



# **2020 - 2021**

## **Parent Handbook**

### **ETC Locations:**

**Woodford County Community Education Office** (859) 879-4628  
830 Tyrone Pike, Versailles, KY 40383

**Huntertown Elementary** (859) 753-7609  
785 Huntertown Road, Versailles, KY 40383

**Northside Elementary** (859) 753-7163  
500 Northside Drive, Midway, KY 40347

**Simmons Elementary** (859) 753-7705  
830 Tyrone Pike, Versailles, KY 40383

**Southside Elementary** (859) 753-7210  
1300 Troy Pike, Versailles, KY 40383

Woodford Community Education  
Explorer Time Company After School Program

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## Contact Information

Woodford County Community Education Main Office	(859) 879-4628
Huntertown Coordinator - Stephanie Deahl stephanie.deahl@woodford.kyschools.us	(859) 753-7609
Northside Coordinator - Emily Mullins emily.mullins@woodford.kyschools.us	(859) 753-7163
Simmons Coordinator - Donita Parmley donita.parmley@woodford.kyschools.us	(859) 753-7705
Southside Coordinator - Amy Strong amy.strong@woodford.kyschools.us	(859) 753-7210
Program Manager - Ashley Sullivan ashley.sullivan@woodford.kyschools.us	(859) 621-1621

## Mission Statement

Our goal is to positively impact every child that we come in contact with daily. We strive to help them to become the best student and person that they can be, therefore growing into productive citizens of our community for years to come.

### **General Information**

Explorer Time Company (ETC) is a self-supporting, non-profit childcare program administered by Woodford County Community Education and the Woodford County Board of Education. It has four programs which are housed at each of the elementary schools in Woodford County. The schools are Northside (Midway), Simmons, Southside and Huntertown.

Each site is licensed for 150 students. During the day, the students have access to the cafeteria, gymnasium, computer lab, as well as the library. The children are separated into age appropriate groups. An age appropriate curriculum is implemented each day during activity times.

Contact information for the Community Education Office is:

Woodford County Community Education

830 Tyrone Pike

Versailles, KY 40383

Office Phone(direct line): (859) 879-4628

Explorer Time Company is licensed by the Cabinet of Human Resources Child Care Licensing division and is a participant in the ALL STARS Quality Program.

In 2009, Explorer Time Company was awarded Outstanding After School Program by the Kentucky Community Education Association.

Explorer Time Company provides outstanding service to the children and the community of Woodford County. Explorer Time Company has an open door policy and encourages parents to visit our sites and see what activities and enrichment that we offer to your child each day.

This handbook is provided to you, the parent or legal guardian for your knowledge and understanding of our program and the policies/procedures. Please take time to review the contents each year, so you are familiar with all guidelines.

### **Admission and Enrollment**

- ETC provides both full-time and part-time care for children in grades K-5.
  - All children must be toilet trained and be 5 years of age.
  - Enrollment priority is given to full-time children.
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- Pre-registration is required for all ETC childcare programs. The following documentation must be completed and returned **BEFORE a child may attend a session of ETC.**
  1. Completed registration form and payment of registration fee.
  2. Current immunization certificate on official state form
  3. Commitment to full-time or part-time status.
  4. First payment for either full-time or part-time
  5. Legal custody/guardianship paperwork, if applicable
  6. Medication or health plan paperwork, if applicable.
  7. Behavior plan or IEP if applicable
- Registration forms may be mailed to the following address or dropped off at the school.  
Woodford County Community Education Office  
Attention: Ashley Sullivan  
830 Tyrone Pike  
Versailles, KY 40383
- If any registration information changes, it is vital to update the information with ETC. This includes emergency numbers, emergency pick-up list, custody changes, etc. This helps keep your child safe as well as to be able to quickly locate someone who can help in the event your child needs to leave ETC during the afternoon.
- **NO personal items should be brought to ETC; i.e. toys, electronic devices.**

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### **Billing and Collections**

