

TO: Members of the Board

FROM: Tracey Shifflett, Preschool Coordinator
Amy Wilcox, Chief Instructional Officer

DATE: May 25, 2019

SUBJECT: CCBOE Districtwide Childcare Services Parent/Guardian and Family Handbook

Attached please find the 2019-2020 Christian County Board of Education Districtwide Childcare Services Parent/Guardian and Family Handbook. The attached tracks changes to the document to clearly indicate all changes proposed for adoption. Many of the changes are minor; the most predominant changes are found on page 15 are related to fees.

Currently, our fees are below the reimbursable C-CAP rate and are significantly lower than local daycares. To maintain financial solvency for all programs, the fee increase is necessary. The weekly fee requested is \$55 per week, an increase from \$45.

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attachments

Christian County BOARD OF EDUCATION DISTRICT-WIDE Childcare Services

PARENT/GUARDIAN
& and FAMILY
HANDBOOK
20182019-20192020

POLICIES,
PROCEDURES,
INFORMATION

Tracey Shifflett, District Contact
200 Glass Avenue
Hopkinsville, KY 42240
(270)887-7000
Hours of Operation
6:00 a.m. – 6:00 p.m.

CHRISTIAN COUNTY BOARD OF EDUCATION DISTRICT-WIDE CHILDCARE SERVICES
Crofton, Freedom, Indian Hills, Martin L. King, Millbrooke, Pembroke, Sinking Fork, South
Christian

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**Christian County Board of Education
DISTRICT-WIDE CHILDCARE SERVICES
200 Glass Avenue, HOPKINSVILLE, KENTUCKY 42240
(270) 887-7000**

**Children and Parent Rights
Pursuant to KRS 199.898**

All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

The right to be free from physical or mental abuse;

The right ~~not to~~ not be subjected to abusive language or abusive punishment; and

The right to be in the care of adults who shall meet their health, safety, and developmental needs.

Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:

The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;

The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;

The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator; and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;

The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and

The right to review and discuss with the provider any state reports and deficiencies revealed by such reports;

The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at

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the time of the child's enrollment in the program.

INTRODUCTION, PHILOSOPHY, GROWTH AND DEVELOPMENT

INTRODUCTION

The Christian County Board of Education offers a Before and After School Childcare Program. Before school care programs are contingent upon enrollment. Our program is educational and provides an enrichment setting for all students, kindergarten through 7th grade age 13. The program is a licensed program with the Kentucky Licensing and Regulations for Childcare Division in the Cabinet for Families and Children. Each school will have a director on site and an assistant director to be present in the director's absence.

PHILOSOPHY

The intent of our program is to encourage and support the development of each child and to provide opportunities for self-exploration and discovery. An assumption of the program is that children are active and curious; it is a goal to provide learning experiences designed to stimulate the child's creative learning abilities.

The overall development (cognitive, social-emotional, physical, and creative) of the child is considered and planned for through a variety of activities. It is our objective to learn the needs of the individuals in our program and to plan for the successful fulfillment of those needs. Positive development of the child's image of self is of prime importance in the program and is a priority on all aspects of program planning.

Supports are provided to students with Individualized Education Plan-Program (IEP) goals. For those students with an IEP, parents should request that a copy of the IEP goals be provided to the center by school personnel. Staff will work collaboratively with classroom teachers to address identified goals.

GROWTH AND DEVELOPMENT

The young Each enrolled child is a member of this program. It is our aim to work with the children creating the best possible environment for the children. The staff will be concerned with the total and unique growth and development of each child.

Cognitive development:

1. Learning to solve problems and form concepts.
2. Developing language and communication skills.
3. Discovering and exploring the near environment.

Social-emotional development:

1. Developing self-esteem and personal adjustment skills.
2. Achieving self-confidence in relationships.
3. Developing a sense of responsibility and persistence in completing tasks.

