belongings.

LABEL YOUR CHILD'S BELONGINGS (JACKET, LUNCH BOXES, WATER BOTTLE, BACKPACKS, ETC.) CLEARLY WITH YOUR CHILD'S first and last name.

For Preschool all supplies **MUST** fit into the Rubbermaid tubs. Make sure that they have a small backpack and a small pillow and blanket. We ask that no toys or electronic devices of any kind be brought into Bear Care at anytime. It could result in the item getting lost, stolen, or broken. Bear Care is not responsible if this happens

SECURITY ISSUES

Parents, please inform the Bear Care Staff of any custody situations in which a parent is NOT allowed to remove their child from the program. A court document, signed by a judge, must be on file with the school your child attends *and* the Bear Care Director. We cannot keep any parent from picking their child up without the court-designated documents. . Bear Care has no choice but to release a child to a biological parent when a court order is not in place and on file.

If you are a foster parent and have guardianship of a foster child, we will need legal documents that state that you are the person that has custody of the child and the documents must state if the parents are to have contact with the child. If a child is in foster care we will need a list of any social worker that may be coming in contact with the child while they are in the care of Bear Care.

Parents should keep contact numbers and address current and up to date at all times. Please make sure you let us know if something on the original registration form needs to be changed.

MEDICATIONS

*The staff, under the following conditions, will administer only doctor prescribed medication:

1. Medicine must be brought in the original container by the parent; medication brought in by a child **WILL NOT be administered. It must be taken home daily by the parent.**
2. A parent must sign Authorization for Medication form (09.2241 AP.21). The child's name must be on the container with the exact time and dosage. **The Dr. must also complete a required form before any medication is given.**
3. No other medication will be administered unless written instructions are provided from a **doctor**. This includes cough drops, eye drops, anti-itch cream, etc.
4. A **DAILY** authorization form must be filled out in order for the staff to administer any medication.
5. Staff must log medication, name, time, and date administered.
6. Only staff that has received medication training shall administer medications.

HEALTH RULES

****If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted the more serious childhood illnesses such as measles, mumps, rubella, scarlet fever, pink eye, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc. please notify us immediately. We reserve the right to restrict attendance.** We will notify parents if their child has been exposed to any serious childhood disease/illness, while attending Bear Care, either by a letter being sent home or by one of the staff or the director informing you in person or on the phone.

*For your child to be able to come back to Bear Care they must have a doctor's note stating they are well enough to come back. No child will be allowed to return with out a doctor's statement. **No exceptions!**

* Make sure that when your child is in attendance he/she is well enough to participate in all indoor and outdoor activities.

* Staff will look over your child when you bring them into Bear Care to make sure that they look well and not sick.

*Should a child become sick or injured while in attendance, parents will be notified immediately to come pick their child up. The child will not be allowed back until we have documentation stating that they are well to come back. **A child who is sent home with diarrhea, vomiting, or a fever is not allowed to return for 24 hours unless directed by a doctor which then will require a doctor's statement.**

*All students should have on file the name and phone number of their physician and emergency contact numbers. Parents/guardians should complete the Emergency Information Form upon enrollment.

*All students must have on file a current physical exam and up-to-date immunization record. Daycare physicals must be updated every two years.

Note: Any child who has a temperature of 100, is vomiting, or has diarrhea will be sent home. If we suspect any contagious illness, we will contact parent (s) to pick up their child. A child MUST be fever free, no vomiting or diarrhea for 24 hours before returning to Bear Care and/or have a Dr.'s note.

- **Hand washing after restroom breaks and before eating is required.**

Absences: Please call the Bear Care Program if your child is going to be absent – 477-3339 ext. 3350 for TES Bear Care, and 477-3339 ext. 3266 for PS Bear Care. Or you may call the Bear Care office at 477-3273. Your child will be charged as normal for absences. You may use an exempt week for sickness.

GRIEVANCES

Direct communication with either the Program Director or team leader should be the first course of action to resolve any concerns parents may have. If your concerns require a conference with the Director or team leader, written documentation of the meeting and plan of action will be placed in your child's file and a copy given to you. You may contact the Director at any time on the Bear Care office phone (502) 477-3273. There is an answering machine for your convenience, should no one be in the office. The Director will get back in touch with you within 24 hours of the message being left.

If you do not feel your grievance has been resolved appropriately through the Program Director, you may direct your concerns to the Superintendent of Schools at (502) 477-3250.

