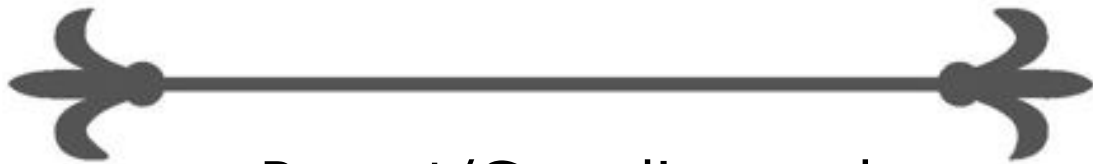


Christian County Board of Education  
Districtwide Childcare Services



Parent/Guardian and  
Family Handbook  
2020-2021



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# Christian County Board of Education Districtwide Childcare Services

200 Glass Ave, Hopkinsville KY 42240

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## Children and Parent Rights Pursuant to KRS 199.898

All children receiving child-care services in a day-care 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 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 child 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 the time of the child's enrollment in the program.

# Introduction, Philosophy, Growth, and Development

## Introduction

The Christian County Board of Education offers Before and After School Childcare Programs. Before school programs are contingent upon enrollment. The programs are educational and provide an enrichment setting for students, kindergarten through age 13. The programs are licensed programs with the Kentucky Licensing and Regulations for Childcare Division in the Cabinet for Families and Children. Each program has 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 in all aspects of program planning. Supports are provided to students with Individualized Education Program (IEP) goals. For those students with an IEP, parents should request that a copy of the IEP be provided to the center by school personnel. Staff will work collaboratively with classroom teachers to address identified goals.

## Growth and Development

Each enrolled child is a member of the 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 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 mediums.
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 while attending child care.

## Goals

1. To provide adult supervision during child care.
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. - 2:25-6:00 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. Adult supervision will be provided to staff children while their parent/guardian is completing contract hours during Non-Traditional Instruction days from 7:00 a.m. - 4:30 p.m.
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

Enrollment in Christian County Board of Education Childcare Services programs shall be open to any child enrolled in Kindergarten to age 13 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 children shall receive preference over part-time children.

Before your child can attend 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

# Available Childcare Programs and Services

## Available Programs

Christian County Board of Education Childcare 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** (contingent upon enrollment)

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

### **After School Program**

The After School Care Programs begin at the end of the school day and are 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/meal, and physical activities.

### **Holiday, Fall, Spring, Winter, Summer Break Care**

Christian County Board of Education Childcare also offers full day care during school breaks. Care is offered at the Blend FRC Child Care 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.

### **Non-Traditional Instruction (NTI) Staff Child Care**

Christian County Board of Education Childcare offers full day care for children of Christian County Public School staff members during Non-Traditional Instruction days. Care is offered at each child care center location from 7:00 a.m. to 4:30 p.m. Time is allotted for NTI assignments to be completed.

## Available Services

- Breakfast (during holiday, fall, spring, winter, summer break care and NTI care)
- Lunch during holiday, fall, spring, winter, summer break care and NTI 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, Late Fee, Security Sign Out Procedure

## Arrival

There will be a centralized drop-off location for all students. Students must be accompanied to the centralized drop-off area by the **parent/authorized adult** who transported them. **The parent/authorized adult must sign the child in daily. NO EXCEPTIONS!** Upon arrival, the parent and child(ren) will have their temperature taken and recorded. In the event that any parent/authorized adult or child(ren) has a temperature of 100.0 or above, the child(ren) will not be allowed to attend child care. All parents/authorized adults and children age 6 -12 will be required to wear a mask unless documentation is submitted from a physician stating that the child is exempt from wearing a mask.

## Dismissal

**Parent/authorized adult MUST sign/check out their child daily. NO EXCEPTIONS!**

## Late Fee

Children who are picked up late from After School Care/Holiday, Fall, Spring, Winter, Summer Break Care (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. Consistent 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 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 in/check out form.

The child care 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

Communication with parents will occur on a regular basis to 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 the program.

Parents should communicate with staff by personally talking with them or by a written note. Verbal messages to staff by a child **will not** be accepted. Please call the child care 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, the matter will be reviewed by the Principal, Assistant Principal, or the Districtwide Coordinator either for resolution or a conference to include the above persons, staff member involved, and parent(s)/guardian(s).

