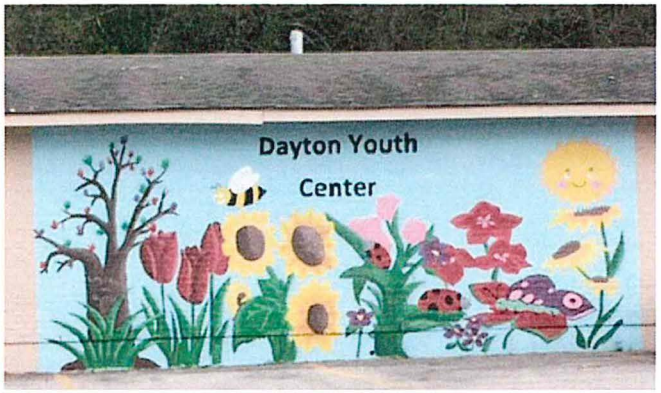
Hours of Operation:

7:15 AM-4:10 PM Monday– Thursday

7:15-4:00 Friday

Parents will be charged $1.00 per minute, per child, for each minute they are late to pick up their child(ren). The fee will be paid directly to the staff person who had to stay with you child(ren).

The center operates on the calendar of the Dayton Independent Schools. If the school is closed for any reason, the daycare center will also be closed.



Our center is located directly next to Davis Field;

999 Vine Street

Dayton, KY 41074

Director: Heather Cook-Kiefer

(859) 292-7485 (center phone)

(859) 815-0567 (Heather Cell)

Any other inquires can be directed to the Dayton Board of Education;

(859) 491-6565

Superintendent– Jay Brewer -Jay.brewer@dayton.kyschools.us

Director of Special Education/Early Childhood Learning– Brittney Howell-Brittney.howell@dayton.kyschools.us



Daycare Services

Dayton Independent Youth Center

Parent and Staff Handbook

DAYTON
INDEPENDENT
SCHOOLS



Parent and Staff Handbook

Our center is fully licensed by the State of Kentucky, Department of Human Resources, and meets or exceeds the guidelines for Division of Daycare Licensing and Regulations. We embrace the philosophy of the Dayton Independent Schools which is to Inspire, Engage, and Grow each of our Students.

Philosophy: The philosophy of the center is shaped by the idea that a young child's growth will greatly benefit from team of individuals who are concerned for each child's growth and development. We believe that the parents are the most important people in the child's life and they are viewed as the primary source to a child's overall development. The center staff and other resource persons are all available and will serve as a support system for parents.

Communication between parents and center staff is essential. In addition to daily conversations, parents will receive information through a daily report. Conferences can be arranged when necessary. Each child will be involved activities, which strengthen and support the child's physical, social-emotional, language, and cognitive development. The goal of working together is for each child to achieve his potential development while enrolled in the center.

Enrollment Information: Our center accepts children from infancy through age 6 years old. Application for enrollment can be completed by picking up an application packet at our center. Any questions; please refer to the contact information on the back of this pamphlet.

Prior to admission, the following information must be on file:

- Completed Enrollment Forms
- Emergency Medical Release
- Record of Birth
- KY Immunization Certificate
- Parent Schedule

Our center does not discriminate of the basis of race, color, national origin, sex, religion, or disability when considering a child for enrollment. If a child has special needs, enrollment status will be determined by the capability of the center staff to meet the needs of the child.

Our Current Tuition Rates

Full Time

- $135 per week (Infants to 2 years, 11 months)
- $125 per week (3 years to 6 years)

Part Time (3 days or less per week)

- $105 per week (Infants to 2 years, 11 months)
- $95 per week (3 years to 6 years)

We define part time as 3 days or less, on a pre-determined and agreed upon schedule. We do not offer part time rates for students who also attend preschool.

We direct bill specific agencies for any childcare assistance funds or subsidy. Parents are in charge of enrolling and submitting the required paperwork to apply for these programs.