- Tuition for ALL non-planned days (i.e. Snow, NTI, or other full days when ETC is open) must be paid on the day of service.
  - Payment of tuition is due on the 1st of each month. There will be a \$20.00 late fee assessed to any account not paid by the 10th.
  - **Payments may NOT be made through the Smartcare app at this time.**
  - We do not send out bills for tuition unless it is past due.
  - If tuition payments are being paid in portions by separated parents or guardians, the parent who has not paid for their part prior to the 10th of the month will be fully responsible for the entire \$20.00 late fee. If payment is late by both parents or guardians, then the late fee will be split and \$10.00 will be charged to each.
  - Any account not current by the 20th of the month will result in a suspension until ALL fees, including late fees, have been paid in full. This means children **may not attend the ETC program on the day of the 21st** and beyond until the account is current. Families are urged to work with their Site Coordinator and Program Manager before the 20th to prevent this from happening.
  - The parent/guardian who signs the registration form is responsible for the account. That parent/guardian is responsible for checking with the Site Coordinator for any balances due. Balances may also be checked through your Smartcare program app, but should always be double checked with the Site Coordinator.
  - Payments can be made at each site, by mail, or in person at the Community Education Office located at Simmons Elementary, 830 Tyrone Pike, Versailles, KY 40383. (Room 184). Hours are Monday thru Friday 9:00am-4:00pm. Please make an appointment if these hours don't accommodate your needs.
  - Per Woodford County School District requirements, parents submitting payment **must** sign the Multiple Receipt Form, which is located by the payment box at each ETC site. Your payment will NOT be recognized unless you have signed the Multiple Receipt Form. Please write your first and last name and your child(ren)'s first and last name legibly.
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- If you choose to send your payment by your child, please realize that ETC staff is not responsible to ask for payments or search a child's personal belongings for payments. If a student delivers the payment, they may sign the Multiple Receipt Form in place of the parents.
- Payments are credited when ETC staff receives them. If this occurs after the above deadline, late fees will be assessed.
- ETC does accept Child Care Assistance payments from the Department of Social Services and Social Insurance. Please keep in contact with the Program Manager regarding required forms and activation/payment status once you are approved by the state program. For more information you may contact the Department of Social Services at (859) 873-8041 or check this website: <https://benefind.ky.gov/>
- **Tuition payments for April (Spring Break) and October (Fall Break) are still due on the 1st, and a late fee will be added after the 10th.**
- Please do NOT leave payments at the school offices or ask teachers to deliver them to ETC. This could lead to a delay in receipt by ETC and increase the chance of loss or being misplaced.
- Families who need to pay weekly or bi-weekly must complete a signed agreement from the Program Manager specifying payment due dates. Late fees will be assessed on accounts more than 7 days past due. After two weeks, students will be suspended from attending the program until fees are current.
- To change from full time billing status to part time billing status, arrangements must be made in advance with the Site Coordinator. Full-time students who switch to part-time status will be charged at the full-time rate until the Change of Status Form is received and approved.
- Part-time students who want to begin full-time attendance must also submit a Change of Status Form which must be approved before it goes into effect. The change cannot be approved if staffing is not sufficient on the added days.
- **A change of status will only be allowed twice in the school year, unless an emergency situation occurs.**

### **Collections**

- In cases where there is a shared custody of a child, the parent who registers the child for ETC is responsible to see that timely payments are made unless we are provided with court documents stating otherwise.
- **NO CASH OR CREDIT/DEBIT CARDS WILL BE ACCEPTED AT ANY ETC SCHOOL SITE.** Check or money orders only.
- If cash payments situations must occur due to specific situations, arrange a time to do so with the Program Manager at our main office at Simmons Elementary.
- Per school district guidelines, once 2 checks have been returned for insufficient funds, families must pay by cash or money order only for the remainder of the school year. Returned checks are turned over to a collection agency for processing.
- For seriously past due ETC tuition fees, accounts can be turned over to small claims court for collections. Court cost and collection cost will apply and will be paid by the parent/guardian who signed the registration form and is responsible for payments.
- Parents receiving Child Care Assistance will be responsible for any overage or co-pay. This must be paid prior to services.

*Please understand that our policies and procedures are designed to protect the financial integrity and solvency of the ETC program. We are totally self-supporting and must ensure that we have the funding available to pay for ETC supplies and staff each month. We thank you for your support and consideration of these guidelines.*



### **Late Pick-up Policy**

- We close at 6:00pm. If you arrive after this time there is a late pick-up fee of \$1.00 per minute per child. That fee must be paid that night in order to return the next day. The time of pick-up is determined by the time set on our ETC cell phones if the Smartcare system is not working properly to sign-out your child(ren). **Expulsion will result after 3 late pick ups.**

### **Field Trips**

- During the Fall Break or full-days when school is not in session, field trips and special events may be scheduled. The cost of the activity will be posted at your site.
- Field trip fees are not included in your monthly tuition.
- Permission slips have to be signed and returned prior to each trip. Students will not be allowed to leave a school site without a signed trip permission slip.