Physical development:

1. Developing hand and body coordination.
2. Learning physical skills.
3. Learning good health habits.

Creative development:

1. Expressing ideas through creative skills.
2. Expressing self through creative medium.
3. Developing the ability to think and act in different and unique ways.

MISSION STATEMENT, GOALS, OBJECTIVES

MISSION STATEMENT

The mission of the Christian County Board of Education Childcare Services is to provide a safe and positive environment for the social, emotional, and educational growth of the child before and after school.

GOALS

1. To provide adult supervision before and after school.
2. To provide a positive atmosphere and assistance with homework.
3. To provide activities (i.e. field trips, games, and free play) for cognitive, social, emotional, physical, and creative growth.

OBJECTIVES

1. Adult supervision will be provided before and after school from 6:00-7:00 a.m. and 2:25 p.m. - 6:00 p.m. Monday-Friday. -Adult supervision will be provided from 6:00 a.m. - 6:00 p.m. for full day services on selected days during the week when school is out of session.
2. Children will be given the opportunity to complete their homework and be given assistance if necessary. Completion of homework is optional. -Students will have a choice to complete homework or choose an alternate activity during homework activity time.
3. Children will participate in programs, activities, and field trips to promote self-esteem, manners, and personal hygiene and to promote awareness of drug abuse and physical abuse.
4. Children will be provided a snack/meal after school while enrolled in the program.

ENROLLMENT POLICY AND AVAILABLE SERVICES

ENROLLMENT POLICY

Enrollment in Christian County Board of Education Childcare Services program shall be open to any child enrolled in grades K-Kindergarten - age 137 regardless of race, color, creed, sex, or religious belief, provided that the centers can meet the needs of that child.

Enrollment is on a first come first serve basis until the enrollment limit is obtained. At that point, a waiting list will begin. Full-time clients-children shall receive preference over part-time clientschildren.

Before your child can start the program, the following will be needed:

- A registration form
- A current immunization certificate, signed and dated
- Emergency and Authorization Release form
- Medical Information form

Crofton ~~Freedom~~ *Indian Hills *Martin L. King *Millbrooke *Pembroke *Sinking Fork *South Christian

AVAILABLE CHILDCARE PROGRAMS & SERVICES

AVAILABLE PROGRAMS

Christian County Board of Education Child Care offers a wide variety of options for full or part-time care that are convenient, quality-oriented, and affordable. We want you to know your child is safe, happy, and actively engaged in fun, extended learning activities while you finish your work day.

Before School Program (depending on site location)

Before School Care is a morning program designed to meet the needs of parents whose schedule requires child care before school starts. The programs operate on site from 6:00 a.m. to 7:00 a.m., or until the start of school. This program is **only** available at site locations that can sustain the minimum enrollment that is needed to operate.

After School Program

The After School Care Program begins at the end of the school day and is open until 6:00 p.m. Activities follow a planned curriculum that facilitates enhanced learning beyond the school day through activities, games, and special projects. Time is allotted for homework, snacks, and physical activities.

Holiday, Fall, Spring, Winter Break Care

Child Care Services also offer full day care during school breaks. Care is offered at the ~~Freedom~~ Indian Hills Elementary location from 6:00 a.m. to 6:00 p.m. Arts, crafts, and group activities are designed for fun to keep children active and having fun all day long.

AVAILABLE SERVICES

~~Hot-b~~ Breakfast (available through school – during holiday, fall, spring, winter break care) Homework assistance
Nutritious snacks
Recreational time
Educational programming
Arts and crafts
Wellness programs
Chess (offered through the school club at sites where this club is offered)
Trained and caring staff

ARRIVAL, DISMISSAL, SECURITY SIGN OUT PROCEDURE

ARRIVAL

Students must be walked into the site's designated area by the parent/adult who transported them. The parent/guardian MUST sign in the child in daily. NO EXCEPTIONS!

DISMISSAL

Parent/guardian MUST sign/check out their child daily. NO EXCEPTIONS!

