



Advanced Manufacturing Technology Center

804 B South Main Street  
Elkton, Kentucky 42220

Phone: 270.265.4444

# Parent Handbook

## 2025-2026

## **Welcome to TC Tots Child Care Center:**

TC Tots accepts children ages 6 weeks through 3 years for full-time care and preschool age on Fridays. Hours of operation are from **7:00 a.m. to 4:30 p.m.** Monday through Friday beginning August 5, 2025. TC Tots follows the school calendar and is open during the days certified staff are scheduled to work, with the exception of district day (August 4, 2025).

TC Tots ratios are determined by the Division of Regulated Child Care and are as follows:

<b>Class Groups</b>	<b>Ages</b>	<b>Teacher : Child Ratio</b>
Infants	6 weeks - 12 months	1:5
Toddlers	12 months -24 months	1:6
Toddlers	24 months - 36 months	1:10
Preschool	3-4 years	1:12
Preschool	4-5 years	1:14

## **Philosophy:**

TC Tots will strive to help children reach their fullest potential by providing developmentally appropriate activities to enhance physical, mental, and social skills. We believe children thrive best in a nurturing environment filled with warmth, gentleness, and patience, in conjunction with opportunities to explore and discover new experiences. We strive to build a partnership with our parents to ensure the child's best interest is at heart.

## **Holidays/Center Closings:**

The center will be closed for the following days (*unless utilized as make-up days for inclement weather by the TCBOE*):

<b><u>Fall Semester</u></b>	<b><u>Spring Semester</u></b>
Labor Day (September 1)	
Fall Break (October 3-10)	Martin Luther King Jr. Day (January 19)
PD Day (November 11)	President's Day (February 16)
Thanksgiving Break (November 26-28)	Spring Break (April 3-10)
Winter Break (December 19-January 2)	

The last day for childcare for the 2025-2026 school year will be closing day, which is currently scheduled for May 18, 2025 (pending weather).

## **Enrollment Procedures and Requirements:**

### **Application Process:**

- New applicants may pick up a folder containing a parent handbook and admissions application. New applications will be accepted throughout the academic year.
- Renewal applications for children currently enrolled in TC Tots will be accepted during the enrollment period. An application for renewal must be submitted to the Director during the month of May. If the application is not received during the month of May, TC Tots cannot guarantee an opening for your child.
- A waiting list is maintained based on processed applications and openings available within the child's age group.
- The completion of this application does not guarantee a spot for your child. If a space becomes available, you will be contacted by TC Tots's Director prior to opening day.
- When slots are available, applications for non-district employee children who have an affiliation with the district will be considered. However, district employee children will be given preference for allocated spots. For non-district employee children, slots may be relinquished if a slot is needed for an employee's child.

### **Required Documentation upon Enrollment:**

- Immunization certificate on a Kentucky form or medical/religious exemption is required on the first day of school for all applicants.
- Immunization updates are required to be submitted prior to expiration for children currently enrolled in the program. TC Tots staff will provide you with an immunization reminder.
- An emergency contact list must be on file with TC Tots. This includes a signed parental/guardian consent form for the child to receive emergency medical care & transportation form.
- Signed policies and procedures agreement.
- Photography Consent and Release Form.
- Sunscreen/Diaper Ointment/Teething Gel Permission Form.

### **Tuition and Fees:**

Tuition for children enrolled in TC Tots will be as follows:

6 weeks-Preschool: \$30/daily

**Tuition is subject to change upon need.**

Payments will be made through payroll deduction.

- Tax information will be distributed during the month of January.

- Failure to keep payments current will result in dismissal from the center.

### **Withdrawal from TC Tots:**

Clients who wish to discontinue childcare services with TC Tots must give a one month written notice to the Director. Verbal notice to staff is not considered official notice. Your child's withdrawal date will be considered one month from the written date. You will be billed accordingly regardless of actual attendance. If your child is withdrawn without notice, one month of tuition will be charged for one month from the child's last day of attendance.