### **Receipts, Tax Statements and Multiple Statement Requests**

- Receipts for monthly tuition payments need to be requested by checking the box next to your name on the Multiple Receipt Form, located near the payment box at your site.
- A sign-up sheet will be at each site for tax information statements beginning each January. Once a statement has been provided, any replacement statements will be provided at an additional bookkeeping charge of \$10.00.

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### **Smartcare and Sign In/Out Procedures**

- Smartcare is a cloud-based program that ETC utilizes each day to track student attendance and billing. Each student group's teacher will sign-in the child upon entering ETC, the parent or guardian will then get a notification on their phone through an app called "Smartcare for Parents". The parent will also get a notification when the child(ren) on their account are signed out and who signed them out.
- Anyone picking up your child **MUST** be on the pick-up list for your child. **We will check the Driver's License or any photo ID.**
- Anyone picking up your child must have their own scan tag assigned to them, their own code provided by the Site Coordinator or the Smartcare app.
- If someone who is not on your child's pick-up list comes to pick-up your child, we will not release your child to them without confirmation from you.
- **Please advise ALL pick-up people to bring their Driver's License before they try to pick-up your child.**
- Parents/guardians who have Smartcare app access will not be able to change the people listed on their pick-up list through the app. This can only be done by the Site Coordinator or the Program Manager.
- If a person picking up your child seems to be impaired in any way, ETC staff will ask that another person from the list be called to transport. Please understand this precaution is for the safety of all students and citizens.

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### **Extra After School Activity Guidelines**

- Academic Team, Scouts, Chinese Club, K-Kids, Tutoring, ESS, Choir or Running Club, or any formal reward system the school/parent may have in place for behavior issues are the only reason that a student should leave or sign-in late at the ETC program.
- School staff or adult supervisors must escort students back to ETC after the activity is over.
- Per state licensing requirements, parents **MUST** fill out the required "Release to Participate in Program Form" for each after school activity the student participates in.

- Students will not be allowed to leave the ETC Program unless specified by a note from the parent or guardian.
- **Due to supervision issues, students may not “stay late” to help a teacher in a classroom unless it is part of a formal rewards system and approved by the parent, school staff and ETC.**
- Other school related activities not on the above list may be approved with a written request to the ETC Program Manager.

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### **Transportation**

- Children registered with the Woodford County Schools will attend the ETC Program at the location where they attend school. If by chance that site is full, arrangements may be made for your child to attend ETC at another school, pending transportation availability. This will need to be coordinated with the Program Manager and the Transportation Director at (859) 879-4697.
- Any student attending another school in Versailles will need to contact the Transportation Director to see if transportation is possible. Fees may be applied.

### **Custody Situations**

- In cases where custody has been awarded to one parent/guardian, the custodial parent/guardian must be the person to fill out the Registration Form and emergency contacts.
- In cases where the non-custodial parent is not allowed to have contact with the child, the center will need a copy of the divorce decree or restraining order.
- The childcare center needs to be notified of any changes in custody arrangements or of any protective orders.
- Parents or guardians who enroll their child(ren) will be responsible for childcare payments.

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### **Communications & Program/Parent Information**

- At each ETC site, there is a table for information distribution. There is also a bulletin board where we will put information and individual messages for parents. It will be the responsibility of the parent/guardian to check this table and bulletin board daily.

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### **Current Information on File**

- It is **CRITICAL** that ETC be kept up to date on any changes in address, contact telephone numbers, pick-up information, health conditions, and changes in custody. If you update the information at the school office, you must also provide a copy of the changes to ETC.
- Information updates must be provided in written form and signed, or emailed to the Program Manager/Site Coordinator.

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### **Discipline and Behavior**

- ETC will use positive behavior support as a means of encouraging self control and self direction, rather than relying only on punishment for unacceptable behavior.
- The focus will be on the behavior choices, not labeling the child as “good” or “bad”.
- Children will be guided toward self discipline through skilled techniques which include the following:
  1. Setting clear guidelines and expectations, both verbally and in writing.
  2. Redirection of potential situations by offering appropriate choices.