LATE FEE

Children who are picked up late from After School Childcare (6:01 p.m.) will be charged \$1.00 for every minute past 6:00 p.m., according to the childcare center's official time. This fee will be due and payable when the child is picked up. Consistently, late pick-ups during the year will result in dismissal of your child from the program.

SECURITY SIGN OUT PROCEDURE

The parent/guardian shall list on the Security Form any person(s) authorized to pick up their child from the center, either at the close of the day or in case of illness or emergency. Any person picking up the child shall be required to sign the attendance form daily. In the event that a person not authorized attempts to pick up a child, the following procedure will be followed:

- The parent will be contacted for verbal-written permission to release the child (email, text, note, etc.).
- The person will be required to produce a picture ID.
- The person must sign the required sign/check out form.

The childcare center reserves the right to refuse to dismiss the child to the person and/or to call law enforcement if the staff feels that the safety of the child is in question.

PARENT/STAFF COMMUNICATION

Regular communication with parents will occur on a regular basis to keep-ensure parents are informed of activities and policies through newsletters, flyers, informational board, emails, and texts. An annual parent survey will be administered to allow parent input on program activities and to solicit suggestions and ideas to improve our-the program.

Parents should communicate with staff by personally talking with them or by a written note. Verbal messages to staff by the child will not be accepted. Please call the childcare office to leave messages for the director, assistant director, or staff.

Should a parent have a grievance, the following procedure should be followed:

- Talk with the staff person involved. Conversations should be handled in a calm, reasonable manner and not in the presence of students.
- If a settlement is not reached, contact the Assistant Director on duty.
- If a settlement is not reached, contact the Director.
- If a settlement is still not reached, then-the matter will be reviewed by the Principal, Assistant Principal, Director, or the District Contact, either for resolution or a conference to include the above persons, staff member involved, and parents/guardians.

Parents are to conduct themselves in a professional manner at all times with their child, other

children, parents, and staff. -Failure to do so can result in your child: being s-disunenrollment
from the program.

BEHAVIOR/DISCIPLINE PLAN

The Christian County Board of Education District-wide-Wide Childcare will be implementing a positive instructional discipline approach aligned with the District-Wide Code of Acceptable Behavior and Positive Behavior Supports strategies. While this program is being implemented, students will be expected to respect others, use manners, be kind, cooperate, be attentive, follow directions, share materials, take turns, and be responsible for their homework and classroom supplies. While this list is not all inclusive, exhibiting these behaviors will be expected.

At this time, if a student exhibits behaviors that are not appropriate, interventions that may be used include:

- verbal warning
- redirection
- assistance from the assistant director or the director
- conferencing-conference with student
- assignment to a different area or group
- restitution
- talk-conference with parents

A second time-occurrence within the same day for the a child exhibiting an inappropriate behavior will result in a Behavior Referral to the site director and/or assistant. The referral will also be discussed with a-the child's parent/guardian.

A Behavior-behavior Conference-conference will be held with atthe parent following multiple referrals or to address -severity-severe of inappropriate behavior. The director will contact the parent/guardian to schedule the conference. The conference will consist of the parents/guardians and some or all of the following: Site Director, Assistant Principal, Principal, District Contact, and the child, if necessary.

SUSPENSION/ TERMINATION POLICY

The behaviors listed below may result in automatic suspension or termination of the a student from the program. These actions will be determined by the site director and school administration.

- Verbal (threatening, teasing) abuse towards other participants or employees
- Physical abuse towards participants or employees (i.e. fighting, hitting, pushing)
- Stealing
- Possessing illegal materials (firearms, knives, and drugs)
- Actions that jeopardize safety of the student or other participants

If a child is suspended from the program, the parent/guardian WILL NOT receive a refund for the days not attended.

If the child is terminated from the program, the parent/guardian will be refunded for the remainder of days paid for but not attended. This refund will be mailed in the form of a check no

later than thirty (30) days from the termination date.