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 unenrolled from the program.

## Behavior/Discipline Plan

The Christian County Board of Education Districtwide Childcare will implement a positive instructional discipline approach aligned with the District-Wide Code of Acceptable Behavior and Positive Behavioral Interventions and Supports strategies. While attending childcare programs, 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.

If a student exhibits behaviors that are not appropriate, interventions may include:

- Verbal warning
- Redirection
- Assistance from the Assistant Director or Director
- Conference with student
- Assignment to a different area or group
- Restitution
- Conference with parents

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

A behavior conference will be held with a parent following multiple referrals or to address severe inappropriate behavior. The director will contact the parent/guardian to schedule the conference. The conference will consist of the parent(s)/guardian(s) and some or all of the following: Site Director, Assistant Principal, Principal, Districtwide Coordinator, and the child, if necessary.

## Suspension/Termination Policy

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

- Verbal (threatening, teasing) abuse toward other participants or employees
- Physical abuse toward 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.

Christian County Board of Education Districtwide Childcare Services

Behavior Referral

Date\_\_\_\_\_

Student Name \_\_\_\_\_ Grade\_\_\_\_\_ Age\_\_\_\_\_

Reporting School Site\_\_\_\_\_

Description of inappropriate behavior and intervention used:

\_\_\_\_\_

\_\_\_\_\_

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Witnesses: \_\_\_\_\_

Child’s Signature\_\_\_\_\_

Date \_\_\_\_\_

Staff’s Signature\_\_\_\_\_

Date \_\_\_\_\_

Director’s Signature\_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian’s Signature\_\_\_\_\_

Date \_\_\_\_\_



# Christian County Board of Education Districtwide Childcare Services

## Behavior Conference

Date\_\_\_\_\_

Student Name\_\_\_\_\_ Grade\_\_\_\_\_ Age\_\_\_\_\_

Reporting School Site\_\_\_\_\_

Persons Present

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Action Taken

☐ Warning

☐ Suspension 1 day

☐ Suspension 2 days

☐ Suspension 3 days

☐ Termination

☐ Other Action \_\_\_\_\_

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Director's Signature\_\_\_\_\_ Date\_\_\_\_\_

Parent/Guardian's Signature\_\_\_\_\_ Date\_\_\_\_\_

# 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\* or above)
- Vomiting
- Diarrhea
- 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, but no longer than 1 hour. 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, may be administered if parent/guardian completes a Medication Administration Form. Medication may only be administered per over the counter directions printed on the bottle/box or prescription label as printed on the container. Parent/Guardian will be required to sign the Medication Administration Form each day that medication is to be administered.

## **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/guardian will be notified.

If your child needs to be transported to the hospital, a staff person will accompany the child until the parent/guardian arrives. Staff personnel will have the child's Medical Form with them.

# Christian County Board of Education Districtwide 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 name(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 injured?

(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)

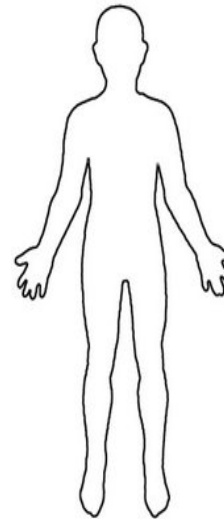
Abrasion Strain/Sprain Bruise Poisoning (Ivy, Oak, Other)

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/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ REPORT ONLY

Reviewed/Revised: 08/19/2020

## Snacks and Meals

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

Children enrolled in Holiday, Fall, Spring, Winter, Summer Break Care/NTI Care (held on days that school is not in session and/or is in a non-traditional schedule) will be provided breakfast, lunch, and a snack on days that full day childcare is provided.

## 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 Districtwide 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 in accordance with district policy. On certain occasions, your child may be allowed to bring games and materials from home as stipulated by the Director.