Tuition is due on each payday. Please contact the director if you have special arrangements or considerations. If your child is sick and will be out for a prolonged period of time, please contact the director to make arrangements.

Optional Food Fee (Sliding Scale)	
$915/yr 91.50/mnth (10 months)	Full Fee Families
$208.32/yr $20/mnth (10 months)	Reduced Fee Families
$0	Free Families

Parents can elect for the Dayton Independent Schools to provide food, on a sliding scale based on income. The food fee includes breakfast and lunch. This can be decided on a month to month basis and parents will need to let the director know by the 15th previous in order for us to be prepared. Cost of food will be added to your weekly tuition.

Parent can elect to pack meals for the child(ren).

Health Policy:

Center staff strives to help keep children healthy. In the daycare environment illness transmits at a very fast pace. If your child becomes ill at the center, staff will notify you at school of your child's illness or symptoms.

Signs of illness that will result in notification of parents:

*fever of 101 degrees or more *more than two loose bowel movements *vomiting *severe coughing * sore throat or difficulty swallowing *difficult or rapid breathing *redness and discharge from eyes *unidentified skin rash * evidence of lice or other parasitic infection * evidence of infection, such as green or yellow nasal or ear discharge.

You and center staff can determine at the time whether or not your child should remain at the Daycare. The other parents and staff understand that additional symptoms and the time of day will have a bearing on the decision. You must also take into consideration the fact that many illnesses can be passed quickly and easily among the other children with exposure. Be aware that children exhibiting signs of illness will be separated for the other children as much as possible to prevent the other children becoming sick. In the event that the center discharges a child from the center due to illness, the center may require a doctor's excuse which includes diagnosis for the child to return to the center. If your child has been sick at home and is still exhibiting symptoms that may spread to other children, then you should not bring your child to the center. In regards to fever, vomiting and diarrhea, the child must be symptom free for 24 hours to return to the center.

Medication:

The center staff will administer medication in cooperation with the parent's directions. Both prescription and over the counter medications must be in the original container as required by state law. Containers must include written directions for administering the medication and expiration date of medication. Each day medication is to be given; you must fill out a Medicine Disbursement Form at the day care with specific instructions and your signature. When the medicine is given to your child, the staff person will note the time and sign the form. This medication will be given to you at the end of the day. No medication can be left at the center. It will be kept in a safe locked place while at the center.

Safety and Emergency Policy:

This policy has been developed to protect the best interest of the children enrolled at the Dayton Independent Youth Center. Children will be escorted into the building by parents/guardian or other authorized person each morning and will be greeted by the staff. Parents/guardian or other authorized person will sign in and out the children each day. Children will be escorted from the center each day by parent/guardian or authorized person each afternoon after notifying staff.

Monthly fire and tornado drill will be held on the last Wednesday of each month of operation. Maps of evacuation plans are posted in the center. In an emergency situation, if the center would need to be evacuated, the children would be transported to Lincoln Elementary School.

If your child is involved in a minor accident, it will be noted on the child's daily care report form. In the case of an accident, injury, or evidence of medical emergency, the center will make an immediate attempt to contact a parent. If the parent or other designated emergency contact cannot be reached, the child's physician will be contacted. If necessary, the center will call emergency medical personnel and supervise the transportation of the child to hospital (transportation of a child to the hospital will be by an ambulance). The emergency medical release form will be submitted to hospital personnel if the absence of the parent would delay the child in receiving immediate medical care.

In case of an accident, an accident report form will be completed (at staff discretion in terms of the nature of accident or nature of illness) and be available to parents in accordance with licensing regulations. Parents, upon enrollment of their child in the center, will be required to fill out and Emergency Contact Form to be kept on file at the center. There will be no smoking allowed in the center.

CHILD ABUSE:

According to Statute KRS600.020 "child abuse or neglect" Means a child whose health or welfare is harmed or threatened with harm when his/her parent, guardian, or other person exercising custodial control or supervision of the child. Any child has the fundamental right to be safe and nurturing environment.