### **Termination of Services:**

TC Tots reserves the right to dismiss a child from the center for any of the following reasons, including but not limited to:

- Financial: Late payments or any other problems with payment of tuition and fees.
- Failure to follow policies: Failure to honor the obligations listed in the contract, parent handbook, or in any written policies provided by TC Tots.
- Adverse Actions: any actions by parents or children that adversely affect TC Tots.
- Failure to Cooperate: Failure to cooperate with TC Tots in matters which the center determines serious enough to warrant termination.

### **Communication:**

Please contact the Director with any concerns. Small concerns that are not addressed can become much larger concerns. We do not wish for this to happen. TC Tots maintains the following chain of command:

Superintendent-- Jessica Addison

TC Tots Coordinator-- Kim Justice

TC Tots Director-- Marilyn Knight

TC Tots Lead Teacher-- Pam Slaughter (In director's absence)

### **Arrival and Departure:**

#### **Upon Arrival:**

- Please let your child(ren)'s teacher(s) know if they will be late to allow for an accurate count for meals/snacks.
- Children must be signed in daily.
- Children must be in weather appropriate clothing upon arrival.
- Children must wash hands upon entering the classroom.
- Please give the child's belongings to your child's teacher to place their belongings in their cubbies. Please do not send toys or other personal items from home. Exceptions may be made on a case-by-case basis for comfort items.

- Discuss any important information pertaining to your child's daily care with TC Tots staff.
- Written parental consent for prescription medication must be given daily.
- **No outside food or drink can be brought into the classrooms or stored in cubbies (with the exception of baby food/formula).** If your child has specific dietary needs the director will address as needed.

#### **Upon Departure:**

- Child must be signed out.
- Any signed in medicine must be picked up daily.
- Pick up a daily report from your child's teacher: infants and young toddler.
- Parents will pick up their child from their child's classroom.

#### **INDIVIDUAL CLASSROOMS SUPPLIES /SCHEDULE:**

**\*All of your child's personal items must be labeled with a marker. Each classroom has a daily schedule posted inside the classroom.**

#### **Infant Classroom:**

- Diapers & wipes
- Diaper cream
- Sunscreen
- Bottles labeled with child's name with lids
- Pacifier (one can be left with us and will be stored)
- Baby food/ formula/breastmilk (If formula is not premixed, bottles must be sent with water and pre-measured formula)
- A few sets of clothing
- Box of zip top plastic baggies
- Family Picture
- Picture of your child (For Projects)
- Necessary prescription medicine (must be signed in daily if needed)
- The following will be considered for infants transitioning to young toddler class: ability to eat table food, drink out of a sippy cup and sit in a small chair without support.

**Schedule:** Individualized to meet the needs of each child.

#### **1 - 2 Year Old Classroom:**

- Sippy cups labeled with child's name
- Diapers and Wipes
- Diaper Cream
- Sunscreen
- Two sets of clothing
- Full size crib sheet & toddler blanket
- Box of zip top plastic baggies
- 2 Boxes of Kleenex
- Family Picture

- Picture of your child (For Projects)
- Necessary prescription medicine must be signed in daily if needed
- Cups will be cleaned and sanitized between every meal

**Schedule:** Individualized to meet the needs of each child. However, the class has a routine schedule that can be printed upon request.

## **2 - 5 Year Old Classroom:**

- Diapers/Pull-ups & wipes if needed
- Sunscreen
- Two sets of clothing (including socks and shoes)
- Full size crib sheet & toddler blanket
- Necessary prescription medicine must be signed in daily if needed
- Box of zip top plastic baggies
- 2 Boxes of Kleenex
- Family Picture
- Picture of your child (For Projects)
- Water bottle

**Schedule:** May be picked up upon request.

\* Every Friday, sheets and blankets must be taken home to wash.

## **Personal Belongings and Safety:**

Children should dress casual and comfortable for preschool play since we have activities that involve movement and messy materials (paint, glue, playdoh, etc). In addition, shoes and socks need to be worn each day. We recommend shoes with shoelaces or Velcro. We do not recommend sandals, flip-flops, clogs, boots, etc. A seasonally appropriate change of clothing should be kept at the center at all times. This should include a shirt, pants, socks, and underwear.

## **Outside Play:**

Outdoor play is an integral part of the preschool program. It is required that your child play outside daily, weather permitting. This is a regulation that was passed in April 2013. No child can be left inside while their class is outside. It is extremely important to send your child to school dressed in appropriate clothing, including labeled outerwear.