## Transportation

Transportation is not provided to and from the childcare site. It is the responsibility of the parent(s)/guardian(s) 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**

1. Each caregiver must do a count of students in their assigned group before loading the bus and give that count to the Site Director or Assistant Director
2. The Site Director or Assistant Director will do a head count for accuracy once students have loaded the bus.
3. Each caregiver will do a head count when all students have exited the bus upon arriving at the destination. This count will be given to the Site Director or Assistant Director.
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 child care students. No bus fueling will be done while children are on the bus.**

# 2020-2021 Calendar of School Closings

## Scheduled Childcare Closings, including Holidays

All Districtwide 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, Spring Break, and Summer Break. All students registered in Districtwide Childcare Services at any of the elementary schools may attend Blend FRC Child Care when it is open for Full Day Childcare. You must register and pay the tuition **in advance** for this care (tuition may be paid weekly for Summer Break care) each time with Blend FRC Child Care. 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:

November 3, November 25, February 15-16, March 5, April 2

**Fall Break:** October 5-9

**Winter Break:** December 21-23, 28-30

**Spring Break:** April 2, 5-9

## 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 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.
- For sites that offer Before School Care, 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.)

## 2020-2021 Registration

Christian County Board of Education Districtwide Childcare Program will offer Before and After School Childcare Services as part of the Districtwide Childcare Services for the 2020-2021 school year. The first day of operation will be Thursday, August 27th 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 2020-2021 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 your child attends full day care, there will be a \$25.00 registration fee yearly. If you paid the \$25.00 registration fee for your child and your child did not withdraw from the regular school year 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 \$55.00 per week. When school is closed because of a holiday, there will be no charge for that day for students that only attend the regular school year program and weekly fees will be adjusted. Full Day Childcare fee will be \$20.00 per day or \$100.00 per week.

### All Fees will be due and payable by Friday each 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 \$5.00 per child per morning or \$11.00 per child per 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 next page. If you have any questions, please contact the Childcare Director assigned to your child's school.

Child's Name \_\_\_\_\_ M/F Homeroom \_\_\_\_\_  
School \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ 2020-21 Grade \_\_\_\_\_  
Parent/Guardian #1 \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone: Home# \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
\_\_\_\_\_ Before School Care \_\_\_\_\_ After School Care \_\_\_\_\_ Before **and** After School Care \_\_\_\_\_ Full Day/NTI

I understand and agree to abide by the information and fee schedule presented on the next page.

\_\_\_\_\_  
Parent/Guardian #1 Signature Date Registration Fee Paid By: \_\_\_\_\_ Cash \_\_\_\_\_ Check

## 2020-2021 Fees, Payment Schedule

### Fees

There is a one-time \$25.00 registration fee required for each child newly enrolled in the Childcare 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 \$55.00 per week. When schools are closed because of a holiday, the weekly rates will be adjusted for regular school year program participants.

Full Day Childcare will be \$20.00 per day or \$100.00 per week (days when school is closed but Childcare Services are offered). There is no discount for siblings for Full Day childcare services.

Part-time care (less than 5 days per week) will be considered if parent(s)/guardian(s) make prior arrangements with the site Director. The number of days must be agreed upon by both the parent(s)/guardian(s) and the Director. The rate for part-time care will be \$5.00 for before school and \$11.00 for after school per day and will need to be paid weekly (pre-determined number of days) regardless of the number of days the child attends. There will be no prorated daily 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 \$55.00 per week (5 days), with a \$5.00 discount for each additional child.

The Before School Childcare drop-in fee is \$5.00 per morning per student. The After School Childcare drop-in fee is \$11.00 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 your child will attend.

Central Office will handle all matters concerning returned checks.

Persons who have returned checks in the program will not be allowed to make any further payments by check. Payments will need to be paid in cash or by money order.

### Payment Schedule

All fees are due and payable by Friday each week.

If payments are not made by Friday each week a \$5.00 late fee will be assessed. If payments are not made by Friday for **two consecutive weeks**, your child will not be allowed to attend Before and/or After School Childcare until your balance is paid in full. If your child is not allowed to attend due to an unpaid balance, before returning one full week's fees must be paid in advance. If you apply for childcare for your child at a different school site and you owe fees to the previous site, those fees must be paid in full prior to the application being considered at the new site.

Children who are picked up late from After School Childcare/Holiday, Fall, Spring, Winter, Summer Break Care (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 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 in writing to the site Director at least one week prior to withdrawal.