Anytime you suspect child abuse or neglect you are required by law to report it even if you just suspect it without full proof call CHILD PROTECTION HOT LINE: 1-877-597-331.

At the center, if a staff member suspects child abuse they talk with the director to explain their concerns. They will together make a statement and include any pictures that may be taken at the time of the incident. We will make the call to the hotline if we deem it necessary.

Discipline Policy:

The discipline policy set forth for the Dayton Youth Center was designed to help your child develop socially and in a mature way and is in accordance with the guidelines set forth by the licensing regulations. Corporal (physical) punishment will not be used with your child. All staff shall use positive guidance, which helps the child develop self-control and assume responsibility for his actions. In the event that a child behaves in a manner, which is disruptive to the other children, or disregards a set rule of the daycare, the child will be given a verbal notification that the behavior is inappropriate. At this time staff may find it helpful to redirect the child's attention elsewhere and/or provide the child with acceptable, appropriate alternative behaviors. If the action continues, the child will be reminded of what he/she is doing wrong and reminded of appropriate behavior then asked to sit in time out for a period of no more than a minute for each year of age. When a child must be put in "time out" two or more times a day, it will be the staffs' responsibility to notify parents of the problem at the end of the day. In addition we ask parents to reinforce appropriate behavior by discussing the rules for behavior of the center at home.

In the event that a child exhibits repeated behaviors that cause injury or emotional anguish to other children in the Day Care it will be necessary to ask the parent to make arrangements for child care until the child discontinues the behaviors.

ARRIVAL AND DEPARTURE

Upon arrival, parents must sign their child in. This information is used for attendance, lunch, and in case of an emergency evacuation.

A child will only be released to the parent or persons authorized to pick-up the child. (Specified on the enrollment form) If any person other than the parent or authorized person picks the child up, this must be given to staff in writing. Any person picking up the child, other than parent, will be required to show picture identification or the child will not be released.

Center Staff:

There is a person that serves as the administrator of the center. Persons working directly with the children are referred to as teachers. The center will employ adequate staff to maintain at least the following ratios which is in compliance with the Cabinet for Human Resources regulation:

Age of children	Ratio	Maximum group size
Birth to 1 year	1 staff to 5 children	10
1 to 2	1 staff to 6 children	12
2 to 3	1 staff to 10 children	20
3 to 4	1 staff to 12 children	24
4 to 5	1 staff to 14 children	28
5 to 6	1 staff to 15 children	30

PARENT RESPONSIBILITIES

We are glad that you've chosen to use the school system's Day Care to provide care for your child throughout the school year. The Dayton Independent Board of Education is very proud to be able to offer this service to you. This is, however, a private, non-profit childcare facility so as a parent using the center; the responsibility of seeing that the center runs smoothly is in part yours. We will meet approximately 2 times a year or when necessary. It is necessary that we have your participation in these meetings. This is where many decisions may be hashed out which affects the program that your child will be involved in during the day.

There will be an open house before each school year for parents using the center. This is where the rules, regulations, and expectations will be outlined and discussed. This is not an optional meeting.

Following is a list of items that will be necessary for you to bring to the center to ensure appropriate comfort for your child throughout the day.

Infants

Daily- Bring bottles of prepared formula, cereal, or baby food, labeled with the child's first and last name. You will need to bring a diaper supply and wipes as well as a change of clothing. (Don't forget to label these items as well. These will be kept at the center for your convenience and staff convenience.)

Toddlers

Diapers and wipes, change of clothing, a blanket and pillow for nap time labeled with the child's name. We will provide breakfast, lunch, and snacks. Packing is welcome but please be sure that packed lunch meets state requirements of protein, bread, fruit, vegetable and milk or juice.

Three and four and five year olds

Please bring a change of clothes (several changes of clothes when potty training), a pillow and blanket for naps. We will provide breakfast, lunch, and snacks. Packing is welcome but please be sure that packed lunch meets state requirements of protein, bread, fruit, vegetable and milk or juice.