## **PLAYGROUND RULES:**

1. Respect all teachers and other children.
2. Throw balls inside the playground area.
3. Share all toys.
4. Play in designated areas only.
5. Fence is not for climbing.

- Activities are to be conducted within the confines of the gated area.
- During inclement weather, activities are provided indoors
- Activities planned according to the needs/wants of the children.

## **GENERAL PROCEDURES:**

**Guidelines for bottle feeding:** Teachers will practice being attuned with the infants in their care to know your child's hunger cues. When noticed, the teacher(s) will wash their hands using the proper handwashing steps. Bottles are heated in a bottle warmer as needed. Bottles must be labeled with the child's name. If formula is not premixed, bottles must be sent with water and pre-measured formula. Teacher(s) will sit and hold your child while feeding them, talking to them and simply being present during these moments; doing so helps strengthen your child's language, cognitive(focusing) and social/emotional development. Any unused portion of the bottle will be discarded. Empty bottles will be rinsed and placed in the infant's cubby area.

**Diapering Procedures:** Teachers' hands will be washed before and after changing diapers. The changing mat is sterilized with a soap/water solution and wiped, after which a bleach/water solution will be used and the diaper changing mat will air dry for two(2) minutes before and after each use. Soiled diapers are disposed of in a closed container. Teacher and child's hands will be washed using proper handwashing steps.

**Toilet Training:** We at TC Tots take a very relaxed attitude towards potty-training. Children train easily when they are ready. Children should not be compared to how others are doing. Below are the general guidelines used for potty training at TC Tots. These procedures will be individualized for each child as needed.

1) When your child has shown a readiness to use the toilet, we suggest using disposable pull ups for one week. During that week we will take your child on a regular basis to use the toilet. We will accompany your child to the bathroom and help him/her learn to remove his/her pants and underwear on his/her own. After using the toilet, we will help your child learn to wipe and wash his/her hands. It may be necessary to give your child a bath every night for a while as he/she learns to wipe after using the potty. Hopefully, by the end of the week your child will be going to the potty on his/her own when needed.

2) Then the following week, we suggest a change to thick cloth underwear. We will remind your child to use the potty if needed. We will expect your child to get his/her clothes off, sit on the potty and wipe on his/her own. We will help your child to wash up when he/she is done. If your child has two accidents in one day, we will put him/her in disposable pull ups again. Not as a punishment, but as a break and for the health and safety of our center. If during this process, your child does not start going to the potty on his/her own without being reminded, cannot pull his/her pants down on their own or continues to have regular accidents, we will assume your child is not ready to potty train. At this point we will require your child to be put back in diapers and wait a while.

**Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home.** We want to be included in the potty-training process. Please discuss your decision to use cloth undergarments with TC Tots staff beforehand. An accident at this stage of learning is very upsetting to a child and we want your

child to feel comfortable in their ability to perform this task. **Send your child in easy on/easy off clothing until they are able to completely undress themselves.**

While your child is learning to use the potty, we encourage: no overalls, onesies, belts, buckles, snaps, buttons, or zippers. **THREE** sets of spare clothing are required (shirt, pants, thick underwear, socks and an additional pair of shoes). The pants should be elastic around the waist to make it easier for your child to pull them up and down. We do not launder or clean soiled items in any way due to health and safety issues and will send them home in a plastic bag. If stool is a real issue while changing your child while in cloth underwear, we may need to cut them off and throw them out.

### **Developmental Screener:**

A developmental screener will be administered to all new children within the first 90 days of enrollment. TC Tots uses the Ages and Stages Questionnaire, 3rd Edition to complete the screening. The screening will help identify any potential delays your child may be displaying. Your help may be needed with some questions on the screener; however, the majority of the screener will be completed by the director and your child's teacher. Kentucky offers early intervention services through Kentucky Early Intervention System (KEIS) for children with developmental delays. To receive services, a referral and evaluation must be completed by KEIS. Qualifying children will receive an Individualized Family Service Plan (IFSP). If your child has an active IFSP, please reach out to TC Tots's director and provide us with a copy so we may help support the goals of the plan. If you would like information regarding the KEIS program, please reach out to the center director and information will be provided.