BEHAVIOR REFERRAL

REPORTING SCHOOL SITE _____
DESCRIPTION OF INAPPROPRIATE BEHAVIOR AND INTERVENTION USED _____

DIRECTOR'S SIGNATURE _____ DATE _____
GUARDIAN'S SIGNATURE _____

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**CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES
BEHAVIOR CONFERENCE**

DATE _____
STUDENT NAME _____ GRADE _____ AGE _____
(ATTACH A COPY OF THE BEHAVIOR REFERRAL)
REPORTING SITE _____

PERSONS PRESENT

ACTION TAKEN

- ☐ WARNING
☐ SUSPENSION 1 DAY
☐ SUSPENSION 2
DAYS
☐ SUSPENSION 3 DAYS
☐ TERMINATION
☐ OTHER ACTION _____

Director's Signature _____ Guardian's Signature _____

CHRISTIAN COUNTY BOARD OF EDUCATION DISTRICT-WIDE CHILDCARE SERVICES
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ILLNESS PROCEDURE AND INJURY PROCEDURE

ILLNESS PROCEDURE

A child will not be admitted to the childcare center if he/she exhibits any of the following symptoms:

Fever (100* and above)	Diarrhea
Vomiting	Symptoms of communicable disease

Should a child develop any of these symptoms after arriving at the center, he/she will be isolated from the other children and the parent/guardian will be notified to pick the child up immediately. In the event a parent/guardian cannot be reached, the person listed on the Security Form will be contacted.

Under Kentucky law, a parent/guardian shall notify a child's school if he/she has any medical condition which may be contagious. Please notify the center if your child becomes infected with any contagious condition so the center may notify health authorities in an effort to contain the spread of disease.

Medications, prescription or over the counter, will not be administered. -If a child needs any kind of medication during the time that the child is in child care, a parent will need to come to the school at the appropriate time to administer the desemedication.

INJURY PROCEDURE

In the event of a minor injury sustained by a child while at the center, staff trained in First Aid procedures will administer appropriate treatment. An accident report (please see next page) will be completed by staff and placed on file. The parent/guardian will be notified and/or provided a copy of the report when the child is picked up.

If an injury is a non-emergency, but requires medical treatment, the parent/guardian will be contacted for their preferred procedure. -If the injury is traumatic, professional medical attention will be sought immediately and the parent will be notified.

Medications, prescription or over the counter, will not be administered. If your child needs to be transported to the hospital, a staff person will accompany the child until the parent arrives. -Staff personnel will have child's Medical Form with them.

SNACKS AND MEALS

Children enrolled in the Before School program will have the opportunity to eat school breakfast at 7:00 a.m. -Children enrolled in the After School program will receive a snack/meal within the first hour of the program.

Full Day Childcare (held on days that school is not in session) - Children will be given-provided breakfast and lunch on days that full day childcare is provided. ~~from 8:00-8:30 am. Children are to bring their own nutritious lunch and drink (no fast foods or carbonated beverages will be~~

| allowed). An afternoon snack will be provided.

CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES

Student Accident Report
CHRISTIAN COUNTY PUBLIC SCHOOLS

School _____

INCIDENT/ACCIDENT DATA
(Please Print)

Name of Student: _____

Date of Incident: ____/____/____ Time of Incident ____ am/pm (circle) Location: _____

What medical attention was required? (i.e. nurse visit, EMS, etc.) _____

Describe in detail the sequence of events and include objects, equipment or people that directly caused the incident. (Please refrain from using specific student names. Use student A-B): _____

Give names(s) of witness(es) to student's injury/illness: _____

What precautions could have prevented this incident/accident from occurring? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Inadequate safeguards | <input type="checkbox"/> Bodily conditions |
| <input type="checkbox"/> Improper or defective equipment | <input type="checkbox"/> Lack of skill or knowledge |
| <input type="checkbox"/> Location hazards | <input type="checkbox"/> Adequate skill or knowledge, but failure in execution |
| <input type="checkbox"/> Poor ergonomics | <input type="checkbox"/> Improper apparel |
| <input type="checkbox"/> Poor housekeeping | |
| <input type="checkbox"/> Not otherwise classified | |