Many parent concerns are outlined in the Spencer County Board of Education Policies and Procedures Manual. If you feel that you need a copy of the Policy and Procedure Manual you may request one from the Spencer County Board of Education at (502)477-3250.

INCLEMENT WEATHER POLICY

When school is closed, due to inclement weather, Bear Care will still be open to meet your child's needs. We will open at 6:00 a.m. and close at 6:00 p.m. When school is closed and Bear Care is open, school age Bear Care will be at TES. PS will be at PS unless other wise noted. **If no children arrive by 8:00 am at any one site, then that Bear Care will be closed for the rest of the day.** When weather conditions are so severe that staff is unable to travel safely, **WE WILL NOT BE OPEN.**

In the event that Bear Care is closed, the Bear Care Program will notify **WHAS – 11 TV news and WHAS 840 AM Radio** or on the Spencer County School Districts website.

When school is cancelled for a single day, due to inclement weather, and Bear Care is open, if your child does not attend, we will give **NO CREDIT OR REFUND.** If, however, Bear Care is closed for **MORE than Two Consecutive DAYS,** we will charge on a per day basis for the days that Bear Care is in session that week. Please refer to the fee chart.

SUBSIDY CHILDCARE ASSISTANCE

Bear Care participates in the Commonwealth of Kentucky's Subsidy Childcare Assistance Program. If you feel you may qualify for childcare payment assistance, contact the Cabinet for Health Services, Department for Community Based Services (DCBS), Division of Child Care office at 1-859-259-3725. Bear Care has no impact on your qualification for childcare assistance. We are a participating provider only. Co-pays may be assigned by DCBS and are your responsibility to pay. Co-pays are due to Bear Care on Mondays of the week of attendance.

If your child is approved for 4C subsidy, and your child attends Bear Care beyond the approved 4C subsidy (i.e. half day, specific days of the week) you will be billed for the additional time in attendance. It is your responsibility to make payment for this additional time and these fees are due on Monday of the week of attendance. For example, if you are approved for subsidy payments for your child to attend PM (after school), but you bring your student in the AM (before school) too, you, the parent, will be charged additional fees for that time period.

HOLIDAY CLOSINGS

The Spencer County Bear Care program will be closed the following holidays:

- Independence Day
- Labor Day
- Thanksgiving and the Friday following
- Christmas Eve, Christmas Day and the day following Christmas unless a weekend day.
- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day

(If the holidays falls on a Saturday, Bear Care will be closed the Friday before, if the holiday falls on a Sunday, Bear Care will be closed the following Monday.)

EXEMPTION WEEKS

There will be a three (3) week limit for the year, running July 1 through June 30th of the following year. The exemption weeks must be when the child is not attending the program for the week (Monday through Friday). No half weeks or random days will be considered. They may be used for school breaks, family vacations, illnesses, etc... A mandatory two-week advance written notice, excluding illnesses, is required before an exempt week is taken for staffing purposes.

TERMINATION FROM THE PROGRAM

Parents must provide a two-week advance notice to the Director before removing the child permanently from the program. If a parent does not provide a two-week advance notice, they will be charged their regular rate for the two weeks, whether they attend or not.

Bear Care Parent Handbook Agreement

Please sign and return to the director within one week.

I/We _____ have read and agree to the policies and information provided in Spencer County Public School Bear Care Program. I/We understand that any changes to this handbook will be posted in the classroom.

Parent signature (s)

Date

Child/Children's Name _____

Date(s) of Birth _____

Meal Patterns for Children in Child Care Programs

The Child Care Commission approved the use of the United States Department of Agriculture (USDA) meal patterns as the minimum amount of food which can be served to comply with the licensing standards for adequate nutrition. The Recommended Dietary Allowance is based on the age, sex, weight, and height of an individual.