### **Discipline:**

We will provide an environment of instruction and guidance in helping children learn appropriate and inappropriate behavior in the classroom.

Appropriate behavior is defined as a cooperative spirit on the part of the child to follow guidelines and rules. (Examples: willing to put toys away, willing to follow instructions during transition, etc.) Appropriate behavior will be rewarded with praise and recognition including behavior charts and verbal rewards.

Inappropriate behavior is defined as an uncooperative or harmful behavior to oneself or others. (Examples: biting, hitting, screaming, spitting, hair pulling, scratching, etc.) Inappropriate behavior will be handled by verbal correction (reminding child of limits) and redirection.

Behavior reports will be written when a child displays continual harmful or disruptive behaviors. If the behavior continues, the director and teacher will conference with the parent. Persistent harmful/disruptive behavior may result in dismissal from our program.

### **Meals:**

The Todd County Central High School Cafeteria staff prepares the food and follows all state requirements and recommendations to provide nutritious meals. All students eating solid foods will receive a breakfast snack, lunch, and afternoon snack. All food for infants should be brought in by parents and labeled. Infant food must be commercially prepared and packaged. TC Tots



asks that no food be brought into the center unless commercially prepackaged and individually wrapped for birthdays and celebrations.

**Menu Requirements:** Follow KY state regulations

1. A child shall wash his/her hands with soap and warm, running water prior to eating and after toileting.
2. Drinking water shall be freely available to a child and individual drinking cups provided if no water fountain is available.
3. The facility shall provide and serve nutritious snacks and meals.
  - a. A child present at meal or snack times shall be served.
  - b. The facility shall provide and serve breakfast or a midmorning snack, lunch, and a mid-afternoon snack.
  - c. There shall be at least a two-hour lapse, but no longer than three-hour hours, between meals and snacks.
  - d. Food prepared shall be in quantities reflecting the developmental stage of the child.
  - e. Food requirements shall be as follows:
    - i. Breakfast snack shall include two of the following: milk, protein, whole-grain bread or fruit;
    - ii. Snacks shall include 2 of the following: milk, protein, fruit, vegetable, juice, or whole-grain bread; and
    - iii. Lunch shall include milk, protein, 2 vegetables, or 1 fruit and 1 vegetable and whole-grain bread.
  - f. A child shall be seated at eating time with sufficient room to manage food and tableware.
  - g. Adults shall be present within an arm's length of children during eating times.
  - h. Adults shall manage time and monitor all children's progress.
  - i. Individual eating utensils shall be of size and design that a child can handle easily.
4. Weekly menus shall be prepared, dated, and posted in advance in a conspicuous place. Substitutions shall be noted on the menu. Menus will be on file in the center.

**Birthdays:** We are happy to celebrate birthdays. There are special requirements for licensed centers that provide food to children. All food served to the children must be store-bought and cannot be homemade. Please check with the teacher in advance before providing special snacks or treats at school.

**Abuse or Suspected Abuse:** Shall be reported to proper authorities as required by law.

**Immunizations:** All children must have a current immunization form or medical/religious exemption on file. This must be received before the child can begin our program. Children are not allowed to attend TC Tots with an expired certificate.

## Illness:

A child showing signs of an illness that may be communicable to others in a day care setting shall not be admitted to the regular childcare program. If a child becomes ill during the day, they shall be placed in a supervised area isolated from the rest of the children, the parent or designated person shall be contacted immediately, and **arrangements shall be made to remove the child from the facility within one hour of the call.** In case of an emergency, if a parent cannot be reached, we will call the emergency contact on your child's application form. We appreciate that you have entrusted the care of your child to us while you work. We will do everything possible to provide a safe, healthy environment. To succeed at that, we need your help in keeping your child at home whenever any of the following symptoms are present:

- **Temperature:** *An axillary temperature of 100.4 F or greater is considered ill.* A child of any age should receive immediate medical attention with a temperature of 105 F or higher. If your child experiences these fever thresholds while in our care, we will call you to come get him/her. **Your child must be fever free and without the support of Tylenol or Motrin for 24 hours before returning to our center.** ***Without fever means without the administration of a fever reducing agent such as Tylenol. This policy will be enforced without question.***
- **COVID-19:** Children or adults who test positive for COVID-19 must follow the recommendations of local health department on when to return.
- **Sore Throat:** Sore throat with fever and/or swollen glands.
- **Nose:** Any child with an excessive clear or green discharge will not be permitted to attend TC Tots until seen by a Physician and a doctor's note is provided to the Director.
- **Diarrhea or blood in stool:** **A child who experiences more than one loose stool will be sent home until diarrhea stops.** Staff will take into consideration factors such as antibiotics causing diarrhea, breast-feeding causing loose stools, etc.; however, a doctor's note is required for this to be acceptable.
- **Vomiting:** If vomiting occurs at home, children must be absent for a 24-hour period before returning. A child that vomits at TC Tots will be sent home and can return after 24 hours of not vomiting, dry heaving.
- **Severe Coughing:** Severe coughing to the point where a child becomes red or blue in the face or makes a high pitched whooping sound after coughing.
- **Eye Discharge:** Eye discharge that is thick mucus or pus draining from the eye or pink eye (conjunctivitis).
- **Mouth sores:** Mouth sores that include drooling unless the child's physician provides a statement saying the illness is not infectious.
- **Rash:** Rashes, including poison ivy, poison oak, etc. with fever or behavior change, until a physician provides a note verifying that the illness is not communicable.
- **Signs of possible illness:** unusual lethargy (laying around classroom, excessive sleeping), irritability, persistent crying (if staff can't console the child), difficulty breathing, and uncontrolled coughing.
- **Infestation:** Infestation (scabies, head lice) after treatment has been initiated and the head is not free.
- **Tuberculosis:** Tuberculosis until the child's physician states in writing the child is not infectious.
- **Impetigo:** Impetigo until 24 hours after treatment began.

- **Strep Throat:** Strep throat until 24 hours **after** treatment has been initiated and **until** the child has been fever free for 24 hours, without fever means without the administration of a fever reducing agent such as Tylenol.
- **Ringworm:** Ringworm until 24 hours after treatment has begun
- **Shingles:** Shingles if sores cannot be covered by clothing or a dressing, until the sores have crusted.
- **Child is irritable, continuously crying, and lethargic:** If child is too sick to participate or requires more care than the staff can provide without hurting the health and safety of other children, TC Tots staff will request that the child leaves until he/she feels better.
- **Diaper Rash:** If a child experiences a severe/unusual diaper rash lasting longer than 3 days, a doctor's note will be required before the child is allowed to return to school.

## **Medication:**

We will administer prescription medication when necessary with written permission from a parent. A parent must sign medicine in along with the time it must be administered. All prescriptions must be in the original container with the child's **name written on it**. We must follow the guidelines on the medicine label according to age. We will not administer medication that has expired. All medicine must remain in a locked container at all times. **Please do not leave any medicine in your child's cubby, diaper bag, or backpack.** All medicine must go home at the end of each day. Prescription medications shall not be given to a child except as authorized by a licensed physician and with written daily request of the parent or guardian.

- a. The facility shall keep a written record of the administration of each medication, including time, date, amount, and staff giving the medication.
- b. Medication shall be stored in a separate place out of the reach of children and shall be stored in the original bottle and properly labeled.
- c. Medication shall not be given to a child if the expiration date on the bottle has passed. Medicines should be taken home daily. No medicine shall be left at school. Exceptions are sunscreen lotions, teething gel, and diaper cream.

## **Health Needs:**

Health needs of the child shall be met as follows:

- a. First aid supplies shall be available to provide prompt and proper first aid treatment and stored out of reach of children.
- b. Supplies shall be periodically inventoried to ensure that they are current.
- c. Reusable items shall be sanitized and maintained in a sanitary manner. First aid supplies shall include:
  - a. liquid soap
  - b. adhesive bandages
  - c. sterile gauze
  - d. scissors
  - e. tweezers
  - f. thermometers
  - g. flashlight
  - h. cold pack
  - i. first aid book

- j. disposable latex gloves
- k. CPR mouthpiece
- l. medical tape

Each child shall be helped with personal care and cleanliness. Children shall not return from the toilet to activities without first washing their hands

### **Cameras and Photographs:**

- TC Tots will issue forms to obtain parental consent.
- Picture forms will be on file within the center.
- TC Tots may have class group pictures made by professional photographers

### **No Smoking Policy**

- TC Tots is a smoke-free facility. Smoking is prohibited on TC Tots grounds.