Additional comments:

What part(s) of the student's body were hurt?
(Mark the appropriate blank or write R for Right, L for Left when applicable)
Head: ____Face ____Skull ____Neck ____Mouth ____Nose ____Eye ____Ear
Trunk: ____Chest ____Shoulder ____Upper Back ____Lower Back ____Abdomen ____Hip
Arm: ____Upper ____Elbow ____Wrist ____Hand ____Palm ____Finger ____Forearm
Leg: ____Foot ____Knee ____Thigh ____Ankle ____Calf ____Toe

Other: _____
What type of injury/illness? (Circle all that apply)
Abrasion Strain/Sprain Bruise Poisoning (Ivy, Oak, Other)
Fracture Cut/Puncture Crush Burn
Respiratory Amputation Swelling Dislocation

Other: _____
Please circle the injured or affected area on the right.



All the information that I have provided in this report is true and accurate.

Employee Signature: _____ Date: _____ Witness: _____

Parent Signature: _____ Date: _____

☐ REPORT ONLY

Review/Revised: 7/5/421/20196

CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES

CLOTHING

Parents are expected to provide comfortable clothes for their child(ren). The school dress code will be followed. Clothing expected to be removed (coat, sweater, etc.) must be clearly marked and easily identified by the child. A complete change of clothes should be provided, either in the child's book bag or left at the school, for emergency changes. Any loss of articles should be reported promptly for possible recovery; however, Christian County Board of Education Childcare Services or District-Wide Childcare Sites will not be responsible for lost articles.

TOYS/ELECTRONICS/EQUIPMENT

Christian County Board of Education District-Wide Childcare Services furnish an adequate supply of safe games and equipment. **Children will not be allowed to bring any toys, electronic games, trading cards, etc. which is also in accordance with district policy.** On certain occasions, your child may be allowed to bring games and materials from home for specific projects while in the program.

TRANSPORTATION

Transportation is not provided to and from the school-child care site. It is the responsibility of the parents/guardians to arrange for appropriate and safe transportation for their child(ren). However, periodic field trips may be taken by the childcare center during the summer, fall, winter, and spring break periods as part of the planned curriculum. Written permission is required of parents/guardians for each child for each field trip taken.

- Copies of each child's Security-/Medical Form will be taken on each field trip.
- Staff will take attendance on and off the bus when leaving for a field trip, and before returning to the childcare center.

PROCEDURE FOR ATTENDANCE FOR FIELD TRIPS

- **STEP 1:** Each care giver must do a count of students with their assigned group before loading the bus and give that count to the Site Director or Assistant Director.
- **STEP 2:** The Site Director or Assistant Director will do a head count for accuracy once students have loaded the bus.
- **STEP 3:** Each care giver will do a head count when all students have exited the bus upon arriving at the destination. This total-count will be given to the Site Director or Assistant Director.
- **STEP 4:** Steps 1, 2, and 3 will be followed when departing from the field trip destination back to the school.

All bus rules established by the Christian County Board of Education will also apply for the childcare students. No bus fueling will be done while children are on the bus.

CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES

20182019-2019-2020 CALENDAR OF SCHOOL CLOSINGS

SCHEDULED CHILDCARE CLOSINGS, INCLUDING HOLIDAYS

All District-Wide Childcare Services will be closed on the following days: -Labor Day, Election Days, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, MLK Day, Memorial Day, and Fourth of July.

PLANNED SCHOOL CLOSINGS WITH FULL DAY CHILDCARE OFFERED

Childcare Services will be open for Full Day Childcare on Professional Development Days, Fall Break, Winter Break, Presidents' Day, and Spring Break. -All students registered in District-Wide Childcare Services at any of the elementary schools may attend [Freedom-Indian Hills](#) Elementary Childcare Services when they are open for Full Day Childcare. -You must register and pay the tuition **in advance** for this care each time with your home school. There will be a registration deadline and space will be limited. -If you register and pay for any of these services, you will be responsible for payment regardless if you use the service or not. There will be no refunds.