	Child Meal Pattern		
	1-2 year olds	3-5 year olds	6-12 year olds
Breakfast			
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/4 cup	1/2 cup	1/2 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Lunch or Supper			
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Meat/Meat alternate			
Lean meat, poultry, or fish without bone	1 oz	1 1/2 oz	2 oz
OR, Alternate protein product	1 oz	1 1/2 oz	2 oz
OR, Cheese	1 oz	1 1/2 oz	2 oz
OR, Egg (large)	1/2 egg	3/4 egg	1 egg
OR, Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
OR, Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
OR, Nuts and/or seeds	1/2 oz	3/4 oz	1 oz
OR, Yogurt, plain or sweetened	4 oz	6 oz	8 oz
Vegetable or fruit or 100% fruit juice —serve two different vegetables and/or fruits to equal	1/4 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Snack —select 2 of the 4 components			
Milk —must be fluid milk	1/2 cup	1/2 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/2 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Meat/Meat alternate			
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
OR, Alternate protein product	1/2 oz	1/2 oz	1 oz
OR, Cheese	1/2 oz	1/2 oz	1 oz
OR, Egg	1/2 egg	1/2 egg	1/2 egg
OR, Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
OR, Peanut or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
OR, Nuts and/or seeds	1/2 oz	1/2 oz	1 oz
OR, Yogurt, plain or sweetened	2 oz	2 oz	4 oz

SPENCER COUNTY BOARD OF EDUCATION
Summer/Fall Registration Packet
BEAR CARE PROGRAM

Page 1 of 3

REGISTRATION AND AGREEMENT FOR THE BEAR CARE PROGRAM

General Information

NAME OF STUDENT _____ GRADE _____ DOB _____

NAME OF PARENTS/GUARDIANS _____

ADDRESS WHERE CHILD RESIDES _____

PHONE NUMBER (S) WHERE PARENTS CAN BE REACHED IN THE EVENT OF AN EMERGENCY:

Name, relationship & phone number(s) of three (3) person(s) other than parents to whom the child may be released:

Name	Relationship to Student	Phone Number

My child will be attending The Bear Care: Initial beside the fees associated with your choice.

SCHOOL AGE AM K-5 _____ Circle days: Monday Tuesday Wednesday Thursday Friday \$47.25 initial _____
SCHOOL AGE PM K-5 _____ Circle days: Monday Tuesday Wednesday Thursday Friday \$47.25 initial _____
SCHOOL AGE AM/PM K-5 M-F _____ Circle days: Monday Tuesday Wednesday Thursday Friday \$84.00 Initial _____
Breaks K-5 M-F \$94.50 Initial _____ OR \$26.25 daily (Must commit to at least one day per week) Initial _____ Circle days: Monday Tuesday Wednesday Thursday Friday
* There is a \$20.00 registration fee. Initial _____
Preschool Care > M-F 6am -6pm \$94.50 Initial _____ OR \$26.25 per day (Must have exact days circled) Initial _____ Circle days: Monday Tuesday Wednesday Thursday Friday
Preschool care continued ... Initial beside the fees associated with your choice: Wrap around preschool session \$88.25 initial _____; M- Th AM only \$55.50 Initial _____ or M-Th pm only \$55.50 Initial _____; M-Th AM and Full day Friday \$73.50 Initial _____ or M-Th pm and Full day Friday \$73.50 Initial _____

CHILD CARE / STUDENTS RATIO

The Bear Care Program is designed for grades Preschool to grade-5. Preschool (ages 3-4) has a 1:12 ratio; (ages 4 -5) a 1:14 ratio. School Age (Under 8) has a 1:14 ratio, School Age (Over 8) has a 1:20 ratio.

We do not accept children who are not potty-trained.

_____ Initial

CANCELLATION DUE TO INCLEMENT WEATHER

Parents/guardians are responsible for payment of regular fees unless the Bear Care Program is closed on more than 2 consecutive days of the week for inclement weather. _____ Initial

SCHOOL ASSIGNMENT

Which school is your child/children assigned to for the upcoming/present school year? Please check the appropriate selection.

Taylorsville Elementary _____ Spencer Co. Elementary _____ Spencer Co. Preschool _____

HOLIDAY CLOSINGS

Independence Day _____ Labor Day _____ Thanksgiving and the following Friday _____
Christmas Eve, Christmas Day and the day following Christmas (unless that day falls on weekend) _____
New Year's Eve and New Year's Day _____ Martin Luther King Day _____ President's Day _____
Memorial Day _____

If the holiday falls on a Saturday, Bear Care will be closed on Friday before. If the holiday falls on a Sunday, Bear Care will be closed the following Monday. Holidays are included in the weekly fee. _____ Initial

EXEMPT WEEKS

A parent /guardian may be exempt for three (3) weeks of childcare services / fees each fiscal year, July 1-June 30, with a written notice given two weeks in advance. Advance notice requirement excludes illnesses. Exempt weeks must be taken in weekly increments. _____ Initial