## **SAFETY AND SECURITY**

Your child's safety is a top priority at TC Tots. The doors to our facility remain locked throughout the day. Children must be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child.

**EMERGENCIES:** The following emergency procedures will be implemented:

### **Medical Emergency:**

- Determine extent of injuries.
- Perform first aid or CPR.
- Call 911 emergency medical services.
- Stay with the child until medical help arrives.
- Notify parents/guardians- use emergency card information.
- Director or other employees of the child care center will accompany the child to the hospital if there is sufficient staff coverage at the child care center. If no one can accompany the child to the hospital then the Director would confer with the hospital or parents as to the condition of the child.
- The Director will submit to the Cabinet of Health and Human Services an incident report form within 24 hours of the incident.

### **Fire Drill/Fire Escape Plan:**

- When the alarm sounds, each teacher will follow the proper procedure to ensure a safe, orderly, and quick evacuation of the building. At the beginning of each month, teachers will instruct their children on the appropriate evacuation route and correct evacuation

procedure that should be followed when the alarm sounds. The map of the fire evacuation route must be posted on the wall/door at all times.

- All doors and windows will be closed by staff. Children are to leave the building quietly and assemble at least 100 feet from the building. Each teacher/staff will determine the best way for their age group to exit and remain in a group.
- In the event of a bomb threat, instructions will be communicated over the intercom system.

## **Emergency Building Evacuation Procedures:**

### **Infant procedures:**

- Nursery teacher/staff/volunteers will place five (5) infants in rolling transport upon hearing the alarm, unless there are enough adults to carry each infant out individually.
- Teacher/Staff/volunteers will roll infants out of the classroom through the nearest Emergency exit (see map on the wall to locate the nearest exit).

### **Toddler/Preschool procedures:**

- Teachers/staff will call children together upon hearing the sound of the alarm.
- Toddlers/preschoolers will line up to exit the room/building.
- Teacher/Staff will guide the children to the nearest emergency exit (see map on the wall to locate the nearest exit).

### **General procedures:**

Initiate above procedure and proceed with the following:

1. Move away from the building at least 100 feet.
2. TC Tots Staff will pick up sign-in sheets.
3. TC Tots Staff will assign a staff member to check classrooms and bathrooms to make sure everyone has exited the room and follow the last crib out.
4. Instruct the designated staff member to close the door and turn off lights when leaving the room.
5. Once in the designated area, staff will quickly take head count of children.
6. If the count does not match the number of children on that day - notify the director.
7. Remain in the designated area until the proper personnel have notified you of the next step.
8. All of this is to be done in a calm manner, so the children are not frightened.
9. TC Tots staff will take each area's Emergency Contact Folder with them.

## **Tornado – On Site Emergency Situation:**

### **Action Plan:**

1. The building Administrator will issue the "tornado warning" for the building.
2. When the warning is issued, all children will be escorted into the interior restrooms. They will assume the safety position (down with hands covering the head) near a wall inside the restroom - do not block the door.

3. An “ALL CLEAR” announcement will be announced TWICE to indicate the severe storm emergency is over and for children to resume normal school functions.

### **Emergency Plan:**

1. The Administrator will determine the level of the emergency and notify appropriate authorities.
2. Emergency response officials will take command upon arrival.
3. Teachers/staff will be directed to isolate and secure damaged areas, administer first aid, provide support/counseling if needed and assist in evacuation procedures.
4. Administrator will determine the need to evacuate area/school and will decide to keep children/students at school or send them home.
5. The electricity and gas supply will be turned off.
6. Any communication from the school system to the media will be handled by the Superintendent's Office.