Professional Development/ Planning Days	September 29 November 4 ; November 21 27 ; February 17 , 18 ; March 15 20 ; March 29 April 3
Fall Break	October 8 7 - 12 11
Winter Break	December 20 23 , 24 25 , 26, 27, 28 30 January 2 , 3
Spring Break	April 4 5 - 6 10

HAZARDOUS WEATHER CONDITIONS / SNOW DAYS

In the event that the Christian County School System cancels or delays school (this includes early dismissal), the following guidelines will be followed for childcare services:

- Christian County Childcare Services **will be closed** if the Christian County School System dismisses school early (any time before 2:25 p.m.) due to weather or hazardous conditions or [suspends-cancels](#) afterschool activities.
- Christian County Childcare Services **will be closed** if the Christian County School System closes school for the whole day because of a snow day or other emergency. -Listen for announcements on local media outlets such as WHOP, WKDZ, and the Kentucky New Era, in addition to News Channel 2, 4, 5 and Fox 17 News.
- If there is a **delayed opening** of school due to weather conditions, Christian County Childcare Services **will open one hour before the delayed schedule** unless an announcement has been made on local media outlets such as WHOP, WKDZ, [CCPS Facebook page](#), [CCPS District website](#), and the Kentucky New Era, in addition to News Channel 2, 4, 5, and Fox 17 News.
- Christian County Childcare Services **will be closed** if the school is closed because of an emergency that renders the building unusable (flood, water main break, no electricity, etc.).

CHRISTIAN COUNTY BOARD OF EDUCATION DISTRICT-WIDE CHILDCARE SERVICES
Crofton*[Freedom](#)*[Indian Hills](#)*[Martin L. King](#)*[Millbrooke](#)*[Pembroke](#)*[Sinking Fork](#)*[South Christian](#)

CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES

20182019-2019-2020 REGISTRATION

Christian County Board of Education District-wide-Wide Childcare Program will be offering Before and After School Childcare Services as part of the District-Wide Childcare Services for the ~~20182019-~~ 2019-2020 school

year. The first day of operation will be ~~Thursday~~ Wednesday, August ~~9th~~ 7th, which is also the first day of school. Hours of operation will be from 6:00 a.m. - 7:00 a.m. for Before School Childcare and from 2:25 p.m. - 6:00 p.m. for After School Childcare.

Transportation is NOT provided to or from school for these services. It is the responsibility of the parent/guardian to arrange for appropriate and safe transportation.

Registration for the ~~20182019-2019-2020~~ school year will be accepted on a first come basis since space is limited. If you would like your child to attend before school, after school, or both, please fill out the registration form below. There is a ONE TIME registration fee of \$25.00 required for each child enrolled in the school year

program (\$50.00 maximum family fee) which is payable upon registration. If you paid the \$25.00 registration fee for your child and your child did not withdraw from the program, you will not be required to pay that fee again. However, if you have another child that will be a new enrollee, the \$25.00 registration fee will be due for that child. This registration fee is for the school year program only.

The Before School Childcare fee is \$25.00 per week. The After School Childcare fee is ~~\$455.00~~ \$45.00 per week. When school is closed because of a holiday, there will be no charge for that day and weekly fees will be adjusted. Full Day Childcare fee will be ~~\$1620.00~~ \$162.00 per day or ~~\$80100.00~~ \$8010.00 per week.

**ALL FEES WILL BE DUE AND PAYABLE ON MONDAY-
FRIDAY OR THE FIRST-LAST DAY OF SERVICE FOR
THE WEEK.**

If for some reason you need to use the Before or After School Childcare as a drop-in service, you may do so one time before being charged the registration fee. **Registration forms must still be filled out in advance and turned in along with an immunization record before the child may attend as a drop-in.** The drop-in service can only be used for up to five (5) times per school year and the fee is \$10.00 per child per morning or afternoon. After the fifth drop-in, regular weekly fees will apply.