Comfortable play clothes are appropriate clothing for the center. Children may be going outside to play so need to be dressed according to the weather. Each child needs to bring to the center a bag to keep extra clothing in. Please clear the cubbies of child's art work each day and look for teacher notes that will be placed in cubbies alerting you to items your child may need or upcoming events. Snacks are welcome for holidays and birthdays, but please ask the teacher what is permitted. Please be advised that if a toy is brought into the center your child is expected to share that item, we are not responsible for the toy in any way, if it is broken while here it will not be replaced, you will also be responsible for keeping track of that item at the end of the day. We will remove any toy/item that becomes a problem with the children (fighting, choking hazard). It will be given to parents at the end of the day.

Child Care Staff Responsibilities

The following responsibilities are assigned to all childcare staff as they may work with all age groups at one time or another. Each worker will become familiar with the different responsibilities as they relate to each particular age group. Each staff person will be required to complete any in-service training hours required by state licensing.

Physical care

Each staff person shall be responsible for the safety of all children during the day. This includes but is not limited to: play time, rest time, activity time, during breakfast, lunch and snack, and traveling between the daycare and preschool bus. At no time will child be left unattended for any length of time. Staff needing to leave their area will inform another staff person to cover for her/him. Each staff person shall see that all children are comfortable in their area. Infants will be changed regularly or when necessary. Toddlers will be asked or reminded to use the bathroom when possible. Clothing will be changed when necessary. A staff person shall tend to a minor accident immediately and will report to parents

when they arrive. If a serious accident occurs parents will be notified immediately and an accident form will be completed and kept on file. Each staff person will help prepare food or bottles for the children at mealtime or snack time. A report will be made to the parent if the child refuses meals. It will also be reported if there is a noticeable change in the child's eating habits. Each worker shall see that the children receive a reasonable amount of rest throughout the day. If a child does not nap there will still be a quiet time where the child must rest. Infant naps will vary. Toddlers and preschoolers will have a quiet time for at least 30 minutes after lunch. A Report will be made to the parent if there is a noticeable change in sleeping patterns. Each staff person shall see that each child is given the opportunity to exercise and play. This may be outdoors in good weather.

SOCIAL/EMOTIONAL CARE

Each staff person shall respect, be considerate and fair to all children so that the children may model the behavior of the staff person. Each staff person shall be polite and use manners toward the children and other staff to ensure that appropriate behavior is being modeled for the children. Each staff person shall be alert to and respectful of children's feelings. Each person must be alert to things that may cause the children fear, anxiety, embarrassment, etc. A staff person shall be alert to disagreements between children and help them work the disagreements out. Each staff person shall use fair and consistent disciplinary action when discipline is necessary. (Discipline policy is in the Discipline Section) Each staff person shall supervise children's free play and encourage sharing and cooperation.

Developmental

Each staff person shall be knowledgeable about developmental stages and provide the appropriate developmental activities for each age group. (Infant through age six) For toddlers through six years old, a staff person will develop activities that stimulate the child to reach their potential. Each staff will plan their own activities but there will be some consistency and routine built into overall schedule.

[redacted]

The following responsibilities are for staff that are working on a part time basis or working through the high school vocational education program. These responsibilities are very important because they assist the full time staff in the normal daily operation of the center. Each staff person will be required to complete any in-service training hours required by state licensing.

Physical

Part time staff and aides assist in the care of all children. In particular, helping to feed and change infants. They may supervise other children where needed (during meals or snack time). They may help children awaken from naps, put shoes and socks on, and assist in supervising the children during playtime or during other activities.

Social/Emotional

Part time staff and aides are responsible for caring for the children's social/emotional needs as describe above in child care staff responsibilities.

Housekeeping

In order for the day care to run efficiently and be kept clean and neat, certain chores must be done on a regular basis. This is to include but not limited to: washing and disinfecting high chairs, chairs, tables, shelves, toys, play pens, beds, and cots, swings, changing tables and riding toys. The floor must be swept and mopped. Children are to be helped in cleaning up after themselves if this is necessary.