### **Emergency Weather – Evacuation Procedures:**

#### **Infant procedures:**

- Nursery teacher/staff/volunteers will place five (5) infants in rolling transport upon hearing the alarm unless there are enough adults to carry each infant out individually.

#### **Toddler/Preschool procedures:**

- Teachers/staff will call children together upon hearing the sound of the alarm. Toddlers/preschoolers will line up when exiting the room/building.

#### **General procedures:**

Initiate above procedure and proceed with the following:

1. TC Tots Staff will pick up sign-in sheets.
2. TC Tots Staff will assign a staff member to check the classroom and bathroom to make sure everyone has exited the room and follow the last crib out.
3. Instruct the designated staff member to close the door and turn the lights off when leaving the room.
4. All children will be escorted to the interior hallway. They will assume the safety position (down on knees with hands covering the head) near a wall inside the hallway - do not block the door - move away from areas with windows.
5. Once in the designated area, staff will quickly take head count of children.
6. If the count does not match the number of children on that day - notify the director.
7. Remain in the designated area until the proper personnel have notified you of the next step.
8. All of this is to be done in a calm manner, so the children are not frightened.

## **Earthquake Procedures/Drills:**

- All schools conduct a minimum of two (2) earthquake drills per year. The primary objective of drilling is to educate students/staff as to how to minimize the risk of injury and to identify/address problems encountered during the drill itself.

### **Procedure (Indoors)**

When the announcement occurs for the drill - students need to quickly, but calmly, do the following:

1. Take cover under their desk or a table; or next to an interior wall.
2. Sit on the floor and cover their heads and neck from falling debris.
3. Listen to the teacher/staff for additional instructions.
4. An announcement will indicate the completion of the drill.

### **Procedure (Outdoors)**

When the announcement occurs for the drill - students need to quickly, but calmly, do the following:

1. Stay in open areas free from overhead hazards such as power lines, trees, covered walkways, concrete block walls, and chain link fences.
2. Remain in the safe area until further instruction is given – do not re-enter the building.

### **Prior to an Earthquake**

Staff will look for potential hazards in the building:

Suspended ceilings  
Large Windows  
Tall bookcases/cabinets materials  
Storage areas - (chemicals and hazardous materials)

### **During an Earthquake**

1. Staff will follow the procedures - no announcements may be possible.
2. Staff will take inventory of their surroundings and medical needs of children.
3. Staff and children will stay where they are if it is safe. If it is not; staff will scout a safe way to an interior room that is safer. They will guide students to a safer room in a calm manner.
4. Staff and children will wait in a safe area for an Administrator or designee to give further instructions.
5. Staff will keep children in a safe area with their heads and necks covered (Aftershocks).
6. Staff will be aware of over the head hazards if instructed to exit the building.

## **After an Earthquake**

Staff will be informed of what action will need to take place as soon as possible. What will happen will be determined in large part on the severity of the damage we experience and where damage exists. Once things are identified, staff will be instructed as to what needs to occur. Remember, during an earthquake, it is important NOT to evacuate until staff have been told to do so. If the fire alarm is pulled, staff will not evacuate the building unless the presence of fire is evident (smoke and dust are common in earthquakes).

## **Emergency Situations:**

### **Bomb Threat**

- Any teacher, staff, or other individual will IMMEDIATELY contact an Administrator after receiving a bomb threat! Dial 69 to trace the previous call on the phone line that received the threat! Record the last call dialed via voice message! The Administrator will sound the fire alarm and the building will be evacuated.
- The Administrator will notify the appropriate Law Enforcement officials and Todd County Schools Central Office as soon as the alarm is sounded.
- The law enforcement officials will take command of the situation upon arrival.
- All radio communications devices will be turned off!
- Students will be directed to the baseball field with a secondary evacuation area of Todd County Central High School until the situation is over and students are able to resume normal school functions.
- Any communication from the school system to the media will be handled through the Superintendent's Office.

## **Lockdown-Procedures/Drill:**

A lockdown consists of moving all students off playgrounds and exterior buildings on the site and into the school grounds, securing all entrances and exits, and denying access to any unauthorised persons. All building occupants should be on the ground and out of sight from the hallway.