The Christian County Public Schools Childcare Programs also accept CCAP payments. CCAP is the Child Care Assistance Program, a state program to assist families with childcare fees. If you need assistance and are working 20 hours or more each week, or if you are attending college and receiving K-TAP, you may qualify for assistance through this program. For more information, please contact the Childcare Director at the school your child(ren) attend.

More information concerning the fee schedule is on the back of this form next page. If you have any questions, please contact the Daycare-Childcare Director assigned to your child's school.

Child's Name _____ M / F Homeroom _____

School _____ Birth Date ____/____/____ Age _____ 20182019/19-20 Grade _____

Guardian #1 _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

_____ Before School Care _____ After School Care _____ Before and After School Care

I understand and agree to abide by the information and fee schedule presented on the front and back of this form next page.

CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES

Guardian #1 Signature Date Registration Fee Paid By: Cash Check

2018-2019-2020 FEES, PAYMENT SCHEDULE, and OTHER INFORMATION

- There is a one-time \$25.00 registration fee required for each child newly enrolled in the ~~school-year~~After School program with a \$50.00 maximum ~~fee~~ per family (2 or more children in the same family).
- The Before School Childcare fee is \$25.00 per week. The After School Childcare fee is \$4555.00 per week. When schools are closed because of a holiday, the weekly rates will be adjusted.
- Full Day Childcare will be \$4620.00 per day or \$80100.00 per week (days when school is closed but Childcare Services are offered). There is no discount for siblings for Full Day childcare services.
- There will be no prorated fees given for childcare services. -Regardless of the amount of time your child stays before or after school, you will be required to pay the full weekly amount.
- There is a discount on the weekly fees for the second, third, and fourth child of the same family enrolled in the childcare program. The Before School Childcare fee is \$25.00 per week (5 days), with a \$5.00 discount for each additional child. The After School Childcare fee is \$4555.00 per week (5 days), with a \$5.00 discount for each additional child.
- The Before School Childcare drop-in fee is \$10.00 per morning per student. The After School Childcare drop-in fee is \$10.00 per afternoon per student. **Drop-ins still must complete registration/-security/-medical forms and turn in a valid immunization record before they can attend.**
- All checks or money orders are to be made payable to the elementary school childcare site you attend.
- **Central Office will handle all matters concerning returned checks.**
- Persons who have returned checks in the program will not be ~~able-allowed~~ to make any further payments by check. Payments will need to be paid in cash or by money order.
- **All fees are due and payable on/before Friday each Monday-or-the first day-of service-for-the-week.**
- If payments are not made on/before Monday-or-the first day-of service-for-theFriday each week for two consecutive weeks, there will be a \$10.00 per week late fee, beginning the first late day after the payment is due, and your child will not be allowed to attend Before and/or After School Childcare until the full weekly payment is made/your balance is paid in full.
- **Children who are picked up late from After School Childcare (6:01 pm) will be charged \$1.00 for every minute past 6:00 p.m., according to the childcare center's official time. This fee will be due and payable when the child is picked up.**
- Weekly fees are to be paid whether or not the child is present in order to keep their slot.

Exception 1: At the site director's discretion, a student who misses school for an extended amount of time (3 or more days) because of illness may have the fees waived for those sick days.

Exception 2: Students who attend weekly will have no charge for one week of care not in attendance per semester. The week must be approved by the site director at least one week in advance.

- If you withdraw your child from the program, please provide notification needs to be made in writing to the site director at least one week in advance prior to withdrawal; otherwise, tuition fees will continue to be charged.

IN ADDITION TO THIS REGISTRATION FORM AND FEE, YOU WILL ALSO NEED TO FILL OUT AND TURN IN A SECURITY/-MEDICAL FORM AND A VALID COPY OF YOUR CHILD'S CURRENT IMMUNIZATION RECORD BEFORE THEY MAY ATTEND ANY CHRISTIAN COUNTY DISTRICT-WIDE CHILDCARE PROGRAM.