3. Responding to inappropriate behavior in a positive way by presenting reasons why a behavior is inappropriate and suggesting an alternative behavior.
  4. Enforcing limits with related consequences.
  5. Helping children problem-solve disputes.
  6. In extreme repeated situations, the child will be removed from a situation so that they can get control of themselves. This is not a form of punishment, but a chance for the child to calm down and then return to their group.
- Please inform your Site Coordinator of any existing behavior plans at home or at school so we can coordinate our procedures and expectations to insure that your child has every opportunity for growth and success with ETC.
  - Per school district procedures, ETC follows the district Bullying/Hazing Policy (STUDENTS 09.422). It is stated as follows:

*In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.*

### ***Actions Not Tolerated***

*The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.*

*These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.*

*Students who violate this policy shall be subject to appropriate disciplinary action.*

### ***Bullying Defined***

*Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:*

1. *That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or*
2. *That disrupts the education process.*

*This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.<sup>2</sup>*

- In the case of severe behavior problems or patterns, a conference with the Site Coordinator, Program Manager or Director and parent/guardian will be arranged so a possible plan of action can be established.



- When discipline problems continue and cannot be resolved with the child/staff conferences or time-outs, the following strategies can be options:
  1. Warnings/Write-ups with a parent/guardian signature.
  2. Notification to parents with a phone call or personal conversation upon pick-up.
  3. Behavior contracts between the child and ETC staff.
  4. Limited activities.
  5. \*\* Suspension from ETC for 1-10 days.
  6. Expulsion from the ETC program.
- \*\* Suspension for extreme behavior can be automatic without going through steps 1-4.
- Extreme behavior includes disrespect of staff (i.e. yelling or defiance), foul language and physical aggression.

### **Health, Safety and Emergency Policies**

- For the safety of your child, other children, and ETC staff, children who are ill should not be at the center.
- ETC follows the same guidelines as the rest of the school district health procedures below:

**Please do not send an ill child to school. We request you do not administer fever-reducing medication to your student prior to sending them to school if you feel they may be ill (i.e. Ibuprofen, Tylenol, etc.). Your child should stay home if he/she has any of the following symptoms:**

#### **Keeping Your Child Home Due to Illness**

<b>Student Symptoms/Diagnosis</b>	<b>Student May Return to School When...</b>
Fever of 100.4 or higher degrees orally	Temp. <b>below 100.4</b> degrees orally for at least 24 hours <i>without the use of fever reducers such as Tylenol or Motrin</i>
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor
Deep "barking-like" cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic
Diagnosed strep throat	24 hours after first dose of antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

*Please note some students have serious medical conditions that can become life threatening when exposed to certain conditions. Please alert the school office if your child has measles, mumps, rubella, chicken pox/shingles, whooping cough, or any other condition of concern.*

- Please notify us if your child is ill and let us know of the nature of the illness. In the case of communicable diseases, we will adhere to the school nurse guidelines concerning notification of other families and readmitting your child to ETC.

- If ETC calls to inform you that your child is ill and needs to be picked up, it is expected that will occur within 30 minutes. This is to minimize exposure to other students and staff. Due to the set up of ETC spaces, it can be difficult for a child to rest and be isolated while waiting for pickup.

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### **Emergency Procedures**

- ETC has an Emergency Procedure Plan that is reviewed and updated every year. This is on file with our local government agencies. It is not distributed due to safety considerations but it can be made available to ETC parents/guardians to review upon request to the ETC Program Manager.

**Please see the next page for the acknowledgement sheet which MUST be signed and returned within 1 week of your child starting our program.**

## **Parent/Guardian Acknowledgment of Handbook Receipt**

I, \_\_\_\_\_ the parent of  
*Print Parent Name*

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*Print Child(ren's) Name(s)*

- ***Received a copy of the Explorer Time Company Parent Handbook.***
  - ***I understand the expectations, policies and procedures that govern the ETC program.***
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- *I understand that I may request a review of the emergency plan at any time.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please detach this form from the rest of the handbook and return to your Site Coordinator WITHIN ONE WEEK OF YOUR CHILD(REN)'S FIRST ATTENDANCE AT ETC. If you have any questions or concerns, please feel free to contact our office or the Site Coordinator.***

***Thank you!***  
***ETC Staff***