To be released from responsibility for payment for an exempt week, the child may not attend any days in that week. Parents must advise the Program Director in writing that the child will not attend at least two weeks in advance. Director will then decide if it is approved. _____ Initial

TERMINATION of SERVICES

Parents must provide a written two- week notice to the Director before removing the child permanently from the program. If a parent does not provide a two-week notice, they will be charged their regular rate for the two weeks, whether they attend or not. _____ Initial

FEES

I UNDERSTAND THAT THE FOLLOWING FEES ARE APPLICABLE TO MY CHILD'S PARTICIPATION IN THE BEAR CARE PROGRAM. I FURTHER UNDERSTAND THAT FAILURE TO PAY FEES ON TIME MAY RESULT IN IMMEDIATE TERMINATION OF THIS AGREEMENT BY THE EXTENDED SCHOOL PROGRAM. **THE FEES ARE DUE AND PAYABLE, EVEN IF YOU'RE CHILD MISSES DUE TO ILLNESS, DEATH IN THE FAMILY OR OTHER REASONS BECAUSE THE PROGRAM IS STAFFED BASED ON THE NUMBER OF CHILDREN EXPECTED TO ATTEND.** _____ Initial

REGISTRATION FEE

\$20.00 per child, payable when the child starts the program and effective as long as your child remains current, i.e. participates each school year or each summer. This fee is non-refundable. _____ Initial

LATE FEES

I understand that I will be assessed \$3.00 for every five (5) minutes I am late picking up my child from the Bear Care Program. This agreement is subject to termination by the Director, and the child will not be permitted to attend the Bear Care Program if the parent is repeatedly late picking up the child. I understand that if my fee for care is not paid by Monday, the week of attendance by 6:00 p.m., then I will be assessed a \$5.00 late fee for that week's payment. Failure to pay fees on time may result in immediate termination of the agreement. Two consecutive weeks of non-payment will result in termination of childcare services. _____ Initial

I understand that if I miss two consecutive weeks on payments, I will be subject to collections and/or removal from the Bear Care Program. _____ Initial

CHECK IN TIMES

Due to mandated staffing requirements, all students must be checked in to Bear Care, no later than 9 a.m. We will not accept any student after that time, unless pre-approved by the Director. _____ Initial

RULES

I understand that my child and I must follow all the same rules, policies and regulations that we are normally required to follow during school. Bear Care Officials may supply additional rules pertaining to specifics within the Bear Care Program.

VERIFICATION AND RELEASE

I verify that I have reviewed and understand the terms of this agreement according to the above referenced information. I agree to abide by the terms of this agreement in full. As a parent/guardian of the child listed above, I verify that the information on this entire contract is current and that I will immediately inform the school and Bear Care Program of any changes in this information. I authorize any school personnel to take reasonable emergency measures on behalf of my child and agree to hold them harmless for any treatment rendered

Parent/Guardian _____ **DATE** _____

Revised April 2013 Effective Immediately

Page 3 of 3

BEAR CARE PROGRAM REGISTRATION CHECK LIST



*Thank you for choosing the Bear Care program as your child's childcare center.
Here is a checklist of items that the Bear Care program needs to begin serving your child.*

Child's Name _____

_____ \$20 Registration fee* (Non-refundable)

_____ First Week's Fee

_____ Picture of your child (small wallet size)

_____ Current, up-to-date immunization record

_____ Copy of Birth Certificate

_____ Current Physical from your child's physician

_____ Application with emergency record completed

_____ Signed parent handbook agreement

_____ Signed consent form

_____ **Crib Sheet, small pillow, and small blanket** (Labeled w/child's first and last name)

SPENCER COUNTY BEAR CARE

Emergency Information Form

(Page 1 of 2)

Student's name: _____
Last Name First Name Middle

Students Address: _____
Street Address/APT# City State Zip

Student's Age _____ **Date of Birth** _____ **Student's Phone #** _____

Grade _____ **Teacher** _____ **Bus#** _____

To be completed by Parent/Guardian. To serve your child in case of an accident or Sudden Illness, It is necessary that you furnish the following information. If any changes during the year please make us aware to help us in case of an emergency.

Mother's Name: _____
Last Name First Name Middle

Mother's Employer _____ **Phone #** _____

Father's Name: _____
Last Name First Name Middle

Father's Employer: _____ **Phone #** _____

Guardian's Name: _____

Guardian' Employer: _____ **Phone #** _____

In case of emergency, accident, or serious illness of the above named child, I request the school to contact me. If school personnel are unable to contact me, I hereby authorize them to call the following people who are authorized to pick up my child from school or a school sponsored activity.