CHRISTIAN COUNTY DISTRICT-WIDE CHILDCARE SERVICES
Crofton*Freedom*Indian Hills*Martin L. King*Millbrooke*Pembroke*Sinking Fork*South Christian

**CHRISTIAN COUNTY BOARD OF EDUCATION
DISTRICT-WIDE CHILDCARE SERVICES
SECURITY INFORMATION**

Child's Name _____ School _____

Enrollment Date _____ Social Security # _____

Home School _____ Grade _____

Date of Birth _____ Age _____ Gender M F

Address _____

Home Phone _____

This student lives with: _____ Both Parents _____ Mother Only _____ Father Only

_____ Mother & Step-Father _____ Father & Step-Mother

_____ Other (please explain) _____

Do not list a non-custodial parent if the courts have denied visitation.
We must have documentation to deny student release to parent.

Guardian #1 _____ Relation _____

Address _____ Military: ____ Yes ____ No

Phone: Home # _____ Work # _____ Cell # _____

Last 4 Digits of SSN# _____ DL# _____

Guardian #2 _____ Relation _____

Address _____ Military: ____ Yes ____ No

Phone: Home # _____ Work # _____ Cell # _____

Last 4 Digits of SSN# _____ DL# _____

I give permission for the childcare center to release my child to the person(s) who are over 18 years of age listed below. I understand that this is for the security and protection of my child, both in case of emergency and non-emergency. I will inform all people I list that a driver's license ID must be provided before my child will be released to their custody.

Formatted: Font: Italic, Underline

Name _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

Last 4 Digits of SSN# _____ DL# _____

Name _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

Last 4 Digits of SSN# _____ DL# _____

Name _____ Relation _____

Phone: Home # _____ Work # _____ Cell # _____

Last 4 Digits of SSN# _____ DL# _____

MEDICAL INFORMATION

In case of accident or serious illness, I request the childcare center to contact me. If the childcare center is unable to reach me, I hereby authorize the childcare center to call the physician indicated below and to follow his/her instructions. If it is impossible to contact the physician, the childcare center may make whatever arrangements as are necessary.

Please Check the Appropriate Boxes

☐ Emergency treatment may be given if I am unable to be reached.

☐ Allergies? Describe _____

☐ Other health problems? _____

☐ My child uses an inhaler _____

☐ My child can administer his/her own inhaler.

Physician's Name _____

Address _____ Phone _____

Dentist's Name _____

Address _____ Phone _____

Hospital _____

Address _____ Phone _____

All information given on the front and back of this form is correct and current. I will inform the childcare center of any changes that occur.

Parent/Guardian Signature _____

Date _____

~~For affordable coverage options Student Insurance Plans are available through Commercial Travelers Mutual Insurance Company. A brochure will be provided by the school at the beginning of the year.~~

FOR CHILDCARE CENTER USE ONLY

By court order, this child is **NOT** to be released to:

There is a copy of the court order in the permanent record folder

Site Director Initials _____

**Christian County Board of Education
DISTRICT-WIDE CHILDCARE SERVICES**

Tracey Shifflett

200 Glass Avenue
HOPKINSVILLE, KENTUCKY 42240
(270) 887-7000

DATE: _____

I have received, read, understand, and will follow the policies, procedures, and information presented in the Christian County Board of Education District-Wide Childcare Services Parent/Guardian and Family Handbook. I also understand the policies, procedures and information presented may change. If changes occur, notification of the changes will be provided. without notice.

Student's Name _____
(Please Print)

Parent's Name _____
(Please Print)

Parent's Signature _____

CHRISTIAN COUNTY BOARD OF EDUCATION DISTRICT-WIDE CHILDCARE SERVICES

Crofton*[Freedom](#)*Indian Hills*[Martin L. King](#)*[Millbrooke](#)*[Pembroke](#)*[Sinking Fork](#)*[South Christian](#)