### **General procedure:**

- Staff will remain calm and stay with their students.
- The lockdown will commence immediately by locking all interior doors and exterior doors.
- All outside activities will be canceled until notified by the school Director.
- All doors and windows will be closed and all blinds and curtains closed.
- Students and staff will be quiet and away from doors and windows.
- Student will not be unattended at any time.



- Frequent counts of all students will be maintained and any missing students immediately reported to the center director in charge.
- No authorized persons will be allowed in the building.
- Lockdown is to remain in effect until canceled by the Director in charge and an all clear is announced.

### **Shelter in Place-Procedures/Drill:**

A shelter in place consists of moving all students off playgrounds and exterior buildings on the site and into the school grounds, securing all entrances and exits, and denying access to any unauthorized persons.

#### **General procedure:**

- Staff will remain calm and stay with their students.
- The shelter in place will commence immediately by closing and sealing exterior doors and windows.
- All outside activities will be canceled until notified by the school Director..
- Central air units will be turned off.
- No authorized persons will be allowed in the building.
- Shelter in place is to remain in effect until canceled by the Director in charge and an all clear is announced.

### **Suspicious U.S. Postal Service or Commercial Delivery Service Letter - Package On – Site Situation:**

1. Any suspicious letter or package received will be isolated and an Administrator will be contacted to inspect.
2. The Administrator will evaluate and open suspicious packages away from all other individuals.
3. Students will not handle any mail or package not previously screened by the front office.
4. If a letter/package has been determined to be suspicious to a level that might contain a threat to the school, the police department will be contacted.
5. The Administrator will notify the Todd County Schools Central Office.
6. Any letter/package containing a note indicating that individuals have been exposed to “ANTHRAX” or other harmful substances will immediately require all individuals potentially exposed to be isolated. All staff and students will be evacuated. An Administrator will notify the appropriate Law Enforcement Officials.
7. Exposed individuals will be scrubbed down with soap and water.
8. Students will be directed to the baseball field or Todd County Central High School until the situation is over and students are able to resume normal activities.
9. Any communication from the school system to the media will be handled through the Superintendent’s Office.

## **Off -Site Emergency Location**

In the event we have an off-site situation, we will exit towards the parking lot beside Todd County Central High School and enter Todd County High School's auditorium if the Todd County Central High School campus is not evacuating. In the event, the entire campus is evacuating, we will walk behind the high school until we reach our safe location at Todd County Board of Education.

***TC Tots Child Care Center does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs or activities.***

**\*TC Tots Parent Handbook was adapted with permission from the Gatorland Learning Center Parent Handbook.**

# **TC Tots Child Care Center**

804 B South Main Street  
Elkton, Kentucky 42220  
Phone: 270.265-4444

Dear Parents:

Please refer to TC Tots's Parent Handbook regarding our policies and procedures for the 2025-2026 school year. Please initial beside each of the bulleted statements below indicating you have reviewed the following policies of TC Tots Child Care Center.

\_\_\_\_\_ DAILY SIGN-IN AND SIGN-OUT: I agree to sign my child in and out every day using the school's attendance procedure. A full, legible parent signature is required on the final day of attendance each week.

\_\_\_\_\_ PAYMENT OF TUITION: I understand that tuition is due and payable, on the first day of each month.

\_\_\_\_\_ LATE OR UNPAID TUITION: I understand that if my account is delinquent, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition.

\_\_\_\_\_ CENTER HOURS: I understand that TC Tots is open from 7:00 a.m. to 4:30 p.m.

\_\_\_\_\_ ILLNESS: I understand that I will be notified should my child become ill during the day, and that I will pick my child up promptly, or arrange for an authorized emergency contact person to pick my child up upon such notification. I understand that my child will be re-admitted according to the Re-admission Criteria in the Parent Handbook.

\_\_\_\_\_ OUTSIDE FOOD: No outside food or drink can be brought into the classrooms or stored in cubbies (with the exception of baby food/formula). If your child has specific dietary needs the director will address as needed. Exceptions may be made for scheduled parties.

I have reviewed the policies and procedures outlined above and discussed in TC Tots's Parent Handbook. I understand and will comply with the policies included in the TC Tots's Parent Handbook.

Child(ren)'s Name(s) \_\_\_\_\_

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

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