Name Phone # Relationship

Name Phone # Relationship

Doctor's Name: _____ **Phone #** _____

Address: _____

If it is impossible to contact the physician named above, I hereby authorize the school to take action necessary to maintain the student's health.

Signature of Parent/ Guardian **Date**

Is your child on any routine medication? Yes _____ No _____ If yes, please list below:

MEDICATION	DOSAGE

Emergency Information Form

(Page 2 of 2)

Is your child allergic to medication? ____ Yes ____ No If yes please specify

Is your child allergic to any foods?* ____ NO ____ Yes If so please specify what they are allergic to: _____

If allergic to a food what will happen if your child accidentally eats this food?

Does your child have an Epi Pen or medication that they would need to take? ____ Yes ____ No
If so then we will need it here at Bear Care in case of an emergency.

*If your child is allergic to any foods, we **MUST** have a current doctor's note stating what they are allergic to in order to make sure that your child is not served these foods. A letter from the parent will not work.

Is your child allergic to insect bites? ____ YES ____ No if so what will happen?

Does your child have allergies? ____ YES ____ NO

Does your child have a history of: Heart Disease _____, diabetes _____, T.B. _____,
nervous disorder _____, epilepsy _____, ear infection _____,
seizure _____, asthma _____, other _____?

If so please check and describe any special emergency treatment that may be required: _____

Please list any other conditions that might require emergency medical treatment: _____

Parent Signature

Date

Permission Form for Prescribed or Over-the-Counter Medication

Student's Name: _____ Grade: _____ Homeroom: _____ School: _____
 Student's Age: _____ Date of Birth: _____ Allergies: _____

TO BE COMPLETED BY THE PHYSICIAN AND PARENT (PRESCRIBED) OR PARENT/GUARDIAN (OVER-THE-COUNTER)

Procedure 09.2241 AP.1 (**Prescribed Medication**) Physician and Parent/Guardian shall complete the required form. All prescription medication, original or refill, shall be sent to school in a pharmacy labeled container which includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, address, and phone number. (**Over-the-Counter**) Parent/Guardian shall complete the required form. Medication shall be in original container, dated upon receipt and **given no more than three (3) consecutive days without signature from the physician.**

Name of medication: _____ Dose: _____ Administration Time: _____

Reason for medication/Special Instructions: _____

Form of medication/treatment: ☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other _____

Restrictions/side effects: ☐ No restrictions ☐ Yes, describe: _____

Starting Date: ☐ date form received ☐ Other, as specified: _____

Stopping Date: ☐ for episodic/emergency events only ☐ end of school year ☐ Other date/duration: _____

Special storage requirements: ☐ None ☐ Refrigerate ☐ Locked Cabinet ☐ Other _____

Student is capable of/responsible for self-administering this medication: ☐ No ☐ Yes ☐ Supervised
☐ Unsupervised

Student has been instructed in self-administering the medication: ☐ No ☐ Yes

Student must carry this medication on his/her person: ☐ No ☐ Yes ☐ Backpack (Lifesaving Meds Only)

Physician Signature/Information

Physician/Health Care Provider Signature *Date*
 Printed Name of Physician/Health Care Provider: _____
 Address: _____
 Phone #: _____ Fax #: _____

PARENT/GUARDIAN CONSENT FOR ALL MEDICATIONS

I give permission for _____ to receive the above medication(s) at school according to standard school policy and expressly hold harmless, and waive any liability on behalf of, the school or its employees and agents concerning any injuries or reactions resulting from administration of the above medication unless such is the result of negligence or misconduct on behalf of the school or its employees. For on-going medications, I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable orders from a physician or health care provider to be followed.

Parent/Guardian Signature: _____ *Date:* _____ *Relationship:* _____
Home Phone: _____ *Work Phone:* _____ *Emergency Phone:* _____

By signing above, Parent/Guardian hereby gives consent to a North Central District Health Department School Nurse, the Spencer County Board of Education and its employees, and to the child's physician/healthcare provider to discuss his or her medical condition or medication administration referenced above.

To Be Completed by School Personnel

I/we acknowledge receipt of the foregoing statement and authorization.

Administrator/designee _____ *Date* _____

Review/Revised: 8/27/12