**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 Districtwide Childcare Program.**

## Healthy at Daycare Guidelines (COVID-19)

- Children and adults shall be screened for fever and contagious symptoms upon entry into the child care center each day and shall not be allowed to enter if displaying a contagious fever or symptom of COVID-19.
- Staff who demonstrate symptoms of COVID-19 shall be tested for the illness.
- A child or adult who tests positive for COVID-19 shall follow the recommendations of the local health department on when to return to child care.
- Child care providers shall follow the recommendations of the local health department on whether the program must temporarily close due to an outbreak of COVID-19.
- If a child demonstrates a fever or other contagious symptom, the child shall be removed from the classroom setting immediately and placed in a safe, low-traffic area until the parent or guardian arrives to pick up the child. The provider shall require the parent or guardian to pick up the child with one (1) hour of being contacted.
- Child care provider shall notify enrolled families and staff when a diagnosed case of COVID-19 is identified in the center or home, while still protecting the privacy of the individual who was diagnosed.
- Each adult, including parents and guardians shall wear a face mask while inside a child care center:
  - unless doing so would represent a serious risk to their health or safety **and** they are able to present a medical statement stating this.
  - except during planned staff breaks and lunch away from children in care and other staff.
- Providers shall make masks available to parents, guardians, and other adults permitted into the facility.
  - If an adult refuses to wear a mask, the facility may refuse those individuals the right to enter the facility.
- Children 6 and older shall wear face masks while on child care facility premises with the exception of eating, laying down, and participating in vigorous outside activities.
- Child care classrooms shall have a maximum group size of ten (10) children per group.
- Each child shall remain in the same group of ten (10) throughout the day without interacting with another group.
- Same child care staff will work with the same children each day as able (i.e. substitutes for absences).
- Playground times will be staggered between groups.
- Utilize a centralized drop-off and pick-up location to eliminate unnecessary traffic of parents and guardians to the classrooms.
- Require parents and guardians to exercise social distancing of no less than six (6) feet during drop-off and pick-up.
- Require staff to follow all Healthy at Work Guidelines.
- Restrooms will be cleaned and disinfected between classes.
- Classrooms will be cleaned daily.
- Use of communal water fountains will be prohibited. Students should provide their own reusable water bottles to be refilled with water throughout the day.
- Students will eat in their classrooms.
- Students will clean their hands with liquid soap and warm running water upon arrival at the center and frequently throughout the day. Students will clean their hands with sanitizer or hand-sanitizing wipes prior to center departure.



# Christian County Board of Education Districtwide Childcare Services

## Security Information

Child's Name \_\_\_\_\_ School \_\_\_\_\_

Enrollment Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ M/F Age \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Primary Phone # \_\_\_\_\_ This Student lives with: \_\_\_\_\_

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

Parent/Guardian #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Military: ☐ Yes ☐ No

Primary Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # or other \_\_\_\_\_

Last 4 Digits of SSN # \_\_\_\_\_ DL # (including state where issued) \_\_\_\_\_

Parent/Guardian #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Military: ☐ Yes ☐ No

Primary Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # or other \_\_\_\_\_

Last 4 Digits of SSN # \_\_\_\_\_ DL # (including state where issued) \_\_\_\_\_

**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.**

**\*Name** \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Last 4 Digits of SSN # \_\_\_\_\_ DL # (including state where issued) \_\_\_\_\_

**\*Name** \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Last 4 Digits of SSN # \_\_\_\_\_ DL # (including state where issued) \_\_\_\_\_

**\*Name** \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Last 4 Digits of SSN # \_\_\_\_\_ DL # (including state where issued) \_\_\_\_\_

## 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 are necessary.

Please Check the Appropriate Boxes

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

☐ Allergies (please list) \_\_\_\_\_

☐ 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 this form is correct and current. I will inform the childcare center of any changes that occur.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## 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's Initials \_\_\_\_\_ Date \_\_\_\_\_

# Christian County Board of Education Districtwide Childcare Services

Tracey Shifflett  
200 Glass Ave  
Hopkinsville KY 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 Districtwide 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.

Student's Name \_\_\_\_\_  
(Please Print)

Parent/Guardian's Name \_\_\_\_\_  
(Please Print)

Parent/Guardian's Signature \_\_\_\_\_